

### III. Collection Management Policy

#### A. Scope

The library selects materials in support of its mission. The emphasis of the collection is on acquiring materials of wide-ranging interest to the general public and offering choice of subjects, perspectives, and formats that meet most library needs within current budget limitations. Collection development is founded on the principles espoused in the American Library Association's

- Library Bill Of Rights,
- Freedom To Read Statement,
- Freedom To View Statement, and
- Diversity In Collection Development. ([Appendix A](#))

#### B. Responsibility for Selection

1. The ultimate authority and responsibility for the selection of library materials rests with the Library Director and, under their direction, may be delegated to the professional staff that are qualified for this activity by reason of education, training, and experience.
2. Responsibility for a minor's use of library materials rests with their parents or legal guardians. The library does not take the place of the parent or legal guardian. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children. The onus is on the parent or legal guardian.
3. Library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from damage or theft. Audio-visual materials may bear the Motion Picture Association of America ratings as a guideline for library users.

#### C. Selection Criteria

All acquisitions, whether purchased or donated, are evaluated by the following criteria. An item need not meet all of the criteria to be acceptable, nor will any single criterion be decisive, and the order of the selection criteria does not indicate relative importance.

Criteria used for selection include the following:

1. Reviewed in professional and reputable review sources
2. Importance of author and/or subject matter to the collection as a whole
3. Timeliness or lasting importance of the content to the community
4. Current and anticipated needs and interests of the community
5. Scope and/or treatment of subject matter
6. Authority and credibility of author/artist and/or publisher
7. Availability of material on the subject within and outside the

district

8. Affordability
9. Format; suitability of physical form for library users, readability, clarity of print, illustration, and ease of use
10. Nomination for major literary awards
11. Provides selection aids and/or resources for education professionals
12. Multiple copies will be purchased in response to popular demand limited by budgetary restrictions and the anticipated value of the material
13. No attempt is made at completeness of any author/artist/series and/or publisher
14. Within the limits of space, budget and availability, materials will be chosen to represent a variety of opinions on subjects that may have valid differing points of view
15. The library does not have the means to purchase textbooks for specific educational institutions.

#### D. Local Authors Policy

1. To support, encourage, and foster access to local talent, the library will maintain a Local Author Collection. The mission of the Local Author Collection is to continually improve library service to the public by providing free access to books by local authors, enriching the community with books created by local authors, and promoting individual achievements in authorship. This collection features donated books from local authors.
2. Items included in the Local Author Collection must meet the following guidelines:
  - a) Authors must reside in Montgomery County, or their work must be based in the area.
  - b) The library will accept one copy of each title. Authors may donate up to three titles per year.
  - c) Materials must be bound and formatted in a way that enables circulation, ease of use, and durability. The library will only accept physical formats. Items must be in new condition.
  - d) Donated materials become property of the library and are subject to the library's Collection Management Policy, including weeding procedures.
  - e) Regardless of genre, all items in this collection will be labeled as "LOCAL" and include the name of the author.
3. To donate materials for this collection, please complete the Local Author Submission Form ([Appendix B](#)) and include it with the donated item.

## E. Request for Purchase of Materials

1. If a resident requests library material that is not owned by this library system. Patrons should complete the Request for Purchase Form in the library for consideration - [Appendix C](#), which will be reviewed by the Library Director and staff in a timely manner.
2. If the requested items are less than 12 months old and meet our selection criteria, the library will consider the item for purchase following the selection criteria.
3. If the requested items are more than 12 months old, the library will also consider them for purchase, but may instead seek to borrow them from a holding library outside our system, through Inter-library loan.
4. If the resident requestor is not satisfied with the response, a written appeal may be filed within 30 days with the Upper Merion Township Library Board of Directors. The Library Board will make the final decision and the patron will be informed in writing. All Library Board decisions are final.

## F. Online Resources & Technology

With new technologies developing at a rapid rate, digital and other formats will be considered with the following criteria in mind:

1. relevance to the existing collection
2. permanence of the format
3. budgetary and space limitations
4. patron demand
5. compatibility with available equipment

The library will select materials by the following criteria:

1. replaces standard printed texts
2. provides greater accessibility and currency
3. provides new resources of information in an efficient and economical manners
4. provides ease of use and access
5. demonstrates the ability to be accessed remotely, via passwords, or barcodes
6. is backed by on-site or immediately available technical support (including updates and training)
7. is validated by the reputation of vendor, publisher or supplier
8. enhances the existing collection

## G. Material Replacement

While the library attempts to maintain copies of standard and important works, it does not automatically replace all lost, missing or damaged materials. In making a decision as to whether or not to replace an item, the Library Director and staff will consider whether:

1. the item is available for purchase
2. another item or format might better serve the purpose
3. there is sufficient demand to replace the item
4. newer, updated, or revised materials might better serve the purpose
5. the item has historic value
6. another library can provide that item (interlibrary loan)
7. the number of copies in collection
8. existing coverage of the subject within the collection
9. cost of mending versus replacement

## H. Material Deselection (“Weeding”)

Materials no longer suitable for or useful in the collection are weeded out. Materials should be reviewed if they:

1. are in poor physical condition
2. are not local history (archival)
3. have not circulated in a number of years
4. are outdated in content (nonfiction)
5. have been superseded by a new or revised edition (nonfiction)

The basis of the weeding plan is based on *The Weeding Handbook: A Shelf-by-Shelf Guide* by Rebecca Vnuk. Materials that are weeded out of the collection are to be sold by the library, given away, donated, or recycled. Proceeds from the sale of items will be put back into the library’s budget.

## I. Reconsideration of Library Materials

A library cardholding resident who wants the library to reconsider keeping a specific title in the collection may fill out the Material Reconsideration Form, [Appendix D](#).

An integral part of the library’s Collection Management Policy is that materials are evaluated as complete works and not on the basis of a particular passage or

passages. Therefore, only those requests in which the resident has read/listened/viewed the ENTIRE work will be considered.

The form must be filled out in a resident's own words, do not copy and paste from an alternate source.

The material will remain on the shelf while the reconsideration request moves through the process.

1. Once the form is submitted to the library, the director will meet with all librarians to address the concern and review the material and the selection process. The Director will inform the Board of Directors of all requests for reconsideration.
2. The patron will be informed of the decision in writing within four weeks.
3. If the resident is not satisfied with the response, a written appeal may be filed within 30 days with the Upper Merion Township Library Board of Directors.
4. The Library Board will make the final decision and the patron will be informed in writing. The decision of the Board is final. Once a decision has been made, the Board will not reconsider the same title for at least three years.

#### J. Gifts & Donations

1. Gifts must meet the same Selection Criteria as materials purchased by the library.
2. Gifts of books and other library materials are accepted under the provision that their use or disposal is subject to the discretion of the Library Director.
3. The donor relinquishes all rights to donated material.
4. The library reserves the right to refuse any donations of materials.
5. Suggestions of specific titles or subjects are welcomed when memorial/honor donations are given but the final decision, based on the needs of the library collection, rests with the library.
6. The library does not appraise or provide evaluations of gift materials for tax deductions or other purposes, but will acknowledge receipt of gift materials in writing if requested by the donor.