



## **COLLECTION DEVELOPMENT POLICY**

### **Purpose of the Policy**

The purpose of the Bernville Area Community Library Collection Development Policy is to provide guidelines for day-to-day acquisition and withdrawal decisions, resource allocation and long-range planning of collection needs in order to provide an outstanding, well-balanced collection of the best and most useful materials available to meet the needs of the community within the limits imposed by funds and space. A comprehensive range of interests, tastes, viewpoints, values, levels of ability and formats will be presented.

### **Goals of the Policy**

- To provide full and impartial access to library services and materials for all persons regardless of need, age, sex, ethnicity, or religion,
- To assemble, preserve, and administer a varied collection of books and other related materials,
- To seek to identify and respond to community needs for library materials and services,
- To encourage continuing education by promoting the use of all available library resources,
- To ensure continued cooperation with other libraries,
- To ensure continued cooperation with public and private schools, and
- To support the *Library Bill of Rights* and *Freedom to Read* statement.

### **Service Area**

The service area of Bernville Area Community Library includes Bernville Borough, Jefferson Township and Penn Township with a population of 4,481. This rapidly growing community is a mix of small town and rural residents and includes the Tulpehocken School District. The library serves this area as well as all of Berks County through the Berks County Public Library System and the district center with access to statewide resources through Access PA.

### **Description of the Collection**

The Bernville Area Community Library collection consists of more than 20,000 cataloged books (print, electronic, and audio), CDs, DVDs, video games, and a number of items in the Library of Things. The library subscribes to more than 25 periodicals. The library also houses a local history collection.

### **Selection Responsibility**

Selection of library materials is the responsibility of the Director of the Bernville Area Community Library who may authorize qualified staff to assist. The library's collection development policy provides guidelines and direction to the Library Director and staff as they select materials. The Director has full authority to use her or his judgment in interpreting this Collection Development Policy. The acquisition of materials must not be governed by any personal bias or prejudice especially with regard to race, national origin or religious views associated with the material.

### **Criteria for Selection**



Meeting the needs and interests of our population is the key criteria for material selection. The purchase of multiple copies or different formats may be considered to meet a high demand. Inter-library loan services will provide materials that do not meet criteria for inclusion in the collection.

Materials shall be selected that provide for the educational and recreational needs of the patrons. The library attempts to serve patrons of all ages through its collection. Divisions of the collection include are made in accordance with current public library recommendations.

The Bernville Area Community Library recognizes the need to provide materials and programs to support school curricula. Textbooks used in local schools will generally not be purchased for the collection; however, textbooks may be included if they meet other needs of library patrons.

### **General Selection Criteria**

A variety of selection tools will be used as collection development aids. These tools include, but are not limited to:

- Best sellers lists,
- Reviews in professional library journals,
- Coverage in local bookstores and newspapers,
- Publishers' catalogs/databases,
- Standard bibliographies, and
- Recommendations of professionals and library patrons

Using the selection tools, titles will be evaluated according to the following criteria:

- Demand,
- Appropriateness to the interest and skills of the intended audience,
- Currency of information,
- Comprehensiveness,
- Permanent significance,
- Artistic excellence,
- Value/quality,
- Format,
- Relevance to collection (duplication),
- Local interest, and
- Cost

### **Gifts for the Collection**

The director may accept or reject a donation or gift based on this collection development policy. Old textbooks, Readers' Digest Condensed Books, old magazines, books of poor quality or in poor condition and materials that do not adhere to copyright laws will not be accepted. The director can assist a donor in selecting an appropriate



addition for the Bernville Area Community Library collection. Gifts and donations to the collection will be managed by the Donation Policy.

### **Collection Maintenance (weeding)**

A practical, useful collection will be maintained through a continual process of discard and addition. Materials are withdrawn based upon their currency, patron interest or demand, unnecessary duplicates, wear, or damage. Weeding will be done with the same criteria, and judgment as selection. Books recognized as having extraordinary literary merit, by local or regional authors, or of local or regional significance will be retained unless their physical condition merits removal.

### **Request for Reconsideration**

The Bernville Area Community Library recognizes the right of individuals to question materials in the collection. Serious consideration will be given to each patron's opinion.

The Bernville Area Community Library subscribes to the statement of intellectual freedom as found in *The Freedom to Read*, a joint statement by the American Library Association and the Association of American Publishers.

The Board of Trustees of the Bernville Area Community Library believes that censorship is a purely individual matter and that while anyone is free to reject for himself/herself library material of which they do not approve, an individual cannot exercise this right of censorship to restrict the freedom of others to read, view or hear.

Parents/guardians have the responsibility to guide and direct the choices of their minor children. The library does not stand *in loco parentis*, in the place of a parent, charged with a parent's rights, responsibilities or duties.

If a patron wishes to express his/her opinion of materials in the collection, it must be done in writing, and the following procedure will be followed:

1. No materials shall be removed from the collection until the reevaluation process has been completed.
2. The patron is given a copy of this Collection Development Policy, a Request for Reconsideration of Materials form, and a clear explanation of the policy and re-evaluation procedure.
3. The patron completes the form and submits it to the Library Director.
4. The Library Director reads/views/listens to the challenged material.
5. The Library Director presents the Request for Reconsideration to the Library Board of Trustees.
6. The Director and Board will review the request and make a judgment as to whether the material is appropriate for the collection under the guidelines of the Collection Development Policy. The number of requests received will not be a factor in reaching a decision.
7. The Director will reply to the patron in writing as soon as practical.
8. The Director of the Bernville Area Community Library will apprise the Berks County Public Libraries Administrator of the request and the decision.



9. Patrons still wishing to express their concerns about materials in the collection may attend and comment during a regular meeting of the Board of Trustees of the Bernville Area Community Library.

Updated Oct. 2023



Bernville Area Community Library Collection Development Policy

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

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

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

Format: \_\_\_\_\_

Intended Age Group: \_\_\_\_\_

Reason for this request. Please be specific.

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

Requested by: \_\_\_\_\_

Contact information: \_\_\_\_\_

Signature: \_\_\_\_\_



Decision Made on the Request for reconsideration:

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