



## **Collection Development Policy**

**Sewickley Public Library**

**Policy No.: 203**

**Title: Collection Development Policy**

**Section 200: Employee Policies**

**Date Adopted: November 11, 2019**

**Date Revised: January 29, 2024**

### **Materials Selection**

#### *Philosophy*

The Sewickley Public Library's Mission Statement guides the selection of materials as it also guides the development of services and the allocation of resources.

#### *Purpose*

The Collection Development policy guides librarians and informs the public about the principles upon which selections of both print and non-print materials are made. The Library endorses the American Library Association's Freedom to Read statement, the Library Bill of Rights, and the statement on Access to Electronic Information Services and Networks.

#### *Responsibility for Selection*

Ultimate responsibility for the Library's collection rests with the Library Director. Professional librarians participate in the selection of library materials. Library materials are selected on the basis of literary, educational, informational and recreational value.

### **Selection Guidelines**

#### *Selection Criteria*

Librarians choose materials that will build a well-rounded collection which includes diverse viewpoints and opinions, and exercise impartiality in all selections in order to meet community needs. Librarians are selective in the materials they choose for the collections. Criteria may include one or more of the following: literary merit, enduring value, accuracy, authoritativeness, social significance, importance of subject matter to the collection, timeliness, popular demand, costs, scarcity of material on the subject and/or availability in other libraries in the consortium, and quality and suitability of the format. Multiple copies of items may be purchased to meet patron interest and demand.

### *Selection Tools*

Selection of resources is accomplished with the use of published reviews in professional journals, popular magazines and other news and entertainment outlets, subject bibliographies, annual lists of recommended titles, publishers' catalogs and patron suggestions.

Materials selected for the Library collection are intended to meet the cultural, informational, educational, and recreational needs of the Quaker Valley community. The scope of the collection is intended to offer a choice of format, style, viewpoint and level of difficulty so that individual library users' needs can be met and service given to individuals of all ages, within the parameters and constraints of the current library budget. The emphasis at the Sewickley Public Library is to acquire materials of wide-ranging interest to the general public.

The collection of the Sewickley Public Library is not archival, with the exception of the History Room collection, and is reviewed and revised on an ongoing basis to meet current needs.

### *Selection of Formats*

Resources are purchased in the most appropriate format for patron use.

New formats are considered for the circulating collection when, by industry report, and evidence from local requests, a significant portion of the community population has the necessary technology to make use of the format. Availability of items in the format, the cost per item, and the Library's ability to acquire and handle the items also will be factors in determining when a new format will be acquired. Similar considerations will influence the decision to delete a format from the Library's collection.

## **Digital Resources**

The Library provides a wide range of Digital Resources, including books, audio, video, magazines and music in downloadable and streaming formats. These resources are shared and selected cooperatively through the members of the Allegheny County Library Association.

Librarians from the Sewickley Public Library may represent the Library on the committees that select these items. In addition, the Library participates in the use and selection of significant county-wide databases for use by Library users. A Sewickley librarian may also be a member of this oversight committee. Additionally, Sewickley Public Library may subscribe to individual databases specifically for use by Sewickley Public Library patrons.

## **Self-Published Books**

The Sewickley Public Library welcomes the growing number of opportunities for authors to publish their works and will accept self-published materials for consideration only if they meet the following criteria:

1. Authors must be residents of Western Pennsylvania, or the book must be about or take place in Western Pennsylvania.
2. Books must be bound. We will accept both hardcover and paperback but will not accept spiral bound items.

3. When librarians evaluate potential additions to the collection, items will be held to the same selection and deselection standards as other purchased materials, as laid out in the collection development policy.
4. Items must be donated to the library. The library will consider purchasing self-published items if they are reviewed in standard sources: library journals, national or local newspapers or magazines.
5. Materials donated to the library become the property of the Sewickley Public Library and will not be returned. In addition, the library may sell or dispose of items if they are removed from the collection.
6. If self-published work is chosen for inclusion in the library's collection, library staff are under no obligation to purchase additional copies for the collection. If the library chooses to buy additional copies, they will be purchased from an intermediary source.

### **Gift Materials**

The Library welcomes donations of books and other materials with the understanding that they will be considered for addition to the collection in accordance with the Collection Development Policy.

The Library reserves the right to sell or otherwise dispose of gift materials not added to the collection, and gift materials cannot be returned to the donor.

The Library does not accept encyclopedias, textbooks or damaged books.

The disposition of all donations is at the discretion of designated staff members. Donors may receive a tax receipt; staff does not provide a value statement.

### **Interlibrary Loan**

In order to better meet the needs of Library patrons, the Library encourages the use of interlibrary cooperation, through the lending and borrowing of materials throughout the Allegheny County Library Association. The Sewickley Public Library fully supports the efforts of ACLA and encourages the circulation of materials throughout county libraries. In addition to the Allegheny County consortium, interlibrary loan requests are also placed for materials from libraries nationwide.

### **De-selection of Materials (Weeding)**

In order to maintain an up-to-date, useful collection, worn and obsolete materials are removed from the collection. Materials may be withdrawn if they are little used or superseded by a new edition or better work on the same subject. Depth and coverage of varying degrees are desirable in various areas of the collection.

The C.R.E.W. (Continuous Review Evaluation and Weeding) method of systematic evaluation and weeding of the collection is used by librarians in order to keep the collection responsive to patrons' needs, to ensure its usefulness to the community, and make room for newer materials. No materials will be held or given to individuals after de-selection, and materials may be sold, donated, or discarded by the Library.

### **Reconsideration of Library Materials**

The obligation of the public library is to reflect within its collection differing points of view. The

Sewickley Public Library does not endorse particular beliefs or views, nor does the selection of an item imply an endorsement of the author's viewpoint. The Library welcomes expression of opinion by patrons, but will be governed by the Materials Selection Policy in making additions to or deleting items from the collection.

Patrons who request the reconsideration of library materials will be asked to submit their request in writing by completing and signing the "Reconsideration Request Form."

Upon receipt of a formal written request, a decision will be made regarding the disposition of the material. The Library Director will communicate the decision and the reasons for it, in writing, to the person who initiated the request for reconsideration. The Director will inform the Board of Directors for the reconsideration and disposition of library materials.

In the event that the person who initiated the request is not satisfied with the decision of the Director, he/she may appeal for a hearing before the Library Board of Directors by making a written request to the President of the Board. The Library Board reserves the right to limit the length of presentation and number of speakers at the hearing. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Sewickley Public Library. On the basis of this determination, the Board may vote to uphold or override the decision of the Director