

Collection Development Policy

A. PURPOSE OF COLLECTION

The Exeter Community Library collects and makes available to all members of the community resources that enhance and contribute to individual knowledge, enlightenment, and enjoyment. The library features current materials in a variety of formats for all ages and serves as a learning and educational center for all residents of the community.

B. GUIDING PRINCIPLES

The Exeter Community Library is committed to the following:

- 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 free services to all and making prudent decisions about those services.
- Being fully accountable for all funds we receive.
- Promoting a lifelong love of learning.

C. COLLECTION PARAMETERS

The Exeter Community Library strives to have a well-balanced collection. As an affiliate member of the Berks County Library System we have access to the county inter-library loan service via Polaris and ACCESS PENNSYLVANIA. The reference collection includes items designated for a "Basic Plus" collection as determined by Berks County Library Board. As new resources are purchased, the goal of a balanced collection as well as the needs of our particular population are considered. The collection will encompass all materials available for loan including but not limited to books, e-books, large print books, magazines, music CDs, DVDs, and audiobooks.

D. PRIORITIES AND LIMITATIONS

Funding and space limitations require very careful material selection.

A balanced collection is the goal of the Exeter Community Library. This means representation of various viewpoints and materials in a broad range of subject matter. Patron requests are honored when possible, keeping in mind these selection guidelines.

Donations are welcome. If a gift is not suitable for the shelves (less than desirable choice, poor condition, or unnecessary duplicates), it will be donated to one of the book sales held by the Friends of the Library. Gifts can be made through the Adopt-A-Book program, purchased for the library by a patron, or donated from a patron's personal library. All gifts become property of the Exeter Community Library upon receipt.

E. SELECTION OF MATERIALS

Materials will be selected with the recreational, informational, and educational needs of the patron community in mind.

Material selection is the responsibility of the Library Director, Children's Librarian, and other staff as directed by the Library Director.

The library purchases materials that are favorably reviewed by library publications or that have been specifically requested by patrons. We encourage authors/vendors to submit their work to library publications.

Library materials will not be excluded based on of the race, religion, nationality, political or social views of the author(s). 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. This library does not promote any one particular view, but attempts to present materials with a variety of viewpoints.

Materials are selected by consulting reputable, unbiased, professionally prepared selection guides, such as: Booklist, New York Times Book Review, BookPage.

F. INTELLECTUAL FREEDOM

The Board of Trustees of the Exeter Library Association adopts, and declares that it will adhere to and support the following:

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

G. RECONSIDERATION OF MATERIALS

When the issue of censorship arises, it will be handled by the Library Director and the following procedure will be followed:

1. Listen courteously to the complaint.
2. Provide the individual with a copy of the collection development policy.
3. Provide the individual with the form which requests the library to reconsider the material in question.
4. Explain that after this form is filled out, it will be brought before the library board.
5. Inform the board of the facts concerning the case and present copies of the request form.
6. The library board will then make a formal judgment.

H. REMOVAL FROM THE COLLECTION

In order to promote the quality and integrity of the collection, obsolete, unused, little-used, and damaged materials are removed on a regular basis. Infrequently used material is retained if it contributes to the quality and balance of the collection. If there is a doubt about keeping or discarding any material, advice is requested of the Berks County Collections Development Coordinator or specialists in the field. Removed materials that are undamaged are given to the Friends of the Library for their book sales.

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