

EASTTOWN LIBRARY

POLICY AREA: COLLECTION DEVELOPMENT

POLICY NAME: MATERIALS SELECTION

ADOPTED: 11/19/2008

LAST REVISED: 1/26/2022

MATERIALS SELECTION AND MANAGEMENT, AND CUSTOMER CONCERNS POLICY

MISSION STATEMENT

Easttown Library's mission is to provide reading and learning opportunities, while supporting economic and cultural engagement for our community.

RESPONSIBILITY FOR SELECTION

Responsibility for materials selection rests with the Library Director and reflects the strategic objectives adopted by the Board of Trustees and of the Chester County Library System. Ultimate responsibility for the direction provided through this policy rests with the Easttown Library Board of Trustees.

SERVICE RESPONSES

Easttown Library has identified six primary service responses.

- Create young readers (early literacy)
- Understand how to find, evaluate and use information (information fluency)
- Make informed decisions (business, college, health, wealth and other life choices)
- Stimulate imagination (reading, viewing and listening for pleasure)
- Connect to the online world (public internet access)
- Satisfy curiosity (lifelong learning)

FORMATS

Easttown Library will collect materials in a variety of formats: print, audiovisual, downloadable, and online, as well as museum passes and Hot Spots.

CRITERIA FOR SELECTION

Easttown Library will acquire and make available materials that inform, educate and entertain. The library provides, within its financial limitations, a collection for the general public of timely materials on current issues, of materials that embrace broad areas of knowledge, works of enduring value, and online resources.

The materials are selected:

- To satisfy the needs and interests of the community
- To support the service responses of Easttown Library

- To present balanced points of view within the collection

Consideration is given to:

- ✓ Access to high quality online resources
- ✓ Accuracy
- ✓ Authoritativeness
- ✓ Availability of funds
- ✓ Demand
- ✓ Existing library collection and holdings
- ✓ Interlibrary loan availability
- ✓ Literary merit
- ✓ Other community and CCLS resources
- ✓ Public interest
- ✓ Social significance
- ✓ Timeliness

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

The selection of materials for the collection does not constitute an endorsement of contents. Selection decisions are made on the merits of a particular item in relation to building the collection and fulfilling the service responses of Easttown Library.

The Library Director shall develop and implement a Collection Development Plan.

GIFTS AND MEMORIALS

Gifts of books and other materials are gratefully accepted with some limitations and the understanding that they may be added to the collection, in accordance with Easttown Library selection policies and need, or disposed of. Donations added by Easttown Library become part of the general collection and are not accorded special shelving or circulation procedures. Donations not added to the collection are given to the Friends of Easttown Library who may generate funds to aid Easttown Library by selling them. Disposal of the remaining materials is at the discretion of the Friends of Easttown Library.

Easttown Library does not accept worn, outdated and musty items, materials previously discarded from Easttown Library, textbooks, encyclopedias, Reader's Digest Condensed Books, magazines, VHS or audiocassette tapes.

Memorial and monetary gifts restricted to the acquisition of materials are always welcome. The conditions under which gifts are accepted by Easttown 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 Easttown 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 Easttown Library cannot provide evaluations or appraisals of the value of donations.

WEEDING

Weeding is an ongoing process through which outdated, superseded, damaged, worn, and seldom used items and excess copies are withdrawn to maintain the vitality and currency of our collections. Weeded items may be given either to the Friends of Easttown Library for their book sales, to other nonprofit organizations, or they will be disposed of in a manner Easttown Library deems appropriate.

STATEMENT OF CONCERN FORM

The Statement of Concern Form should be used when a customer has a concern about material found or not found in Easttown Library and wishes to register this concern in writing. The procedure is as follows:

Customers with concerns about materials in Easttown Library's collections should discuss the material in question with the appropriate staff member or the Person in Charge. If the customer's concern is not resolved, the customer may formally submit his or her concerns by completing the *Statement of Concern Form* which is available at the Circulation Desk. The completed form will be referred to the Library Director, who will send a letter acknowledging its receipt along with a copy of the Materials Selection and Management, and Customer Concerns Policy to the customer.

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 Library Director. The Library Director will then respond in writing within 10 working days to the concerned individual. If the individual is not satisfied with the decision made or action taken, he or she may appeal the Library Director's decision to the Easttown Library Board of Trustees at its next regularly scheduled meeting.

APPENDICES

The documents contained in the appendices (the First Amendment to the U.S. Constitution, the Library Bill of Rights, the American Library Association's Freedom to Read and Freedom to View statements) have been endorsed by the Board of Trustees.