
Collection Development Policy

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, CDs, digital materials, 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
- Adult and children's nonfiction
- Popular adult, teen, and children's fiction, including current best-sellers
- Large-print materials
- General interest periodicals
- Classic films, quality nonfiction, and popular DVDs
- Audio books
- Digital materials
- Internet access
- Admission passes
- Toys and manipulatives

4. Criteria for selection of materials include:

- Need and value to the collection
- Recognized competence of the author/artist
- 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 adults, teens, and children are given priority in acquisitions.

Multiple copies will be purchased if the title has local significance, 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 with 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 with 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.

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Request for Reconsideration of Material

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)

Which parts of this item did you read/hear/view (please be specific): _____

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): _____

Request initiated by:

Name _____ Phone _____

Address _____

Signature _____ Date _____

Received by:

Employee: _____

Date: _____