



Collection Development

The Fleetwood Area Public Library provides equal access to quality resources and technology to the community by identifying, acquiring, and maintaining a collection of physical and digital materials that meet the needs of the Fleetwood Area. The ultimate responsibility for the materials in the Fleetwood Area Public Library lies with the Board of Trustees and 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. FAPL patrons have access to all Berks County catalogs and remote access to ACCESS PA Power Library.

Guiding Principles

- Upholding the principle of free speech and opposing the restriction or suppression of ideas, information, or artistic expression.
- Serving all people, regardless of age, race, religion, gender, physical ability, or economic status.
- Providing material both fiction and non-fiction that would satisfy personal and educational needs. Focusing on popular authors, award winners, best sellers, literary classics, basic reference materials, and large print for the visually impaired.
- Being fully accountable for all funds we receive
- Encouraging an early and lifelong commitment to learning

Selection Criteria

- Material selection is the responsibility of the Library Director, Youth Services Coordinator, and other staff as directed by the Library Director.
- Standards for materials acquisition include:
 - Need and value to the collection
 - Recognized competence of the author/illustrator/publisher
 - Literacy Merit and/or artistic quality
 - Timeliness of material
 - Format and physical durability of material
 - Interest, relevance, and significance of subject matter
 - Justification of expenditure

- The Library Director will be guided in selection by consulting reputable, unbiased, and professionally prepared aids such as, but not limited to, Booklist, New York Times Book Review, BookPage, Vendor Catalogs, etc.
 - Consideration will be given to materials specifically requested by patrons with the above criteria in mind.
- Library materials will not be excluded based on the race, religion, nationality, political or social views of the author. This board believes that censorship is a purely individual matter, and declares that while anyone is free to reject for oneself materials that do not meet with that individual's approval, no one has the right to censor or restrict the freedom of others. This board acknowledges the rights and responsibilities of parents to monitor the reading of their children.
- A balanced collection is the goal of the Fleetwood Area Public Library, by selecting diverse representation by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences.

Gift of Materials

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

- 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.
- 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.
- A receipt for tax purposes will be given for any donation, however, the library cannot assign a value to the material.
- Monetary contributions to the Collection Development Fund will be spent in a timely manner, and unless otherwise noted or communicated, will be used at the discretion of the Library Director.

Weeding Criteria

In order for the highest standards to be met and maintained, 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 for weeding shall apply but are not limited to:

- Books with very fine print or yellowed paper
- Dated material that is no longer relevant or circulating
- Books worn or with loose pages will be rebound, replaced, or discarded as necessary
- 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
- Removed materials that are undamaged are given to the Friends of the Fleetwood Area Public Library for book sales.

Intellectual Freedom

The Board of Trustees of the Fleetwood Area Public Library adopts, and declares that it will adhere to and support the following:

- The Library Bill of Rights (American Library Association Council, 1972)
- The Freedom to Read Statement (ALA and Association of American Publishers, 1972)
- The Freedom to View

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 materials be withdrawn from the collection must complete a written Material Reconsideration Form. After the completed form is received by the Library Director the request will be placed on the agenda for 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 on July 22, 1992

Reviewed: 10/25/1993 **Revised:** 5/25/1994, 9/26/1995 **Reviewed:** 12/3/1996 **Revised:** 8/27/1997, 5/26/1998, 6/15/1999, 6/20/2000, 5/15/2001, 6/18/2002, 5/17/2005 **Reviewed:** 5/18/2006, 5/19/2008, 5/20/2009, 11/16/2010 **Revised:** 7/19/2011 **Reviewed:** 9/18/2012 **Revised:** 8/8/2013, 2/17/2015 **Reviewed:** 10/17/2017 **Revised:** 11/17/2020 **Reviewed:** 1/17/2023 **Reviewed:** 5/20/2025

Fleetwood Area Public Library Request for Reconsideration of Material Form

The Board of Trustees of the Fleetwood Area Public Library have established a materials selection policy and a procedure for gathering input about specific items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Library Director. This form will then be presented at the next Board of Trustees regular meeting for consideration.

Date

Name

Address

City

State/Zip

Phone

Email

Do you represent yourself or an organization? (Circle One) Name of Organization?

1. Resource on which you are commenting:
 - a. Title:
 - b. Author/Producer/Publisher:
 - c. Type of Material:
2. What brought this resource to your attention?
3. Have you examined the entire resource? If not, what sections did you review?
4. What concerns you about the resources?
5. Are there resources you suggest to provide additional information and/or other viewpoints on this topic?
6. What action are you requesting the Board of Trustees consider?