

## **EXETER COMMUNITY LIBRARY**

### **Collection Development Policy**

#### **A. PURPOSE OF COLLECTION**

The Exeter Community Library collects and makes available to all members of the community resources that enhance and contribute to individual knowledge, enlightenment, and enjoyment. The library features current, diverse materials in a variety of formats for all age groups and serves as a learning and educational center for all residents of the community.

#### **B. GUIDING PRINCIPLES**

The Exeter Community Library is committed to the following:

- Upholding the principles of free speech and expression and opposing the restriction or suppression of ideas, information, or artistic expression
- Serving all people, regardless of age, race, religion, gender, physical ability, economic status, or any other classification protected by law
- Promoting a lifelong love of learning

#### **C. COLLECTION PARAMETERS**

The Exeter Community Library strives to have a well-balanced collection. These goals are augmented by ECL's membership in the Berks County Public Library system, which provides access to the collections of its member libraries via reciprocal borrowing and lending. Other requests for unique materials are fulfilled through Access PA, Pennsylvania's statewide interlibrary loan system.

The reference collection includes items designated for a "Basic Plus" collection as determined by the Berks County Library Board. As new resources are purchased, the goal of a balanced collection as well as the needs of our particular population are considered. The collection will encompass all materials available for loan including but not limited to books, e-books, e-audiobooks, large print books, magazines, music CDs, DVDs, and audiobooks.

#### **D. PRIORITIES AND LIMITATIONS**

Funding and space limitations require very careful material selection.

It is the goal of the Exeter Community Library to have a balanced collection. This means the representation of various viewpoints and the acquisition of materials addressing a broad range of subjects. Patron requests may be honored when feasible, provided they are within the parameters of selection guidelines.

The Library accepts gifts that will be added to the collection if they meet the same standards as those required of purchased materials. .

If a gift is not suitable for the shelves (due to poor condition, age, because it already is present in the collection, or due to any other criteria), it will be donated to one of the book sales held by the Friends of the Library or the Friends of the Berks County Public Libraries. Gifts can be made through the Adopt-A-Book program, purchased for the library by a patron, or donated from a patron's personal library. All gifts become property of the Exeter Community Library upon receipt.

## E. SELECTION OF MATERIALS

Material selection is the responsibility of the Executive Director and the Children's Librarian. Materials will be selected with the recreational, informational, and educational needs of the entire community in mind.

In selecting materials for purchase, adding gift materials, or when items are being evaluated for retention or replacement, the following criteria are taken into consideration:

- Accuracy and impartiality
- Attention of critics, reviews, and the public
- Subject matter
- Cost
- Currency of information
- Local importance and/or historical value
- Reputation of the author or publisher
- Quality of organization, readability, and style
- Uniqueness or special features
- Advance notices and pre-publication announcements supplied by publishers and professional reviewing services
- Physical condition of the item and space limitations
- Duplication of material already in the Library
- Availability of material in nearby libraries, if local interest is limited to small or specialized groups

Suggestions for purchase from the general public are always given serious consideration using the above criteria.

Non-book materials will be governed by the same principles and criteria applied to book purchases, including all media, realia, and electronic sources.

The Library accepts gifts for addition to the collection if they meet the same standards as those required of purchased materials.

The Library will not acquire textbooks or other curriculum-related materials unless such materials also serve the general public.

Library materials will not be excluded based on the race, religion, nationality, political, or social views of the author(s). This board believes that censorship is a purely individual matter, and declares that while anyone is free to reject for oneself materials that do not meet with that individual's approval, no one has the right to censor or restrict the freedom of others. The library is not responsible for monitoring reading material accessed by minors, as this is the right and responsibility of parents and guardians. This library does not promote any one particular view, but attempts to present materials with a variety of viewpoints.

Materials are selected by consulting reputable, unbiased, professionally prepared selection guides. These resource links are available upon request.

## F. INTELLECTUAL FREEDOM

The Board of Trustees of the Exeter Library Association adopts, and declares that it will adhere to and support the following:

1. The Library Bill of Rights (American Library Association Council, 1972)
2. The Freedom to Read Statement (ALA and Association of American Publishers, 1972)
3. The Freedom to View Statement (American Library Association Council, 1990)

## G. REMOVAL FROM THE COLLECTION

In order to promote the quality and integrity of the collection, obsolete, unused, little-used, and damaged materials are removed on a regular basis. This process is commonly known as “weeding.” Infrequently used material is retained if it contributes to the quality and balance of the collection. Removed materials that are undamaged are given to the Friends of the Library for their book sales.

## H. OBJECTION TO MATERIAL AND REQUEST FOR RECONSIDERATION OF MATERIALS

In all instances, the Library defends the principles of the [ALA Freedom to Read Statement](#) and the use of Library materials. No materials are judged based on the author’s race, nationality, or political, social, or religious beliefs. Materials are judged as entire works, not on isolated passages or selections.

Patrons with a current (non-expired) Exeter Community Library card may request reconsideration of a book by completing the *Request for Evaluation of Library Materials* form.

### **REQUEST FOR EVALUATION OF LIBRARY MATERIALS**

Patrons with a valid (non-expired) Exeter Community Library card who want to file a complaint regarding Library materials will be asked to fill out the *Request for Evaluation of Library Materials* form (see below). Requests for Evaluation may be placed only by individual residents. A patron may request evaluation of only one title at a time. Organizations or groups are not eligible to file *Request for Evaluation of Library Materials* forms on behalf of their members.

The Executive Director, or a member of the staff designated by the Executive Director, will review the *Request for Evaluation of Library Materials* form(s) taking into consideration the Library Materials Selection Policy and review sources. The Executive Director will bring the completed form to the library board at a regularly scheduled monthly board meeting. At the meeting, the board will be informed of the facts concerning the case and will be presented with copies of the request form. The library board will make a formal decision regarding the removal of the item in question. The Executive Director will respond to the patron in writing within sixty days of the date of receipt of the completed *Request for Evaluation of Library Materials* form(s). Accompanying the decision will be copies of relevant reviews, the Library Materials Selection Policy, the Library Bill of Rights, and/or the Freedom to Read and Freedom to View statements. All decisions by the Board are final.

Until such review takes place and a decision is made, no removal or restriction of the questioned item(s) shall take place. Additional challenges to a title the Board of Trustees has made decision about will not be accepted for thirty-six months from the date of initial Board review.

*Updated & Approved 8/14/2023*

**REQUEST FOR EVALUATION OF LIBRARY MATERIALS FORM**

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

Author: \_\_\_\_\_

Item Type: \_\_\_\_\_ Book \_\_\_\_\_ Periodical \_\_\_\_\_ Audiobook \_\_\_\_\_ Video \_\_\_\_\_ CD \_\_\_\_\_ Other \_\_\_\_\_

Evaluation Requested By:

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

\_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Do you represent:

Yourself

An organization (name) \_\_\_\_\_

1. To what in the work do you object? Please be specific. Cite examples.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Do you object to the entire work or only to specific parts? Explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Have you read/viewed/listened to the entire item? Yes \_\_\_\_\_ No \_\_\_\_\_

4. Have you seen/heard a critic's review of this work? If yes, please include a citation for each review.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. What would you like the Library to do about this work?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Employee's Initial \_\_\_\_\_