



POLICIES»

Collection Development

Collection Development Plan

This policy sets forth the principles and guidelines pertaining to the selection and retention of materials at the Tredyffrin Township Libraries.

Mission Statement

The underlying statement which guides this policy is the **Tredyffrin Township Libraries Mission Statement**, which reads:

The Tredyffrin Township Libraries are committed to providing access to information, materials in every current and evolving format, programs and expertise to meet the intellectual, cultural and professional objectives of the community.

Community Served

Tredyffrin Township is a suburban community located on the eastern edge of Chester County, in southeastern Pennsylvania, and has a land area of 19.8 square miles. The statistical information provided in this document reflects that reported in the U.S. Census Bureau's 2000 Census. As of the 2000 Census, population was 29,062 and was 47.3% male and 52.7 % female with a median age of 40.4 years. Median household income in 1999 was \$82,258/year compared to a national estimate of \$50,046/year. Tredyffrin and Easttown townships have a combined school district but maintain separate municipal administration.

Willistown Township borders and is located to the west of Tredyffrin Township, five miles east of West Chester, and it covers a land area of 18.2 square miles. As of the 2000 Census, population was 10,011 and was 48.4% male and 51.6% female with a median age of 42.8 years. Median household income was \$77, 555/year.

Paoli Library, a Tredyffrin Township Branch Library, serves as a small community library located in the heart of the town of Paoli. The town of Paoli extends into both Tredyffrin and Willistown townships, which has created a unique situation for Paoli Library. Although it is supported primarily by Tredyffrin Township, Paoli Library serves residents of half of Willistown Township and also receives funding from this township.

For the purposes of the 2000 Census, Paoli was identified as a Census Designated Place (CDP). CDPs are defined as "closely settled, named, unincorporated communities that generally contain a mixture of residential, commercial, and retail areas similar to those found in the incorporated places of similar sizes." Thus delineated, the Census reported that Paoli had a population of 5,425 and is comprised of 47.3% males and 52.7% females with a median age of 41.1 years. Median household income was \$55,800.

Clientele

The Tredyffrin Township Libraries' defined service area, designated by the Pennsylvania Library Code, comprises Tredyffrin Township and half of Willistown Township. As of August 2010, there are 18,798 Tredyffrin Township Libraries' cardholders. Tredyffrin Public Library is the home library for 14,798 of these cardholders, and Paoli Library is the home library for 4,717.

The communities served are well educated. Of the adult population 25 years and older, 68.9% in Tredyffrin Township and 56.6% in Willistown Township hold bachelor's or higher education degrees. In Paoli (CDP), 46.4% of this age cohort holds higher education degrees.

In terms of race and ethnicity, 90.9% of Tredyffrin Township residents are identified as White, 2.8% African American or Black, 5.1% Asian, and 1.2 % Hispanic or Latino. Eleven percent of residents speak a language other than English at home. In Willistown Township, residents are identified as follows: 95.9% White, 2.1% African American or Black, with less than 1% of the population identified as members of other racial or ethnic groups; 7.1% of the population speaks a language other than English at home.

In Paoli (CDP), 90.9% are identified as White, 5.4% Black or African American, 2.6% Asian, and 0.8% Hispanic or Latino; 7.4% of Paoli's population speaks a language other than English at home.

Objectives

The general objectives of the Tredyffrin Township Libraries are:

- To assemble, preserve and administer an organized collection of books and related materials in order to promote an enlightened citizenry and enriched personal lives.
- To serve the community as a center of reliable information.
- To provide a place where inquiring minds may encounter the original, sometimes unorthodox and critical ideas necessary in a society that depends for its survival on free competition of ideas.
- To provide an opportunity for continuing self-education and entertainment of children, young people and adults.
- To support the educational, civic and cultural activities of groups and organizations open to the public.
- To serve as a supplementary source of materials for students from kindergarten through grade 12.
- To consider the needs of many diverse groups in the community, including minorities, the elderly, the disabled and the disadvantaged.
- To promote literacy at all levels of society.
- To provide high-speed access to the digital world with no unnecessary restrictions or fees to ensure that everyone can take advantage of the ever-growing resources available through the Internet.

Intellectual Freedom

In pursuit of these Objectives, the Tredyffrin Township Libraries Board of Trustees endorses the American Library Association's:

- Library Bill of Rights
(<http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm>)
- Freedom to Read Statement
(<http://www.ala.org/ala/oif/statementspols/ftstatement/freedomreadstatement.htm>)
- Freedom to View Statement
(<http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftvstatement/freedomviewstatement.cfm>)

Scope of the Collections

General Description

The collections of each library will reflect the service roles which have been selected for each library. In general, the libraries will have a wide-ranging collection of materials on a variety of topics. Both libraries serve as Popular Materials Centers, and their collections will include best-sellers but also materials which reflect the interests and specific requests of the users — in other words, materials which are in high demand and used often. Both libraries maintain selective local history collections comprised predominantly of print materials related to Tredyffrin Township and environs.

