

SINKING SPRING PUBLIC LIBRARY'S COLLECTION DEVELOPMENT POLICY

Community to be served:

Sinking Spring Public Library serves a small borough and the surrounding suburban areas, which are rapidly expanding. Our clientele, therefore, includes both long-time community residents and newcomers. This also includes families with preschoolers or children in the Wilson School District. Because the library is located along a major commuter route, we also accommodate patrons who live in more distant communities.

Collection Description:

The library houses a collection of reference materials in print, fiction and non-fiction books, fiction and non-fiction large-print books, periodicals, audiobooks, DVD's and CDs. People from toddlers to retirees will find age-appropriate materials in the library.

Philosophy:

The library's collection is developed and maintained with the goal of fulfilling the general informational, educational and recreational needs for people of all ages and interests.

Criteria for Selection of Materials:

NON-FICTION AND REFERENCE BOOKS

Ongoing evaluation to identify informational "gaps" in the non-fiction and reference collections will be conducted through three methods:

1. Annual review of inter-library loan requests.
2. Ongoing review of Polaris non-fiction hold requests.
3. Annual review of staff reports on reference questions.

As funds and space permit, materials will be purchased to fill identified gaps in the collection.

FICTION BOOKS

Adult Fiction

Multiple copies of best-sellers will be purchased in anticipation of, or in response to, high demand. The extra copies will be weeded after demand for the book has tapered off. Titles will be selected on the basis of anticipated circulation; contribution to this decision will be knowledge of patron preferences, book reviews, and collection balance. Hardcover books will be preferred for purchase. Paperback books, either mass market or trade editions, will be purchased if:

1. A hard cover edition is not available.
2. There is demand for previously published books in a series.

Young Adult Fiction

Titles will be selected primarily on the basis of anticipated circulation; contributing to this decision will be knowledge of patron preferences, book reviews, and collection balance. Additions to popular series will be purchased throughout the year.

Juvenile Fiction

Titles will be selected primarily on the basis on anticipated circulation; contributing to this decision will be knowledge of patron preferences, book reviews, and collection balance. As funds permit, literary classics will be added to the collection. Additions to popular series will be purchased throughout the year.

Picture Books

Titles will be selected primarily on the basis on anticipated circulation; contributing to this decision will be knowledge of patron preferences, book reviews and collection balance.

OTHER FORMATS

DVD/Video

The DVD collection is intended to provide titles, especially in the juvenile category, which supplement the selections available elsewhere. As funds permit, additions to the DVD Collection will be purchased throughout the year.

Audio

Audiobooks and CDs will be purchased throughout the year. More funds will be allotted to fiction rather than non-fiction in this format.

Large Print Books

Large-print books will be purchased at the rate to maintain a collection size appropriate to demand.

Periodicals

Periodicals for adults or general audiences will be chosen with the purpose of developing a collection designed to appeal to a broad range of general interests.

Responsibility for Selection of Materials:

The library director is responsible for the selection and purchase of materials to be added to the collection within the framework of policies adopted by the library board and the constraints of the library budget. The children's services coordinator will select books to be used in children's programs. The staff person in charge of adult/young adult programs will select books to be used in those programs.

Method for Selection of Materials:

The library director will conduct formal periodic reviews as described above and will employ ongoing observation of circulation patterns in order to assess and prioritize collection needs. Materials which best meet needs in targeted areas of the collection will then be purchased. The following resources will be used to assist in the selection of specific titles: Booklist and Library Journal (both periodicals published by the American Library Association), School Library Journal, and Kirkus Reviews.

Donated Materials:

The library will accept donations of books and other materials at the discretion of the library director, following specific guidelines. The library does not accept donations that have restrictions placed upon them. Receipts will be provided upon request; however, the library cannot assign a dollar value to the donation. Donated materials will be evaluated by the library director and disposed of in one of the following fashions:

1. The item will be added to the collection.
2. The item will be donated to another library.
3. The item will be stored and sold at a book sale.
4. The item will be thrown away.

Withdrawal of Materials:

The library director will “weed” the collection annually and remove items to keep the collection current, useful, and attractive, all within the space constraints imposed by the size of the facility. Criteria considered when weeding are: physical condition, obsolescence of information, user demand, and duplication of resources in the same format.

Reconsideration of Materials:

Objections to items in the collection must be submitted on a “Request for Reconsideration of Materials” form. The item in question must be returned to the library by the complainant and will **not** be removed from the shelf until the library director and the SSPL Board of Trustees meets to evaluate the complaint. The complainant will be informed of the time and date of the board meeting at which the request will be considered. After evaluation, the SSPL Board of Trustees will exercise one of the following options:

1. The item will remain in the collection.
2. Access to the item will be restricted in a manner determined by the SSPL Board of Trustees in consultation with the director.
3. The item will be removed from the collection.

In the event that the complainant is not in attendance at the meeting during which the final determination is made, a written adjudication will be provided.