

FLEETWOOD AREA PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

It is the responsibility of the Library Director working within the guidelines of the library's policies, to build a balanced collection of resources for patrons of all ages and reading levels. The Collection will provide resources that meet the needs of patrons based on requests, circulations, and questionnaires. The library will provide current and accurate information to its patrons and will incorporate the use of new technologies for the retrieval of information.

The ultimate responsibility for the materials in the Fleetwood Area Public Library lies with the Fleetwood Area Public Library Board with the Library Director performing within the framework of this Collection Development Policy. The Fleetwood Area Public Library is a member of the ACCESS PA System and participates in Inter-Library Loan as a means of providing additional resources. Fleetwood Area Public Library patrons have access to all Berks County catalogs and remote access to ACCESS PA POWER LIBRARY. Since the library itself operates with limited funding resources, the following materials are considered necessary to the collection:

1. Children's, young adult, and adult nonfiction materials of a general nature that would satisfy personal and educational needs.
2. Popular children's, young adult, and adult fiction, including best sellers, popular authors, and award winners.
3. Literary classics for all ages.
4. Basic reference materials in both digital and print formats.
5. Non-print materials including DVDs, CDs, and downloadable e-content.
6. Periodicals collection.
7. Large print materials for the visually impaired.

SELECTION CRITERIA:

Standards for materials acquisition include:

- Need and value to the collection.
- Recognized competence of the author and publisher.
- Literary merit and/or artistic quality.
- Timeliness of materials.
- Format and physical durability of materials
- Interest, relevance, and significance of subject matter.
- Justification of expenditure.

SPECIFIC POLICIES FOR DESIGNATED AREAS:

Adult Materials, Fiction: Books in English of a wide interest for the general public which include classics from all periods of literature as well as popular light reading materials will be acquired. No book will be eliminated from consideration because of language, violence, or frank sexual episodes so long as the use of these elements is an integral part of the plot or character.

Adult Materials, Religion: The Fleetwood Area Public Library will not add proselytizing materials to the collection but encourages popular presentations of new ideas and movements in religion.

Health and Medicine: The library acquires standard and popular materials in the areas of

health, nutrition, hygiene, diseases, and medicine aimed at the general public. Scientific and authoritative materials on human sexuality are acquired for the general library user of every age and reading level.

Law: The library may purchase popularly aimed material dealing with either the philosophy of law or specific areas of law such as taxation, family law, and real estate. Selected laws and regulations for the County of Berks and the Commonwealth of Pennsylvania are provided. The budget does not allow for the purchase of laws and regulations of the United States or other States.

Government and Economics: A balanced collection on American government and economics as well as international government and economics is encouraged.

Genealogy: The collection is limited to how-to materials in this area. No family histories will be acquired including those which might be produced by local authors. Patrons will be referred to the Fleetwood Area Historical Society's local history cabinet for family history information.

The Library Director will be guided in selection by consulting reputable, unbiased, and professionally prepared aids, such as:

- Booklist
- New York Times Book Review
- Vendor catalogs

In addition to these sources, recommendations from patrons, the Berks County Public Library System, and other sources should be considered. The library aims to be impartial in book and materials selection. No particular opinions or special interests are favored. We adhere to American Library Association guidelines, including the Freedom to Read statement and Library Bill of Rights. The collection will be developed with these criteria in mind. (See Appendix A)

GIFTS OF MATERIALS:

It is the policy of the library to accept gifts of materials with the understanding that they then become library property. Please refer to the Fleetwood Area Public Library Gift Policy for clarification of any information not addressed below.

The following guidelines apply:

1. Library materials are accepted under the condition that the Library Director will add the material as best fits the needs of the collection. Gifts and donations must meet the same criteria for selection as those materials that the library purchases.
2. The library will accept gifts to honor or memorialize. The materials will be selected by the Library Director and the donor. The donor, honoree, or relative of one memorialized will receive written acknowledgment of the addition.
3. A receipt for tax purposes will be given for any donation. However, the library cannot assign a value to the material.
4. Cash contributions to the Collection Development Fund will be spent in a timely manner. A special bookplate will be used for this material. All materials purchased from this fund will be identified with the name of the contributor unless otherwise requested by that contributor. Upon request, they will be identified as the gift of an anonymous donor.

WEEDING CRITERIA:

In order for the highest standards to be met and maintained, and in line with Fleetwood Area Public Library policy, obsolete materials are to be removed from the collection on a regular basis. Infrequently circulated books are retained only if they contribute to the excellence of the collection with a special emphasis on retaining recognized classics, books donated by community residents or are of special local interest. Duplication will be avoided except for high demand materials. The final decision rests with the library director in conjunction with approval by the Board of Trustees (for comprehensive removals). The following guidelines weeding shall apply:

1. Books with very fine print or yellowed paper will be discarded.
2. Dated material that is no longer relevant will be discarded.
3. Books worn or with loose pages will be rebound, replaced or discarded as necessary.
4. Textbooks will not be added to the collection.
5. No more than three copies of a title will be accessioned at one time and shown in the shelf list as part of the permanent collection.
6. Reference books more than ten years old will be discarded unless (a) there is no new edition, (b) they provide historical perspective, (c) they remain accurate, or (d) they are an integral part of a special collection.

REQUEST FOR RECONSIDERATION OF MATERIAL

The Fleetwood Area Public Library supports the Library Bill of Rights and Freedom to Read Statement as written by the American Library Association.

Patrons requesting that material be withdrawn from the collection must complete a written Material Reconsideration Form (Appendix B). After the completed form is received by the Library Director the request will be placed on the agenda of the next regular meeting of the Fleetwood Area Public Library Board of Trustees. Their decision will be final. A written decision will be sent to the person or organization making the complaint.

Adopted by the Fleetwood Area Public Library Board of Trustees, July 22, 1992
Reviewed by the Fleetwood Area Public Library Board of Trustees, August 25, 1993
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