

MT. LEBANON PUBLIC LIBRARY

POLICY NUMBER: 20

TITLE: Collection Development Policy

DATE ISSUED: MAY 17, 2022

REPLACES: Previous policy no. 20, issued February 27, 1971, March 23, 2000

PURPOSE: A collection is defined as an accumulation of objects gathered for study, comparison or exhibition. Mt. Lebanon Public Library's collection consists of a wide diversity of materials that have been accumulated to accommodate patrons' interests. The purpose of Policy No. 20 is to describe the nature of the Library's collection and to provide guidance and direction to the Library staff for the development and maintenance of the Library's collection. The continuous review of library materials is necessary as a means of maintaining an active library collection of current interest to users.

STATEMENT OF POLICY:

1. MISSION AND STATEMENT OF PURPOSE

- 1.1. Mt Lebanon Public Library (MLPL) will provide for all patrons an inclusive, welcoming environment of intellectual enrichment, creativity and enjoyment, and a forum to exchange ideas by providing top-tier programs, materials, services, and community support. It strives to provide robust, dynamic collections of physical and electronic resources from diverse perspectives and voices that meet the needs of today's patrons, from young children to seniors.
- 1.2. It recognizes that the freedom to read is essential in a democracy, and it subscribes to the Library Bill of Rights and to the Freedom to Read Statement adopted by the American Library Association, June 25, 1971. The Library recognizes the attached interpretations of the Library Bill of Rights as guidance for carrying out the Bill of Rights. Mt. Lebanon Public Library additionally respects the confidentiality of all patron records.
- 1.3. In order to meet this mission, we will intentionally develop collections that recognize, reflect, and value the diverse experiences and multiple identities within our community. These identities and experiences include, but are not limited to, race, ethnicity, gender identity, sexual orientation, ability, culture, language, socioeconomic status, level of education, religion, age and size. By purposefully developing diverse, equitable, and inclusive collections the uniqueness of the library experience is supported for each individual.

2. MATERIALS NOT COLLECTED

2.1. Due to finite resources, there are certain materials that the Mt. Lebanon Public Library does not specifically collect:

2.2. *Rare books.* Since it is the public Library's function to make materials available to all users, the Mt. Lebanon Public Library does not collect rare or unusual materials that require special handling.

2.3. *Textbooks.* Although school and college libraries are the primary resources for students, students at all levels of formal education make up a large part of the Library's clientele, and the Library recognizes students' needs in selecting materials. Textbooks will, however, be purchased in those subject areas where there is little or no material in any other form or in those instances where they substantially add to the collection.

2.4. *Obsolete Formats.* Formats that have been superseded by more commonly used technologies, such as VHS and Beta videotapes, audiocassettes and eight-track tapes, etc. are not actively collected.

2.5. *Ephemera.* Pamphlets, handbills, leaflets, broadsides, position papers, minutes of meetings, information sheets, bulletins, newsletters, posters, moving images and photographic documentation will not be actively collected.

3. SELECTION CRITERIA

3.1. The Mt. Lebanon Public Library selects material for its collection in accordance with professionally accepted guidelines. The library supports ALA's definition of a well-balanced collection. "A well-balanced collection does not require a one-to-one equivalence for each viewpoint but should strive for equity in content and ideas that takes both structural inequalities and the availability of timely, accurate materials into account." The Library does not sanction particular beliefs or views, nor is the selection of any given item equivalent to an endorsement of the author's viewpoint.

3.2. Self-published material and desktop publishers produce works of varying quality and are seldomly reviewed by professional review sources. As these works do not comply with our selection criteria for the collection these items are generally not added to the collection, unless the material upon examination by our professional librarians is found to have merit.

3.3. The selection of materials is governed by the Library's general objectives, its assessment of the community's present and future needs, its recognition of and cooperation with other libraries accessible to residents, and the limitations of space and budget.

