POLICY AREA: COLLECTION DEVELOPMENT

POLICY NAME: Collection Development and Management

ADOPTED: 11/19/2008

LAST REVIEWED: 3/25/2026

Purpose of policy

The Collection Development and Management Policy is intended to provide guidance for the selection and evaluation of materials that anticipate and meet the needs and interests of the Easttown Township community within budgetary and space limitations. It directly relates the collection to the library's mission statement and defines the scope and standards of the collection.

As the community changes, Easttown Library (Library) reassesses and adapts its collection to reflect new and differing areas of interest and concern. The Collection Development and Management Policy is routinely evaluated and revised as necessary.

Philosophy of selection

Easttown Library is a primary source of materials and information for those who live, work, and go to school in Easttown Township, as well as customers who come to Library from neighboring communities. The collection serves to enhance the cultural, educational, informational, and recreational needs of all library users, while being responsive to changing needs.

In support of its mission "to provide opportunities to learn, connect, explore, and enrich," the Library fully endorses the principles documented in the Library Bill of Rights, the Freedom to Read, and Freedom to View statements of the American Library Association. The Library strives to present a balanced collection that represents diverse viewpoints.

Scope of the Collection

The primary responsibility of the Library is to serve the citizens of Easttown Township by providing a broad choice of materials to meet their needs. Materials are selected to inform, educate, and entertain. A broad choice of circulating materials in a variety of formats is selected to accommodate the diversity of tastes, reading levels, languages, and interests of users of all ages.

Budget and space limitations, as well as local needs, preclude the Library from duplicating the collections that exist elsewhere in Chester County. Access to these print and electronic collections is provided through cooperative networking and interlibrary loan.

Online databases and resources are managed by Chester County Library System (CCLS) staff. The eBook and eAudiobook collection through Overdrive are overseen by CCLS with purchasing responsibilities shared by libraries throughout the System.

Responsibility for Selection

Responsibility for materials selection rests with the Executive Library Director (Director) and reflects the strategic objectives adopted by the Easttown Library Board of Trustees (Board) and of the Chester County Library System. The Director delegates collection responsibilities to designated professional library staff. Ultimate responsibility for the direction provided through this policy rests with the Board.

Criteria for Selection

All materials, whether purchased or donated, are considered in terms of the criteria listed below. Materials are evaluated according to one or more of the following standards. An item need not meet all of these standards in order to be added to the collection.

General Criteria

- Relevance to community needs and interests (present and potential)
- Contribution to the diversity and scope of the collection
- Suitability of subject and style for the intended audience
- Requests by library users
- Effectiveness, suitability, and relevance of format
- Cost
- Popular appeal
- Available space
- Attention by critics and reviewers
- Contemporary significance
- Accessibility of material
- Quality of production
- Existing library holdings and other community and CCLS resources

Content Criteria

- Authority
- Objectivity
- Clarity
- Currency
- Representation of diverse points of view
- Receipt or nomination for awards
- Reputation or significance of one of the creators of the work
- Published evaluations or reviews
- Accuracy and timeliness
- Consideration of the work as a whole
- Sustained interest
- Relevance and use of the information
- Effective characterization
- Authenticity of history or social setting

Selection tools include, but are not limited to, professional and trade journals, general media, bestseller lists, publishers' materials, and staff knowledge and expertise. Purchase suggestions from the public are welcomed and given consideration in the context of the selection policy.

The selection of materials for the collection does not constitute an endorsement of contents.

Gifts and Memorials

Gifts of books and other materials are gratefully accepted with some limitations. The Library reserves the right to keep, discard, sell, or make another appropriate disposal of any books or materials that are donated as determined by its mission and needs. Donations added by the Library to the general collection are not accorded special shelving or circulation procedures.

The Library does not accept certain items including but not limited to worn, outdated and musty items, materials previously discarded from Easttown Library, textbooks, encyclopedias, magazines, records, VHS, or audiocassette tapes.

Memorial and monetary gifts restricted to the acquisition of materials are welcome. The conditions under which gifts are accepted by the Library are at the discretion of the Director. The donor's request for a specific subject area or format will be considered. Special gifts of books or other library materials in memory or honor of individuals may be accepted. A bookplate or other notation may be placed in them, at the discretion of the Director.

Materials donated to the Library, including those as memorials, are subject to the retention and weeding criteria established for the collection as a whole. Bookplates are not transferred to other books if the original book is weeded, lost, damaged, or worn out. At their request, donors will be given an acknowledgment of their gift, but the Library cannot provide evaluations or appraisals of the value of donations.

Collection Maintenance

In addition to acquiring new materials, it is important to remove from the existing collection those items no longer deemed useful or relevant. Library staff systematically review the collection with the goal of maintaining the quality and vitality of library resources. This process of collection analysis incorporates the use of output measures, circulation reports, and other statistical information for continuous collection evaluation.

Weeding Evaluation Criteria
Weeding in this context is defined as the process of evaluating material to determine if it will be retained, relocated, or replaced.

The Library makes use of the acronym, MUSTIE, to help evaluate an item for withdrawal:

- Misleading and/or factually inaccurate
- Ugly (worn out beyond mending or rebinding)
- Superseded by a new edition or a better source
- Trivial (of no discernible literary or scientific merit)
- Irrelevant to the needs and interests of the community

- Elsewhere (the material may be easily borrowed from another source)

Replacement Criteria
While the Library attempts to have copies of standard and important works, it does not automatically replace all materials withdrawn. The same criteria that apply to the original selection also apply to replacements. The need for replacement is based on:

- The number of duplicate copies
- Existence of adequate coverage of the subject in the collection or other CCLS collections
- Demand for the specific title or subject area
- Availability of material

Removal of Withdrawn Material
Materials that no longer meet the stated objectives of the Library will be withdrawn from the system. Weeded items may be given to other nonprofit organizations, or they will be disposed of in a manner the Library deems appropriate.

Statement of Concern Form

The Statement of Concern Form should be used when a patron has a concern about material at the Library and wishes to register their concern in writing. The procedure is as follows:

1. Patron's with concerns about materials in the Library's collections should discuss the material in question with a staff member or the Person in Charge. The complainant should make every attempt to read and understand the full scope of the material in question.
2. If the patron's concern is not resolved, they may formally submit their concerns by completing the *Statement of Concern Form,* which is available at the Circulation Desk. The form must be completed in full; forms submitted anonymously will not be considered. The individual submitting the Statement of Concern Form must be a resident of Easttown Township and card holder of Chester County Library System for the review process to continue. An item will only be evaluated for reconsideration once in a twenty-four-month period. The completed form will be referred to the Director, who will send a letter acknowledging its receipt along with a copy of the Collection Development and Management Policy to the patron.
3. Within a month of receipt of the *Statement of Concern Form*, Easttown Library staff will complete a review of the material in question, and make a recommendation to the Director. The Director will then respond in writing within 10 working days to the concerned patron.
4. If the patron is not satisfied with the decision made or action taken, they may appeal the Director's decision to the Board at its next regularly scheduled meeting.

Appendices

The following documents have been endorsed by the Board of Trustees:

- First Amendment to the U.S. Constitution
- Library Bill of Rights
- American Library Association's Freedom to Read statement and,
- American Library Association's Freedom to View statement