



203 West High Street  
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## **Womelsdorf Community Library Collection Development Policy**

### Mission

The Womelsdorf Community Library recognizes its responsibilities as follows:  
to provide high interest reading, audio, and audio-visual materials for all ages,  
to provide materials and storytime that will encourage children to use books,  
to sponsor special programs of interest to the community,  
to provide access to electronic information services to patrons using the library  
and to offer basic reference services as part of the educational and cultural life of the Womelsdorf Community.

### Purpose

The collection development policy of the Womelsdorf Community Library is to enable the library to realize the goals of its mission statement by making available to the residents of the service area as wide a range of materials and programs as possible. In order to accomplish this, a policy of selectivity in developing the collection is necessary.

### Intellectual Freedom Statement

The American Library Association Library Bill of Rights, the Freedom to Read, and Freedom to View serves as the basis for the Library's Collection Development Policy. The library is a place to learn about different points of view, to broaden one's perspective, and to examine issues and ideas in depth. To accomplish this the library collects a wide range of materials, ideas, forms of expression, and points of view.

### Responsibility for Selection

The responsibility for selection of library materials rests in the library director who operates within the framework of the policies determined by the Womelsdorf Community Library Board of Trustees.

### The Community of Users Served

The Womelsdorf Community Library service area includes the Borough of Womelsdorf. Part of the Conrad Weiser School District is included in the service area. The service area has a population of 2,810 people. The service population encompasses people of all ages, ethnic origins, educational backgrounds, and economic levels. The library is in walking distance of most people in the Borough.

The majority of users of the Womelsdorf Community Library are:

- ◆ People utilizing Internet access and electronic resources
- ◆ People seeking recreational reading, listening and viewing materials.
- ◆ Students seeking information relating to their studies.
- ◆ People seeking information for personal or educational interests.

### Users Needs

The library is striving to provide a quality collection of high-interest, high-demand, and as wide variety of materials as possible within the budget and physical size of the library. Every effort is made to meet all user information needs and special requests through the use of inter library loan and/or referrals through the Berks County System Libraries, Access PA, and through other agencies.

### Criteria for Selection

Objective guidelines should be followed in developing the library's collection to assure quality and relevance. The criteria include:

- ◆ Individual merit of each item
- ◆ Popular appeal/demand
- ◆ Current and anticipated needs and interests of the community
- ◆ Quality of production
- ◆ Format and durability
- ◆ Authority and effectiveness of presentation
- ◆ Relation to existing collection
- ◆ Author's, artist's or publisher's qualifications and/or reputation
- ◆ Relevance to community needs
- ◆ Price and availability

## Materials and Format

### Book

Adult materials will include popular fiction including current best sellers, award winning titles and nonfiction of general interest. Multiple copies of high demand materials will be purchased as the budget allows. Large print materials will be purchased in response to demand and availability.

Juvenile materials will include popular fiction and series, award-winning titles, classics, nonfiction of general interest, educational and subjects that support the curriculum of the local schools. High-use materials will be purchased in pre-bound or reinforced binding when possible.

### Digital Videodiscs (DVD)

Adult and juvenile materials will include those for recreational, informational, and instructional purpose that will enhance the library's existing fiction and nonfiction collections. Preference will be given to those materials that are considered quality entertainment, receive favorable reviews, have accurate and authoritative information.

### Audio Books

Adult and juvenile formats will include book on compact disc for recreational and informational purposes. Materials will be selected on a variety of topics and range of interests in abridged and unabridged versions.

### E-Readers and E-Books

The library will purchase E-Readers and E-Books for the public as the budget or donations allow. Titles will be added to the E-Readers based on the principles previously cited for print books. The library will make downloadable E-Books available through the library website.

### Periodicals

The library will maintain a minimum of ten periodical subscriptions as well as one subscription to a local daily newspaper. Donation and gift subscriptions will be accepted upon the librarian's approval. The librarian will determine if the library will continue gift subscriptions once they have expired dependent on budget and circulation. Due to space and use, monthly periodicals to which the library subscribes will be held for one year. Weekly periodicals will be held for six months.

### Reference Materials

The reference collection will follow the Basic and Core Reference Collection criteria established by the Berks County Public Library System. This includes, but is not limited to, a current encyclopedia sets, dictionaries, thesauruses, atlases, almanacs, handbooks, phonebooks, guides, and online resources. Other reference materials will be added as space and budget allows.

### Electronic Formats

Electronic resources are provided through Pennsylvania's POWER Library and through System and District programs. The Library may provide additional database access as local demand suggests and available funds allow. The library's CD-ROM collection will be chosen by ease of use and installation, popularity of format, availability of technical support, proper licensing, demand, and budget.

### Gifts and Donations

The library accepts gifts of books and other materials only if they are free of restrictions or limitations. The librarian will determine if the gift material will be added to the collection by applying the selection criteria stated in this policy. Items

not added to the collection will be disposed of, as the librarian deems appropriate. The library does not accept gifts of damaged materials, textbooks, outdated nonfiction works, condensed books, most magazines, and software.

The library accepts monetary gifts intended for the purchase of library materials when the donor's intentions are consistent with the library's collection objectives. The library will endeavor to place bookplates in materials that are given in honor or memoriam.

#### Withdrawal of Materials

A continuing withdrawal process is necessary in order for the Womelsdorf Community Library to maintain a vital, interesting, current, and usable collection. Outdated or unsuitable materials will be removed from circulation. The following criteria will be used when considering materials for withdrawal:

- ◆ User demand, three to five years without circulation and/or not a standard title
- ◆ Obsolescence of information
- ◆ Materials of poor content or false information
- ◆ Physical condition of the material
- ◆ Value to the collection
- ◆ Space to house materials

#### Challenges

The Womelsdorf Community Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy. Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect damage or theft.

#### Reconsideration

Users who request reconsideration of Womelsdorf Community Library materials will be asked to make the request in writing. The Librarian and Board of Trustees will review all such requests. The President of the Board of Trustees will answer all requests in writing. In the event the party requesting review is not satisfied with the Board's decision, he/she may request a hearing before the members of the Library Board of Trustees at a regularly scheduled Board meeting. The Library Board may vote to uphold or override their previous decision.

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Leonard Friedman, President of the Board of Trustees

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Sandra Milligan, Secretary

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Date August 23, 2005/reviewed October 2012

# REQUEST FOR RECONSIDERATION OF MATERIALS

Title \_\_\_\_\_

Author \_\_\_\_\_

Book  Periodical  Recording  Video/DVD  Other

For what age group do you feel this item was produced?

What would you like the Womelsdorf Community Library to do about this item?

Re-evaluate its inclusion in the collection

Other:

What parts of the item did you read/hear/view (please be specific):

To what in the work do you object?

Language  General tone  Attitude of author

Historic/factual/scientific distortion  Other

Specific passages (please list):

Other comments (attach additional sheets if necessary):

Request initiated by: \_\_\_\_\_

Address \_\_\_\_\_

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Telephone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_