3.4. Selection Criteria by Genre:

Print / Nonprint Fiction

- Literary merit
- Author popularity
- Writing quality
- Representation of important genre or trend
- Content created by and representative of marginalized and underrepresented groups
- Local Demand

Print / Nonprint Nonfiction

- Subject matter
- Scope and authority
- Treatment (e.g., style, organization, approach)
- Physical features and format
- Date of publication / timeliness
- Content created by and representative of marginalized and underrepresented groups
- Intended audience

Nonprint Media

- Technical production quality
- Sound / image quality
- Performance quality
- Presentation effectively delivered by specific format
- Content created by and representative of marginalized and underrepresented groups
- Licensing / copyright compatibility with library use

4. SELECTION PROCESS

4.1. *Responsibility for Selection.* The Board of Directors approves the Collection Development Policy for the Mt. Lebanon Public Library. The responsibility for administering this policy rests with the Director. Professional Librarians under the direction of the Director and the Associate Director of Public Services oversee all aspects of collection development, including selection, maintenance and deselection. Selections are made using professional review resources that include, but are not limited to the following: Baker and Taylor Peer Reviewed Titles, *Booklist*, *Choice*, *Kirkus*, *Library Journal*, *New York Times Book Review*, *Publishers Weekly*, *School Library Journal*, and *VOYA*. In addition, librarians consult reviews and other sources such as; international, national and local publications, online professional book review sources and broadcast and social media.

4.2. *Community Participation.* Involvement by the community in the selection process is encouraged. Several mechanisms are provided for this purpose:

4.2.1. *Reserve Requests.* The general public may reserve currently checked out circulating materials at the Adult and Children's Service Desks. The Library may consider adding duplicate copies to satisfy the expressed demand.

4.2.2. *Purchase Suggestions.* Library users are encouraged to suggest titles and/or subjects that they would like to see in the collection. An online suggestion form is available on the library's website. In such cases, the stated selection criteria will be considered.

4.2.3. *Reconsideration of Library Materials.* There may be occasions when a member of the community may be concerned about a particular item in the Library's collection. If a patron wishes the Library to reconsider material that is in the collection, a form is available online on the library's website. This form must be completed in its entirety and returned to a Library staff member or to the Director. Once the form is received, the Director will review the request, using the criteria used in selecting the item, its place in the collection, and reasons for including the item in the collection. The Director will then provide a written response to the patron.

4.2.4. If the Library user is not satisfied at this level, the Library Board of Trustees will convene a review committee including the Director, at least two Board members, and [optionally] an outside party with expertise in the field. The municipal commission does not make operational decisions for the library nor does it make decisions about materials in the library's collection. The Library Board review committee's decision is final and the patron will be notified of the decision.

5. GIFTS AND MEMORIALS

5.1. Gifted materials are rarely accepted as items to be included in the library's collection. The library accepts monetary donations that are applied to memorial or honor materials. Memorial and Honor donation forms are available online on the library's website. All material purchased as a memorial or honor item will be subject to the library's deselection policy (see 6.1). The Friends of the Mt. Lebanon Public Library accepts donated materials at their discretion. Donated materials become the property of the Friends of the Mt. Lebanon Public Library to keep, sell, or donate as they see fit.

6. EVALUATION OF LIBRARY MATERIALS

The continuous review of Library materials is necessary as a means of maintaining an active Library collection of current interest to users. Statistical tools such as circulation reports, collection turnover rates and withdrawal reports, as well as other specialized collection analysis methods, provide useful data. The professional expertise of both agency and Collection Services staff is also an important component in the ongoing evaluation of our collections.

6.1 Deselection. Deselection of Library materials, or weeding, is an integral part of collection development. An active and continuous deselection program is essential in maintaining a viable and useful collection. Materials are withdrawn from the Library's collection through systematic weeding or because of loss or physical damage. The following evaluation criteria is used in evaluating an item for deselection:

- Economical and efficient use of library space
- Accuracy and currency of information
- Availability of newer, more comprehensive, or more accessible material
- Physical condition of material
- Relevance to community needs
- Ease of borrowing materials from another library
- Date of last circulation and number of circulations
- Number of copies in collection

6.2 Replacement. While the Library tries to maintain copies of standard and important works, it does not automatically replace all materials withdrawn due to loss or damage. Decisions concerning the replacement of individual items are based on the following considerations:

- Demand for the specific item
- The number of copies held
- The existing coverage of the subject within the collection
- The recency of its contents
- The availability of the title for reorder
- The cost of mending versus the cost of replacement
- Availability of the title from other libraries

7. CONSORTIUM, NETWORKING AND COOPERATIVE AGREEMENTS

7.1. The Library will abide by any and all agreements into which it enters.

8. APPENDICES

8.1. *Library Bill of Rights and Interpretations.*

<https://www.ala.org/advocacy/intfreedom/librarybill>

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8.2. *Reconsideration of Library Materials Form.*

*We need an online form for reconsideration of library materials.

8.3. *Request for Addition of Materials Form.*

<https://mtlebanonlibrary.org/FormCenter/Online-Forms-3/Suggest-a-Purchase-45>