



Valley Community Library
739 River Street
Peckville, PA 18452
570-489-1765
<http://lclshome.org/valley>

Collection Development Policy

Collection Development Policy Purpose

The purpose of this policy is to provide guidelines for the development and maintenance of a well-balanced collection to meet the needs of the community within the limits imposed by availability, funds, and space. This policy will guide librarians and staff of Valley Community Library (VCL) and inform the public of the principles upon which selections are made.

Mission Statement

VCL's mission is to provide equal access to educational and entertainment resources for all in the community and to promote reading and lifelong learning.

Community Served

VCL's service area includes Archbald, Blakely, Dickson City, Jessup, Olyphant, and Throop. As part of the Lackawanna County Library System, VCL offers library service free of charge to any resident of Lackawanna County.

Materials Selection Criteria

Library staff utilize professional judgement and expertise in making collection development decisions, including decisions about choosing titles, identifying quantities for purchase, and selecting locations for materials. Anticipated demand, community interests, strengths and weaknesses of the existing collections, system-wide and regional availability, physical space limitations, acquisitions procedures, and fiscal resources are all factors taken into consideration. Materials are acquired in multiple formats when appropriate, including print and audiovisual items. Highest selection priority is given to those materials in all formats having the broadest appeal. Suggestions from patrons are welcome and are given serious consideration.

Materials will be selected based on, but not limited to, the following criteria:

- Public demand, interest, or need
- Contemporary significance, popular interest, or permanent value
- Attention of critics, reviewers, and public
- Prominence, authority and/or competence of author, creator, or publisher
- Timeliness of materials, reflecting new areas of knowledge or changing conditions of the contemporary scene
- Relation to existing collections
- Need to present alternate viewpoints or balance on a specific subject matter in the collection
- For nonfiction, accuracy of information as determined by reviews in reputable review sources
- Suitability of physical form for library use
- Price and availability of funds

Intellectual Freedom

VCL endorses the Library Bill of Rights, The Freedom to Read Statement, and The Freedom to View Statement of the American Library Association. VCL upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. Materials available present a diversity of viewpoints, enabling people to make the informed choices necessary in a democracy.

In no case will library materials be excluded because of race, nationality or social, political, or religious views of the authors, nor will materials be proscribed or removed from the library because of partisan or doctrinal disapproval.

Reconsideration of Materials

- **Controversial Materials**

The Library recognizes that it has an obligation to provide materials which reflect current interests, although they may not have enduring value. The Library also recognizes that many materials are controversial and at any given time may offend some patrons. Selections will not be made on the basis of any anticipated approval but on the basis of anticipated usage, merits of the item, and its relationship to the collection and interests of library readers. No materials will be removed from open shelves or kept in a restricted area because of their controversial nature or because their subject matter, viewpoint, or treatment may be distasteful to certain individuals or groups.

The Library does not stand *in loco parentis*. Parents and guardians have the responsibility to guide the reading, listening, and viewing choices of their own minor children. Selection of adult collection materials cannot be inhibited by the possibility that items may be accessed by minors.

- **Request for Reconsideration of Materials**

No challenge materials that have been duly selected shall be removed from the Library's collection except upon the recommendations of the Library Director or upon formal action of the Board of Library Directors when a recommendation of the Director is appealed.

Procedure:

1. A patron challenging any part of the collection should first be offered a copy of VCL's Collection Development Policy to read.
2. If material is still questioned, a copy of the form "Library Resource Challenge Form" should be filled out completely by the patron.
3. The Library Director will review the form and make a reply to the patron.
4. If the patron is not satisfied with the reply, decisions may be appealed in writing to the Board of Directors, within 14 business days after a decision is communicated by the Library Director.
5. The Board of Directors will review the communication, the decision, and the issues raised and will respond to the patron when the review process is complete. The Board has the legal responsibility for the collection and its protection under the First Amendment of the Bill of Rights of the United States Constitution.

Restrictions:

1. The person completing this form must be a resident of Lackawanna County AND reside in the Valley Community Library's service area, which includes Dickson City, Throop, Olyphant, Peckville, Blakely, Archbald, or Jessup, PA.
2. Only one form per person will be considered at one time.
3. A person may submit no more than three forms during a 12-month period.
4. The decision rendered by the Library Director or, upon appeal, the Board of Trustees will remain in place for 3 years. A subsequent complaint about the same resource, regardless of the identity of the person submitting the form, will not be considered until 3 years have elapsed.

Donated Materials

VCL accepts donated materials as outlined in the "Materials Donation Policy." Retention and/or utilization of donated material is at the discretion of library staff. Donated items will become the property of VCL upon acceptance by library staff. Staff may use their discretion in determining if such items will be accepted for the collection or will be placed in the Friends of the Valley Community Library book sale.

Memorial/Honorarium Book Program

VCL accepts cash donations for the purchase of items to commemorate important events in the lives of its patrons. Donors may suggest a subject area or title for purchase and the Library will make every effort to consider suggestions. However, the Library reserves the right to make the final selection based on the guidelines in the Materials Selection section above. The Library reserves the right to remove such items from the collection based on the criteria outlined in the Collection Maintenance section below.

Collection Maintenance

- **Weeding**

A strong collection requires ongoing evaluation and maintenance. Materials will regularly be weeded (withdrawn) from the collection based on the following criteria:

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

Weeded materials will be offered to charitable, historical, or educational institutions, or sold to the public at the Friends of the Valley Community Library book sales. Weeded materials or donations of little or no value or interest will be discarded.

- **Rebinding, Repair, Replacement**

Whenever possible, damaged materials that are still useful will be repaired. Items that cannot be mended will be replaced if funds are available, but items withdrawn because of loss or damage are not necessarily replaced. Popular or classic titles in condition too poor for circulation will be replaced whenever possible.