

## **Lehigh Area Memorial Library Collection Development Policy (reviewed 11/30/21)**

LAML strives to provide a quality collection of print and non-print resources that will meet the needs of the community, as well as the overall mission and goals of the Library. The purpose of the Collection Development Policy is to provide the guidelines used for selection, acquisition, and maintenance of resources. The policy should:

- Provide objective selection criteria for librarians who select resources.
- Provide a means of communicating collection goals and policies of the Library.

It is recognized that as programs and informational needs of the community change, the policy will need updating to reflect those changes.

### *Selection Responsibility*

Materials selection is the responsibility of the Library Director. The Library encourages staff input as a vital means of keeping the collection current in all areas. Patron suggestions may be given and will be filled upon the discretion of the Library Director.

### *Criteria for Selection of Materials*

The Library Director selects print and non-print materials using professional selection tools and publisher's catalogs. Collection deficiencies will receive priority in selection. The following criteria are used to evaluate materials considered for acquisition:

1. Relevance to community needs
2. Currency
3. Favorable review in professional circles
4. Lasting value
5. Availability of material on the subject
6. Cost
7. Demand
8. In no case shall any book be excluded because of the race, ethnicity, nationality, gender, sexual orientation, political views, or religious beliefs of the writer.
9. There shall be the fullest practical provision of material presenting differing points of view concerning the problems and issues of our times.
10. Books or other reading matter shall not be prescribed or removed from the library shelves because of partisan or doctrinal disapproval.
11. Information on materials a library patron chooses to use is private.

### *Special Circumstances*

#### *Multiple Copies*

Multiple copies may be purchased on an individual basis, but in general, the duplication of titles within the same collection will be avoided. Because it is the concern of the Library to provide a fair opportunity to our materials, multiple copies of particular materials may be acquired in certain situations.

### *Replacement Copies*

Books or other materials that are missing from the collection, declared lost or too worn for further circulation are not automatically replaced. Considerations for replacement include demand, availability of materials on the same subject, and whether the book has been updated by newer or better material.

### *Textbooks*

LAML does not acquire textbooks.

### *Special Formats*

#### *Audiobooks*

The Library will purchase audiobooks in CD formats on a quarterly basis. Evaluation factors include potential use, reviews, and popularity of an author. The frequency of purchase is subject to change in regard to the Library budget.

#### *Electronic Sources*

The Library will purchase electronic sources in the form of EBook, E-audio, and digital magazines to support the Allentown District catalog as used by the member libraries of the Allentown District. These are purchased through OverDrive. Factors considered when selecting these materials include informational or recreational goals, potential use, balance of collection, subject matter, cost, popularity of the title, and format restrictions. The frequency of purchase is subject to change in regard to the Library budget.

#### *Newspapers/Periodicals*

Periodicals will be purchased on an annual basis with regards to the use and relevance to the community. The frequency of purchase is subject to change in regard to the Library budget.

#### *DVDs*

The Library will purchase DVDs on a monthly basis. When considering a DVD for purchase, factors considered should include potential use, reviews, quality, cost, and items already owned by the Library. For instance, if a new title has been released and corresponds to a series, that title will be purchased. . Purchases are subject to change in regard to the Library budget.

### *Gifts*

The Library will accept donated books and other materials from individuals and organizations. Criteria for adding these items to the collection will be the same as for items that are purchased and is up to the discretion of the Library Director. If an item is not added to the collection, it may be given back to the donor, given away, or sold in our book sale. The Library will not assess the value of donated items for tax purposes. Once an item is gifted, it is the Library's property and therefore it is up to the discretion of the library as to how it is used and when it is sold, given away, or removed.

## *Weeding*

In order to keep a current and accurate collection, the library weeds material from all collections on a regular basis. The Library Director and staff members will make a visual inspection of the collection in order to identify any damaged or outdated books. Final decision on books to be weeded is left to the discretion of the Library Director.

### *Guidelines for weeding*

1. Item is in poor condition
2. Not checked out in a minimum of 3 years.
3. Copyright date is more than 10 years old
4. Material has become obsolete or has been updated

### *Exceptions to weeding*

1. Item is a classic or standard in the field
2. Item is an exceptionally old and rare book

Once items to be weeded are determined, they are deleted from the catalog by staff and are prepared for dissemination. Weeded items may be thrown away, put in the book sale, or placed on the “free” shelf at the discretion of the Library Director.

## *Reconsideration of Materials*

Despite the care taken by library staff in choosing materials for inclusion in the collection, objections to a work may occasionally occur. If this occurs, there should be an initial attempt at resolution between the patron and the Library. The patron should first be directed to the Library Director to discuss the nature of the objection. The patron, if not satisfied with the outcome of the discussion, may file a written objection using the Request for Reconsideration of Materials Form. The objection will be reviewed by the Library Board of Trustees and the patron will be notified when a decision has been made. The item(s) under consideration will remain in the collection while this process takes place. The Library Director has the form available upon request.

## *Repair of Materials*

The Library makes every effort to keep library materials in good repair. Torn or missing pages are repaired or replaced as quickly as possible in keeping with sound preservation principles. Worn book covers or loose covers are also repaired in keeping with sound preservation principles. If a book or periodical is too badly damaged to repair, a decision is made whether to rebind, replace, or discard the item. The decision is primarily based on factors such as the extent of the damage, the amount of use of the item, and the item’s importance to the collection.

## *Inventory*

A complete inventory of the collections shall be at least made every 3 years, if not more frequently as directed by the Library Director. The results of this inventory shall be reported to the Library Board. All staff members are expected and obligated to help in inventory proceedings.