

## **Hamburg Public Library**

### **Collection Development Policy**

#### **Introduction**

The purpose of this policy statement is to establish the principles upon which this library collects, maintains, and discards its materials in order to provide an outstanding, well-balanced collection that meets the needs of the community.

#### **Community**

The service area of the Hamburg Public Library includes Hamburg Borough, Perry Township, Tilden Township, Upper Bern Township, Upper Tulpehocken Township, and Windsor Township. This is the same area served by the Hamburg Area School District. Although the assigned service area is limited to the Hamburg Area School District, the library serves all of Berks County through the Berks County Public Library System and the district center with access to statewide resources through AccessPA.

The Hamburg Public Library supplies resources for recreational, educational, and informational purposes in the form of books, periodicals, audio books, DVDs, CDs, and online databases.

#### **Selection Responsibility**

Selection of library materials is the responsibility of the Hamburg Public Library Director who may authorize qualified staff to assist. The library's collection development policy provides guidelines and direction to the Library Director and staff as they select materials. The Director has full authority to use her or his judgment in interpreting this Collection Development Policy. The selection of materials may not be governed by any personal bias or prejudice especially with regard to race, national origin, political, or religious views associated with the material.

#### **Criteria for Selection**

Selection of materials, whether purchased or donated, is based on the community needs and is dependent upon space, budget, and availability. Since the library operates with limited funds, it must emphasize standard materials and strive for a balanced collection, with the needs of the general reader foremost in mind.

Necessary to the collection are:

1. Adult nonfiction of a general nature
2. Children's nonfiction to support learning and childhood interest, public and homeschooling curriculums
3. Popular fiction, including current best-sellers
4. Popular children's fiction, including audio books and read-along packages
5. Large print materials for the visually impaired
6. DVDs: children's and adult classics, quality non-fiction, and popular current movies
7. Audio books

8. Music CDs
9. General interest periodicals on varied subjects

Criteria for materials acquisition include:

1. Individual merit
2. Popular appeal/patron demand
3. Local interest
4. Suitability of material for patron base
5. Existing library holdings
6. Cost and budgetary constraints

The librarian is guided in selection by consulting reputable, unbiased, professionally prepared aids, such as Booklist or Library Journal. The library is open to patrons' suggestions of books for purchase, keeping in mind selection criteria.

### **Gifts**

The director may accept or reject a donation or gift based on this collection development policy. Old textbooks, VHS tapes, Readers' Digest Condensed Books, old magazines, books of poor quality or in poor condition and materials that do not adhere to copyright laws will not be accepted.

### **Collection Maintenance (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 will help to determine whether an item is removed or retained for the collection:

1. Obsolescence of information
2. Physical condition of item
3. User demand
4. Space to house materials

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

### **Request for Reconsideration of Materials**

The Hamburg Public Library supports the "Library Bill of Rights", the "Freedom to Read", and the "Freedom to View" statements from the American Library Association.

Patrons requesting that material be withdrawn from the collection must complete a written Material Reconsideration Form. After the Library Director receives the completed form, the request will be placed on the agenda of the next regular meeting of the Hamburg Public Library Board of Trustees. Their decision will be final. A written decision will be sent to the person or organization making the complaint.



## Request for Reconsideration of Library Materials Form

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Do you represent a group?      Yes      No

If yes, please identify: \_\_\_\_\_

Have you read the Hamburg Public Library's Collection Development Policy? Yes No

Type of Material: \_\_\_\_\_

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

Author/Editor: \_\_\_\_\_

Publisher: \_\_\_\_\_

Have you examined the entire resource? Yes No

If not, what portions have you examined?

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What concerns you about the resource? Why? (Please be specific)

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Have you checked reviews of the work?      Yes      No

If yes, please cite which reviews?

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How could your concerns about the resource be resolved?

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Patron Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Library Director Signature: \_\_\_\_\_ Date Received: \_\_\_\_\_

Only signed forms will be considered. The Library Director will acknowledge receipt of the form within two weeks.