



*The Boone Area Library's mission is to provide a wide variety of materials and events, which reflect the culture of our community and serve to entertain, educate and inspire life-long learning relevant to all.*

## **Collection Development Policy**

The purpose of this policy is to standardize decision making for library staff by establishing goals and priorities to assist staff in selecting resources, evaluating the collection, and maintaining the collection's currency, relevancy, and usefulness to the community. The collection development policy also serves to guide staff in using the library's financial resources effectively in order to fulfill the present and evolving needs and/or wants of the population. Should the purpose or quality of the collection come into question with the public or the state, this document will serve to explain the motivation behind selection decisions.

### **Collection Description**

Currently, the collection contains approximately 33,000 items.

The collection is divided into two main sections: adult and juvenile books (62%), adult and juvenile AV materials (38%).

The adult print collection is divided into six main sections: non-fiction, fiction, large-print, biographies, magazines and reference.

The juvenile print collection contains fiction, non-fiction, juvenile, easy picture books, board books, and young adult fiction and non-fiction.

The adult and juvenile AV materials include DVD's, Video Games, Audio Books, and Music CD's.

### **Service Area Parameters**

The Boone Area Library serves the residents of Union and Amity Townships and Birdsboro Borough. Located ten miles outside of Reading, the service area of the Library includes 23,000 residents and covers 29 square miles; effectively the Daniel Boone School District. The residents of the Daniel Boone School District represent a blend of educational, culture, and economic backgrounds. These residents have a variety of interests, needs, and values. The Boone Area Library provides services to fill the wide ranging needs of its users.

### **Mission and Vision Statement**

The Materials Collection Development Policy supports the mission and vision statements of the Library.

## **General Selection Criteria**

The Library strives to select materials based upon the needs and interests of the community it serves. The following criteria apply to the overall selection of print and non-print materials:

- Author's reputation or significance
- Favorable review in one or more appropriate sources
- Permanent value to the collection
- Significance of subject matter
- Suitability in size and relevance to the existing collection
- Relevance to community needs and interests
- Format and physical durability
- Cost

## **Responsibility for Collection Development**

Direct selection of materials is delegated to the members of the staff who are qualified by education, training, and/or job classification to perform this duty. The responsibility for the collection rests with the Library Director, subject to the policies and mandates of the Board of Directors.

## **Collection Format**

Budgetary and spatial constraints play an import role. Out of the library's annual budget 12% must be used to purchase new items. Of this amount, 30% must be spent on children's materials.

Library will purchase formats that are in demand and within the budget.

## **Gift Policy**

The Library will accept donations of materials and gift funds to be used toward the purchase of materials. All selection criteria will be applied to the items prior to its addition to the collection. The Library reserves the right to refuse donations if they do not meet the Library's selection guidelines or objectives as seen in the Materials Donation Policy (see Appendix A). The Library also reserves the right to dispose of any un-needed donations in a befitting manner.

## **Chronological Coverage**

In general, our library strives to maintain current reference information and new popular fiction and non-fiction. Materials over five years old are frequently weeded and rarely added to the collection. We will add additional copies of materials on an as needed basis.

The library uses the following chart to evaluate certain sections of the collection.

<b>Dewey Call Nos.</b>	<b>Subject Area</b>	<b>Age of Item to be re-evaluated</b>	<b>Special Concerns</b>
000s	General Works	5 years	Must meet current needs. Note circulation statistics.
100s	Psychology, Philosophy	5 years for Psychology; 10 years for Philosophy	Shifting interests/trends should be represented.
200s	Religion	7 years	Overrepresentation of certain items should be avoided.
300s	Social Sciences	7 years	Diversity of viewpoints.
400s	Language	7 years	
500s	Science	5 years	Note currency and accuracy. Must note editions are superseded.
600s	Health, Cooking, Technology	5 years	Note information that may be misleading or no longer relevant in Health and Technology.
700s	Arts, Recreation	10 years	Must meet current needs. Note circulation statistics.
800s	Literature: Plays, Poetry, Writing	10 years	Must meet current needs. Note circulation statistics.
900s	Geography, Travel, History	10 years except Travel (2 years)	Note currency and accuracy.

(Chart is a condensed version of the guidelines set forth in the CREW Method created by the Texas State Library:

<https://www.tsl.state.tx.us/sites/default/files/public/tslac/ld/pubs/crew/crewmethod08.pdf>)

(Exceptions include books written by authors from Pennsylvania, books about Pennsylvania history, and works of classic literature.)