- **Tredyffrin Public Library.** The library's collection will reflect its roles as an Information Center, a Lifelong Learning Center, and an Education Support Center for students in K–12. Some subject areas will be developed beyond the basic level to include research materials; but in no case will there be any effort to develop a comprehensive collection on any one subject. Reference materials will include up-to-date materials on a wide variety of topics, including but not limited to literature, science, health, fine arts and applied arts, business and engineering. The book collection will be supplemented by online resources.
- **Paoli Library.** The library's role as a Popular Materials Center means that the library's collection will cover a wide range of topics in a variety of formats — an up-to-date and inviting basic collection. The collection will also include materials in support of both elementary school and middle school curricula, including reading list titles. A small but up-to-date reference collection will be supplemented by online resources.

Formats

- **Books.** The libraries will maintain collections of adult and children's books, both fiction and nonfiction, and including large-type books. The libraries will not acquire textbooks to support school curricula. Any textbooks included in the collection must be up-to-date and represent an overview of the subject not available in a more popular format.

- **Periodicals.** The libraries will make available a selection of currently published periodicals.
- **Audiobooks.** Unabridged audiobooks will be made available in currently available formats.
- **Audiovisual Media.** The collection will include feature films, documentaries, instructional materials, and public domain software for adults and children. A collection of videogames compatible with currently popular videogame consoles is maintained at Tredyffrin Public Library.
- **Archival Material.** Both libraries will maintain a local history collection of materials pertaining to Tredyffrin Township and environs. The library staff will make every effort to handle and maintain historical materials with care. However, the library buildings are not equipped with special temperature, humidity and light controls to prevent deterioration of what are essentially fragile documents.
- **Electronic Resources.** Both libraries will have Internet access readily available to all users, as well as access to electronic databases purchased through the Chester County Library System (CCLS) and the CCLS catalog.

Reevaluation of Library Material

Requests for reevaluation regarding any material in the library must be submitted on the designated form (attached to this document as appendix A). They will first be considered by the Library Director. The Library Director will review the request and the material in question and communicate a decision to the requestor. In the event an agreement is not reached regarding the disposition of the item, the request for reevaluation of materials will be referred to the Board of Trustees for their review. The decision of the Board of Trustees is final.

Please note that the libraries do not attempt to supplant parents' ultimate responsibility for their children's reading and/or use of library materials or electronic resources.

Materials Selection Plan

Responsibility for Selection

Selection of library materials and regular evaluation and weeding of the library's collections will be the responsibility of the library staff, under the direction of the Library Director.

Priorities

The collection will be developed according to the following priorities:

- To offer current, relevant materials in all of our collections

- To expeditiously acquire and make available popular materials with sufficient copies to serve the diverse needs of our customers
- To monitor and identify areas of our existing collection that are heavily in demand and those materials in subject areas that are not in demand and allocate resources commensurate with demonstrated community needs and interests
- To ensure that diverse points of view, genres and subject areas are represented in our collections
- To consider the impact of our collection development efforts on the overall collections of the CCLS. For example, we will monitor the number of holds on items in demand throughout the system and purchase additional copies of materials as is deemed reasonable
- To weed outdated, superseded, damaged, worn and seldom-used items and excess copies from our collections on a ongoing basis
- To monitor trends and identify new materials (based on format, genre, subject heading, or technology) not currently in the collections that would satisfy customer demand. Availability of items in new formats, cost per item and general availability of the format will be factors in determining when a new format will be collected. Similar considerations will influence deletion of a format from the collection.
- Gifts of materials will be added to the collections if they meet the criteria for selection
- Multiple copies of a given title may be purchased based on anticipated demand for a work by a particular author or on a particular subject or by the number of holds for an item on its catalog record, with attention to how many of the total holds are reserved to be picked up at the Tredyffrin Township Libraries.

Limitations

Collection expenditure is limited by the availability of funds which must equal at least 12% of the Tredyffrin Township Libraries' annual operating budgets as stipulated by Pennsylvania statute and the Chester County Library System.

Collections are also limited by the physical space available to store materials. Additions to most collections require concurrent withdrawals to keep shelving from becoming overcrowded (defined as greater than 80% capacity).

