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## Collection Development Policy

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**The purpose of this policy statement** is to establish the principles upon which this library collects, maintains and discards its materials for the common understanding of the library board, staff, volunteers, and patrons.

**1. Community to be served:**

The service area of the Kutztown Community Library includes the Borough of Kutztown, Borough of Lyons, Maxatawny Township, Greenwich Township, and Albany Township.

**2. Clientele to be served:**

The Kutztown Community Library supplies resources for the informational, educational, and leisure activities of the general public, in the form of books, periodicals, DVDs and CDs, digital resources, and audio books. The library strives to serve the general needs of all segments of the population.

**3. Overview of the collection:**

Necessary to the collection are:

- Reference materials to support interests and needs.
- Adult and Children's nonfiction to support learning and interest
- Popular Adult and Children's fiction, including current best-sellers
- Toys and manipulatives for children
- Large print materials
- Classic films, quality non-fiction, and popular movies DVDs
- Audio books
- Digital materials
- General interest periodicals
- Internet access
- Admission passes

**4. Criteria for selection of materials include:**

- Need and value to the collection
- Recognized competence of the author
- Literary merit/artistic quality
- Timelessness of materials
- Format and physical durability
- Interest, relevance, and significance of subject matter
- Value in relationship to the holdings of the other Berks County Public Libraries

- Budget
- Positive review in one or more professional journals

#### 5. **Responsibility:**

The professional staff has the responsibility for selection of materials, and will consult reputable, professionally prepared sources and reviews for guidance.

#### 6. **Priorities and Limitations:**

General and popular works for both adults and children are given priority in acquisitions. Multiple copies will be purchased if the title has local significance, or will be circulating over an extended period of time, or if the need exists due to popularity.

#### 7. **Gifts:**

It is the policy of the library to accept materials with the understanding that they will be subject to established selection criteria. Materials in good condition not found suitable for the library will be used for outreach or sold at the Friends of the Kutztown Community Library sale and proceeds used for the benefit of the library.

The following items will not be accepted:

- Materials in poor or moldy condition
- Textbooks
- Encyclopedias
- Magazines
- VHS tapes

#### 8. **Weeding:**

In order to maintain the quality of the collection, obsolete and unused books are removed on a regular basis in accordance guidelines in "CREW: A Weeding Manual for Modern Libraries."

The following criteria are used to remove books:

- outdated materials
- Low- or non-circulating within the last three years
- poor condition

Books generally recognized as having extraordinary literary merit and books containing local or regional information are retained unless their condition warrants removal.

#### 9. **Challenged Materials:**

If the content of an item in the library's collection is challenged, the patron is asked to complete a Request for Reconsideration of Material Form. The librarian will take the written complaint to the Board of Trustees. The library will be guided by the American Library Association's Bill of Rights which establishes a policy of freedom of information. After a

discussion of the objections of the patron and of the merits of the item in the collection, the board will send a written response to the patron.

**10. Evaluation:**

Evaluation is an ongoing process. Measurement of collection usage is done on a yearly basis.

Approved: June 9, 2016

Reviewed: September 12, 2019



**Kutztown**  
Community Library

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## Request for Reconsideration of Material

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### Challenged Work

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

Author/Performer(s): \_\_\_\_\_

Copyright/Issue Date: \_\_\_\_\_ Publisher/Producer: \_\_\_\_\_

Did you read/watch this work in its entirety?  Yes  No (if no, complete the following)

What parts of this item did you read/hear/view (please be specific): \_\_\_\_\_

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### Type of Work

Book  Periodical  Recording  Video  Other (specify) \_\_\_\_\_

For what age group did you feel that this item was produced? \_\_\_\_\_

What would you like the library to do about this item:

Re-evaluate its inclusion in the collection

Other: \_\_\_\_\_

What do you object to in the work?

Language  General tone  Attitude of author/artist

Historical/factual/scientific distortion  Other \_\_\_\_\_

Specific passages (please list): \_\_\_\_\_

Comments (attach additional sheets if necessary): \_\_\_\_\_

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### Request initiated by:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Received by:

Employee: \_\_\_\_\_

Date: \_\_\_\_\_