



The Boyertown Community Library

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Collection Development Policy

The Boyertown Community Library (BCL) subscribes to the Library Bill of Rights and the Freedom to Read and Freedom to View documents from the American Library Association allowing people to use the library regardless of age, sex, religion, race, social or economic status, physical disability or political views and make available the widest diversity of material available.

The Borough of Boyertown and Colebrookdale, Earl and Douglass-Berks townships encompass a cross section of all age and income levels. The patrons of the library are primarily pre-school children, parents, adults and many senior citizens seeking recreational reading materials, self-improvement and self-help books and materials.

The collection shall consist of print and non-print items to fill the needs of the patrons in such areas as children's easy, juvenile fiction and non-fiction, adult fiction and non-fiction, and periodicals. Choice of periodicals depends to a large extent on community needs and interests. A reference section will be maintained at the "Basic" (see the Reference Policy for more information) level to answer the various reference questions asked by the school-age children as well as adults.

Gifts, donated items and multiple copies will be placed in the collection at the discretion of the librarian, considering the usefulness, currency, authenticity and appropriateness of the item to the collection. Book plates will be added to library materials upon donor request with the discretion of the Library Director.

The Librarian will use the [Fiction Catalog](#), [Public Library Catalog](#) and [Children's Catalog](#) to establish and maintain a core collection of books. Through the constant process of weeding, worn-out, dated and non-circulating materials will be withdrawn from the collection in order to maintain a current and useful collection. It will be determined by the librarian if the worn-out material is a necessary and valuable item to the collection and if it needs to be replaced with the same title.

Criteria for selection includes:

1. Timeliness or permanence of the book;
2. Significance of the author;
3. Accuracy of the subject matter to the collection;
4. Importance of the subject matter to the collection;
5. Availability of material on the subject;
6. Seriousness and creativity of new literature;
7. Authoritativeness;
8. Reliability of publisher;
9. Technical quality of non-print material;
10. Format;

11. Price; and
12. Availability of material elsewhere.

Through the use of book lists and reviews in such library selection tools as Booklist and Library Journal, the librarian will determine what titles will be an asset to the development of the collection. The collection can be developed with the more highly recommended books by professional librarians by checking the “Best Books” lists and various “Best” lists in different subject areas in Booklist, and the “reference Books Bulletin” in Library Journal.

The librarian will be able to have a “hands on” opportunity to become familiar with various and appropriate materials available to add to the collection by attending various workshops and seminars. Conversing with other librarians concerning their collections will also keep the librarian informed of useful items in other collections that might be considered for addition to the library’s collection.

By keeping a list of types of questions asked and materials requested by patrons, the librarian will be able to evaluate what subject areas are of special interest to a majority of the patrons and then will be able to acquire more materials in those areas through previously mentioned selection tools.

If a patron has a complaint concerning an item in the collection, the complaint shall be submitted in writing to the librarian stating the challenged title, format and the complaint. The item will remain available during the challenge period. The librarian and members of the Board of Trustees will then take the item and complaint and evaluate its appropriateness and usefulness to the collection. After a decision has been made, the complainant shall be notified by phone or in-person.

This policy shall be reviewed annually by the Board of Trustees and the Librarian and be revised as needed to fit the needs of the community and patrons of the BCL.

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