Criteria for Selection:

General Considerations

The libraries provide collections for the general public of timely materials on current issues, materials that encompass broad areas of knowledge, how-to resources, creative works and literature and titles of enduring value. An annual analysis of circulation of individual collections yields useful collection management information. Comparing relative rates of circulation of individual collections guides priorities and the allocation of resources in the following year. The many collections offered at the Tredyffrin Township Libraries allow us to meet the needs of a diverse array of constituencies.

The rate of circulation of individual titles and entire collections serves as a guidepost for the success of our collection development efforts. Titles and collections that circulate at relatively higher rates are considered to be satisfying our customer needs better than those that circulate at a relatively lower rate for most collections. An annual circulation rate of five circulations per item is the minimum desirable overall usage rate of Tredyffrin Township Libraries' collections. However, increasing the circulation rate is not the sole goal of collection development. Identifying essential additions to our collections in less-used areas of our collections provides a breadth of materials that will increase the likelihood that customers will find a satisfactory title when they come to the library with a specific reading or information need. Achieving a high level of customer satisfaction, as measured by a high rate of circulation, is balanced by our wish to serve the wide-ranging interests and information needs of our customer base.

Specific Selection Criteria

Factors considered in the selection of library materials might include:

- Authoritativeness
- Significance of subject matter and/or author
- Accuracy of information and data
- Imagination of ideas presented
- Literary merit
- Potential or known use by patrons
- Importance to the total collection
- Current and/or permanent value
- Availability of material elsewhere
- Humor
- Illustration and graphic presentation
- Relevance to school curricula
- Appropriateness of the materials to the age and development of the intended audience
- Price and format
- Emphasis will be placed upon materials which have the potential for fostering a sense of wonder, the development of curiosity and the widening of horizons

Special considerations in materials selection include:

- *Popular reading.* Books in demand, e.g., best-sellers and romances, will be included in the collection without primary regard for their literary merit.
- *Informational.* In general, the staff will make an effort to select materials which provide accurate and current information.
- *Educational.* Although textbooks will not normally be considered for purchase unless information is unavailable in general trade book format, the library will provide supplemental materials to support the curricula of local schools from kindergarten through grade 12.
- *Controversial issues.* The collection will include materials presenting different points of view on a wide variety of topics. Controversial materials will be considered for purchase in response to demand, but selection does not imply endorsement of any particular point of view.

Professional Tools for Selection

Materials are selected based upon review in professional journals, popular magazines, non-print media, subject bibliographies and recommended lists, Internet sites, publishers' catalogs, and customer requests. The standard tools include, but are not limited to: *Library Journal*, *Booklist*, Baker & Taylor's *Forecast*, *The New York Times Book Review*, *Horn Book*, and *School Library Journal*. Selection staff is encouraged to read and view widely to develop current awareness and expertise in their respective subject areas and genres.

Gifts and Memorials

General guidelines governing gifts are outlined in a separate Tredyffrin Township Libraries Gift Policy, which was adopted by the Board of Trustees in 2009 and is reviewed annually.

Gifts of books and other materials are accepted with the understanding that they will be subject to the same selection criteria as are purchased materials, and that their use or disposal is at the discretion of the library.

Memorial books are selected jointly by donor and designated staff member, considering the needs of the library and the interests of the deceased or donor. A memorial bookplate is placed in each book.

De-Selection of Materials

In order to maintain the purpose and quality of each library's resources, removal of materials from the collection is given the same degree of attention as initial selection.

Materials are withdrawn and discarded because:

- They are out-of-date; that is, no longer timely or accurate
- They are worn out or damaged
- It is less expensive to replace them than to repair or rebind them
- They have not circulated within the last three years
- They are not appropriate to the library's role
- Space considerations

Review

The Collection Development Policy will be reviewed annually by the Tredyffrin Township Libraries Board of Trustees.

*Adopted by the Tredyffrin Township Libraries Board, August 2010
Reviewed, May 2011*



Collection Development Policy Appendix A

Request for Reevaluation of Library Material

In order to facilitate your request for reevaluation of a book or other material in the Tredyffrin Township Libraries, please complete the following form and return it at your convenience to the Library Director.

Author/Producer: _____

Title: _____

Format: _____

1. To what do you object in this item? (Please be specific; cite pages or sections.)

2. Have you read/viewed/listened to the entire item? _____

3. Have you read the Tredyffrin Township Libraries Collection Development Policy and the Library Bill of Rights? _____

4. What do you think might be the result of reading the book or using the material?

Would you be willing to appear before the Board of Trustees to present your request for reevaluation of the item? _____

Name: _____

Address: _____

Email: _____ Phone: _____

Signed: _____ Date: _____