## **Weeding**

The Library will weed materials no longer appropriate or useful to the collection and its users. In determining what materials to weed, the Library staff will consider:

- Space in our building
- Evaluation tools such as *Fiction Core Collection* or *Public Library Core Collection: Non-Fiction*
- Value of subject material
- Availability of other editions
- Use of material
- Physical condition of material
- Historical value of subject or information

Although weeding will be done on a continual basis, 3% of the entire collection must be done annually.

## **Preservation and Conservation**

The Library will take steps to prolong the life of materials when appropriate. Conservation and prevention steps will be taken to ensure the continuation of intellectual content and format of material and its optimal use. Steps taken will be:

- Minor repair
- Reformatting
- Replacement
- Reinforcement
- Rebinding
- Cleaning of media

## **Request for Reconsideration of Materials**

Whenever an objection to the presence or the absence of any library material is made the following steps will be taken:

- All complaints will be directed to Library Director
- Complainant may fill out a Request for Reconsideration of Library Materials form (see appendix B)
- Complainant may make an appointment with the Director, a Library Board Member and a Library Staff Member will review the request or material according to selection policy standards.
- Complainant will be notified of committee decision and reasons behind final actions.

The final responsibility for adding or withdrawing materials belongs to the Library Director. Materials subject to complaint will not be removed from the Library pending final action. The Boone Area Library supports the following articles:

- Library Bill of Rights, American Library Association Council as reaffirmed on January 23, 1996.
- The Freedom to Read Statement, American Library Association & Association of American Publishers as revised on January 16, 1991.

Approved: July 2016

## Appendix A: **Materials Donation Policy**

The Boone Area Library staff and Board of Trustees are most appreciative of the many item donations received each year.

Over the years, the resources of the Boone Area Library have been developed through the purchase of materials and the selection of many valuable and useful items. The contribution of books, periodicals and non-print materials such as video games, DVDs, and Audio Books strengthen the Library's ability to serve the community.

The following are guidelines for gifts and donations:

1. The Boone Area Library will gladly accept your donation of print and non-print items, 1 box at a time, if space allows.
2. Items that are not retained for our collection may be sold as part of the Library's Book Store or donated to other non-profit groups.
3. Material is evaluated based upon the Library's collection development standards. Selection decisions for donated material are at the discretion of Library staff only.
4. Once donated items are received by the Library, they become the property of the Library and cannot be returned; regardless of collection decisions.
5. Library staff will provide a signed and dated receipt for tax purposes; however the Library is prohibited from placing a monetary value on any donated material.
6. We will only accept items that are not dusty, moldy, musty, worn, torn or in otherwise poor condition.

### **MATERIALS WE WILL ACCEPT:**

Fiction hardcover and paperback books, Nonfiction hardcover or paperback books, Magazines, Music CDs, Audio books on CD, DVDs, Video Games (Wii & Wii U, Xbox 360 & One, and Playstation 3 & 4)

### **MATERIALS WE CANNOT USE:**

Condensed books, Textbooks, Audio Cassettes, Videotapes, Outdated Magazines, and Encyclopedia sets.

## Appendix B: **Request for Reconsideration of Library Materials**

The Board of Trustees of the Boone Area Library has delegated the responsibility for selection and evaluation of library resources to the Library Director and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in the process. If you wish to request reconsideration of library resources, please return the completed form to the Boone Area Library, ATTN: Director, 129 N Mill St, Birdsboro, PA 19508.

### **1. Material for Reconsideration**

Title: \_\_\_\_\_

Author/Performer: \_\_\_\_\_

Copyright Date: \_\_\_\_\_ Publisher: \_\_\_\_\_

### **2. Type of item on which you are commenting:**

Book  Textbook  Video  Display  Magazine  Library Program  
 Audio Recording  Newspaper  Electronic information/network (please specify)  Other \_\_\_\_\_

### **3. Grounds for challenge**

What brought this resource to your attention?

Did you read/view/listen to the entire item or a portion of the work?  All  
 Part

What concerns you about the item? (Use other side or additional pages if necessary)

What specific pages/sections illustrate your concerns?

### **4. Contact information**

Your Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Organization Represented (if any)? \_\_\_\_\_ Date: \_\_\_\_\_