

# BERNVILLE AREA COMMUNITY LIBRARY COLLECTION DEVELOPMENT POLICY

The purpose of this policy is to establish the principles upon which this library collects, maintains and discards its materials.

The Bernville Area Community Library (BACL) collection includes a balance of materials for all age ranges and needs. This includes high-interest adult fiction, easy picture books, basic reference materials, periodicals, large-print collection, religious fiction, children's materials, music, movies, and audiobooks. BACL also has a heritage collection of local history which is cataloged but not circulated.

BACL's designated service area consists of Bernville Borough, Jefferson Township and Penn Township, although BACL users may be from areas outside of its designated service area such as Upper Tulpehocken, Strausstown and North Heidelberg.

## **Collection Selection Criteria**

BACL selects materials in accordance with guidelines stated by the American Library Association in its Library Bill of Rights, Freedom to Read and Freedom to View statements.

A work will not be excluded from the library's collection solely because it represents a particular aspect of life, because of frankness of expression, or because it is controversial.

All acquisitions, whether purchased or donated, are evaluated by the following standards. All criteria need not be met for an item to be included in the library's collection.

The following criteria are used:

- Fresh and attractive
- Present need or adds value
- Significance and interest of subject
- Potential user appeal
- Competence of the author
- Timelessness of materials
- Reviews in professional journals
- Insufficient materials currently available on same subject in the library or Berks County System
- Literary and artistic merit
- Accuracy of content
- Format and physical durability appropriate for library

## **Gifts**

BACL will accept all donations that are in acceptable condition with the understanding that they will be reviewed based on the selection criteria. Materials that are not selected for the library collections may be sold at used book events within the library or donated to another worthy cause or recycled. At no time will a donation be accepted with stipulations on use. Due to limited space to store donations, the Library may set times that no book donations are accepted such as the summer months.

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## **Collection Weeding**

Weeding will be done on a continuing basis at BACL based on the following criteria:

- Frequency of use or demand
- Not circulated in the previous 3 years.
- Outdated or inaccurate information (Refer to CREW Method)
- Physical condition of the item
- Multiple copies
- Value to collection
- Space to house materials

Weeded materials will be sold at used book sales, donated to a worthy cause or recycled at the discretion of a Library Director.

## **Collection Reconsideration**

BACL selects materials with the best interest of its patrons in mind as stated in BACL policies. Parents or legal guardians are responsible for their children's selections.

A patron may request reconsideration of materials by submitting the "Request for Reconsideration" form. This form will be reviewed and responded to by the Library Directors and/or the Library Board of Trustees.

Adopted: April 1996. Revised: February 18, 2003. Revised: November 2005. Reviewed: 2006, 2007, 2008, 2009. Reviewed: November 2010. Reviewed: March 2011. Revised: August 2011. Reviewed: March 2012. Revised: September 2012. Reviewed: April 2013. Revised: August 2014. Revised and Reviewed: July 2018. Reviewed and revised March 2019.

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**REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

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

Author: \_\_\_\_\_

Format: \_\_\_\_\_

Intended Age Group: \_\_\_\_\_

Reason for this request. Please be specific.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested by: \_\_\_\_\_

Contact information: \_\_\_\_\_

Signature: \_\_\_\_\_



Decision Made on the Request for Reconsideration:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_