

# **Greensburg Hempfield Area Library**

## **Collection Development Policy**

**Policy Number: 10**

**Date Last Updated: August 9, 2019**

**Purpose:** The purpose of this policy is to describe the nature of the Library's collection and to provide guidance and direction to the Library staff for the development and maintenance of the Library's collection.

**Statement of Policy:** Greensburg Hempfield Area Public Library's collection consists of a wide diversity of materials that have been accumulated to accommodate patrons' interests. The continuous review of library materials is necessary as a means of maintaining an active library collection of current interest to users.

### **1. Mission and Statement of Purpose**

- A. Greensburg Hempfield Area Library acquires, organizes, and provides open access to information, resources and services that inspire and help community residents meet their lifelong personal, educational, cultural, vocational, recreational and professional information needs. The Library, as a leading force in the community, emphasizes local resources, popular materials, and educational enrichment for all ages and abilities.
- B. It recognizes that the freedom to read is essential in a democracy, and it subscribes to the Library Bill of Rights and to the Freedom to Read Statement adopted by the American Library Association, June 25, 1971. The Library recognizes the interpretations of the Library Bill of Rights as guidance for carrying out the Bill of Rights. GHAL additionally respects the confidentiality of all patron records.
- C. In order to meet this mission, the GHAL's collection must provide a wide range of materials for users of all ages, all educational levels, and all socio-economic backgrounds.

### **2. Collection Priorities**

- A. The GHAL's collection will encompass contemporary titles and notable works of classical literature in every field.
- B. Materials on Westmoreland County history and genealogy are of particular interest to Greensburg-Hempfield area residents and will be given priority. These include nonfiction books in many subject areas and, to a limited extent, fiction.

### **3. Materials Not Collected**

- A. Due to finite resources, there are certain materials that the GHAL does not specifically collect:

- 1) Rare books. Since it is the public Library's function to make materials available to all users, the GHAL does not collect rare or unusual materials that require special handling.
- 2) Textbooks. Although school and college libraries are the primary resources for students, students at all levels of formal education make up a large part of the Library's clientele, and the Library recognizes students' needs in selecting materials. Textbooks will, however, be purchased in those subject areas where there is little or no material in any other form or in those instances where they substantially add to the collection.

#### **4. Selection Criteria**

- A. The GHAL selects material for its collection in accordance with professionally accepted guidelines. The Library will attempt to represent all approaches to public issues of a controversial nature. The Library does not sanction particular beliefs or views, nor is the selection of any given item equivalent to an endorsement of the author's viewpoint. If a scarcity of information in a particular subject area exists, material in that area may be selected, even though it does not meet the usually applied standards.
- B. The selection of materials is governed by the Library's general objectives, its assessment of the community's present and future needs, its recognition of and cooperation with other libraries accessible to residents, and the limitations of space and budget.
- C. Collection development staff use their training, knowledge and expertise along with the following general criteria to select materials for the collection:
  - 1) Patterns of use/ requests
  - 2) Relevance to interests and needs of the community
  - 3) Extent of publicity, critical review and current or anticipated demand
  - 4) Current or historical significance of the author or subject
  - 5) Local significance of the author or subject
  - 6) Relevance to the existing collection's strengths and weaknesses
  - 7) Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
  - 8) Date of publication
  - 9) Price, availability and Library materials budget
  - 10) Suitability of format to Library circulation and use.

#### **5. Patron Recommendations**

- A. Customers request items the Library does not own.
- B. Each request is reviewed for inclusion in the collection or for loan through Interlibrary Loan.

# **Greensburg Hempfield Area Library**

## **Collection Development Policy**

C. Staff determine the best method for delivery of materials using the selection criteria.

### **6. Requests for Reconsideration**

- A. The GHAL selects material using established criteria and full consideration of the varying age groups and backgrounds of patrons.
- B. Requests for removal of items from the collection may be made in writing. Such requests will be decided using a formal procedure.

### **7. Responsibility for Collection Management**

- A. The final authority for the Library collection rests with the Library Trustees.
- B. Implementation of collection development policy and management of the collection is assigned to Library staff. The GHAL disposes of materials that have been withdrawn according to the criteria for weeding and withdrawal outlined below.
- C. The Library will resell, recycle, or redistribute Library materials that are withdrawn from the collection or donated to the Library.
- D. Criteria for Weeding and Withdrawal:

- 1) Damage or poor condition
- 2) Number of copies in the collection
- 3) Relevance to the needs and interest of the community
- 4) Current demand and frequency of use
- 5) Accuracy and timeliness

### **8. Gifts**

- A. The GHAL accepts donations of books and other like materials.
- B. The Library retains the authority to accept or reject gifts. Library staff make all decisions as to the use, housing and final disposition of donations.
- C. The Library does not evaluate or appraise gift books or like material, or provide a value for donated items for tax purposes. The Library mails a thank-you letter that can be used for tax purposes for all donations of gift books and like material, whether items are used for book sales or put in the collection as donations in honor of or in memory of someone. However, it is the individual donor's responsibility to supply a value for taxes.

Provide as much information as possible on the form below regarding your purchase suggestion. Please note that while the library staff takes all suggestions into careful consideration, not all of them will be purchased.

PLEASE PRINT

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Title: \_\_\_\_\_

Author/Artist: \_\_\_\_\_

Please check the box for the type of material you are requesting:

- ☐ Book
- ☐ Large Print
- ☐ Book on CD
- ☐ Music on CD
- ☐ DVD

Publication Year:\_\_\_\_\_ ISBN:\_\_\_\_\_ Edition: \_\_\_\_\_

Name:\_\_\_\_\_

Library Card number:\_\_\_\_\_

Phone:\_\_\_\_\_

Email:\_\_\_\_\_

Please notify me about the status of my purchase suggestion:

- ☐ By email
- ☐ By phone

### OFFICE USE ONLY

#### Check for materials in both

- ☐ OPAC
- ☐ Acquisitions

#### In Acquisitions:

- ☐ To be ordered
- ☐ On order
- ☐ Received

#### Not in Acquisitions:

- ☐ Print bibliographic info. and give to Library Director for consideration

#### Patron has been notified of purchase status:

- ☐ Yes

### Citizen's Request for Reconsideration of a Book

Title:

Author:

Publisher (if known):

Patron's Name:

Address:

City:

State:

Zip Code:

Telephone:

1. To what in the book do you object? (please be specific; cite pages):
  
2. What do you feel might be the result of reading this book?
  
3. For what age group would you recommend this book?
4. Is there anything good about the book?
  
5. Did you read the entire book?                      If not, what parts did you read?
  
6. Are you aware of the judgment of this book by literary critics?
  
7. What do you believe is the theme of this book?
  
8. What would you like your library to do about this book?  
\_\_\_\_\_ Send it back to the collection committee for re-evaluation  
\_\_\_\_\_ Withdraw it from the collection  
\_\_\_\_\_ Other
9. In its place, what book of equal literary quality would you recommend that would convey as valuable a picture and perspective of the subject treated

SIGNATURE OF PATRON

DATE