

## **Beth Tikvah Congregation Library Collection Development Policy – January, 2008**

### **Introduction**

This policy will outline the Beth Tikvah Congregation Library (BTCL) mission statement, collection makeup and future goals, as well as define practices for collection development, access and acceptance of donations. For answers to any questions or concerns about the content of this policy statement, please contact the library at [library@beth-tikvah.org](mailto:library@beth-tikvah.org).

### **Mission Statement**

The mission of the BTCL is to provide access to relevant Judaica materials to the membership, clergy, staff and youth of our congregation. These materials include books, periodicals, videos, CD's and DVD's in Hebrew and English. The BTCL hopes to stimulate the study of Judaism and its history and practices as well as its relevance to daily life through a comfortable and supportive environment.

### **Selection Responsibility and Criteria**

The responsibility of selection of materials for purchase by BTCL lies with the librarian and the Board representative. Suggestions and requests will be solicited from the clergy and the staff including Religious school and Preschool staff, as well as the congregation at large. Final decision is based upon the following selection criteria:

1. Importance or significance to the study and practice of Judaism.
2. Contribution to the curriculum and educational goals of the Religious school and Preschool.
3. Currency and timeliness of the materials.
4. The work fills a knowledge gap in the current collection.
5. The work is not readily available in public or school libraries.
6. Favorable reviews found in professional selection sources or recommendations by professional personnel, congregants with special expertise or students.
7. The value is commensurate with the cost and/or need.

### **Access to Materials**

The BTCL does not restrict or otherwise label materials for potentially controversial content. Parents are encouraged to speak with their children about what limitations they wish to place on their child's reading. At any time the librarian or child's teacher can be consulted to find appropriate reading material. These policies are based on the "Library Bill of Rights" developed by the American Library Association. Please see the ALA website for more information:

<http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm>

### **Checkout/Return Policy and Late Fees**

No item can leave the library without being signed out. This includes teachers/staff who might just want the item for a class period. Materials may be checked out for a period of two (2) weeks, with the exception of certain reference materials, which may not be removed from the library without permission of the librarian. An item can be renewed if no one else requires the item. If materials are not returned after that two week period, a notice will be sent to the borrower. If the item is not returned after a further two weeks, a charge equal to the replacement value of the book will be assessed. If you feel the notice was sent in error, or wish to renew the

item, please contact the librarian as soon as possible after the notice is received. No refunds will be offered after the two week notice period.

### **Judaism and the BTCL**

The BTCL serves a population with a wide range of belief, background, and level of religious observance. The library's policy is to make a special effort to select materials that affirm Jewish identity, rather than rejecting materials that may not be concordant with the beliefs or practices of every family. Parents are encouraged to communicate their expectations and beliefs when their children's reading raises questions related to Jewish belief or observance.

### **Weeding and Discarded Materials**

The removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value is part of the selection process. The Library staff shall continually evaluate materials in the collection according to the selection criteria listed above, and shall discard materials that are outdated, worn, or otherwise no longer appropriate to the Collection. Due to space considerations, we are only able to retain two (2) copies of any one item.

The following criteria are considered in weeding the collection:

- Circulation: If the material has not been used in ten years, it is weeded
- Physical Condition: If an item is in poor condition, it is weeded, and a decision must be made on whether to replace it
- Timeliness: Materials are weeded if they are (a) obsolete, particularly in the sciences and technology; (b) no longer in demand or not in support of the curriculum; (c) superseded editions
- Reliability: If materials are inaccurate, incomplete or otherwise unreliable, they are weeded
- Duplicates: Duplicates that are not circulating are discarded. Due to space considerations, we are only able to retain two (2) copies of any one item.

Materials are not weeded if they are materials on local history or of local interest. Judaic materials, especially those that are out of print, may be retained even if they meet other conditions for weeding.

Weeded materials shall be discarded in the following ways, according to the librarian's discretion:

- Materials that would enhance a classroom collection may be offered to a classroom teacher.
- Materials that may be of interest to individual students may be given away or sold for minimal cost at the library's Used Book Sale.
- Materials that have historical value may be donated to a research collection or archive.
- Materials that are extremely worn or damaged, or that contain inaccurate or outdated information that renders them inappropriate for classroom or home use, will be stripped of their covers and recycled.

### **Gifts and Donations**

The BTCL welcomes gifts and donations. Donations will be reviewed in light of the

selection criteria listed above. Materials that do not meet these criteria will be offered to teachers for their classroom collections or discarded. In order to be able to acknowledge the gift to the library, please leave your name and contact information with your donation or contact the librarian directly to discuss your donation. Donations should be chosen from the library's online wish list maintained for this purpose, or after consultation with the librarian to determine the library's needs. When possible, the librarian will inform donors of this procedure, and will offer them the choice of keeping materials the library does not need. Due to space considerations, the library can only retain two (2) copies of any one item. The library staff cannot evaluate of the monetary value of any gift for income tax purposes.

### **Requests for Reconsideration**

Any student, parent, board member, or employee may challenge the appropriateness of library materials. The purpose of the following procedure is to enable those who do not directly select materials to express their opinions.

### **Informal Statement of Concern.**

When the library receives a question about library materials, the issue may be resolved informally by the librarian and the Library Board Representative explaining the school's collection development policies.

### **Formal Statement of Concern.**

A formal challenge may be filed using the form "Statement of Concern About Library Resources". Upon receiving such a form, the Librarian will inform the Library Board Representative, and together they will examine the material in question. They will discuss the material and prepare a recommendation on the resolution of the matter. No materials will be removed from the library pending the outcome of a "Statement of Concern About Library Resources". The Library Board Representative will inform the complainant in writing of the decision made. The recommendation will be implemented by the library.

### **Privacy Statement**

The BTCL records circulation data for internal use only, and will not sell this information to any third party.

### **Interlibrary Loan**

If a patron is unable to find a item in the BTCL collection, the librarian will assist the patron in finding it at another location, but at this time cannot secure access to that item. The librarian will also add the item to the wish list for future acquisition.