

Township Library of Lower Southampton
Collection Management

SELECTION

Policy Statement

The Township Library of Lower Southampton recognizes that within Bucks County there are groups and individuals with diverse cultural, recreational, educational, and information needs. The Library strives to build and maintain a collection of user-focused materials to meet this wide variety of needs and interests of residents of all ages.

Materials selected will meet the library's vision to provide programs and materials that stimulate the imagination; provide pleasurable reading, viewing and listening experiences; satisfy curiosity; and enable young children to enter school ready to read, write, and learn.

The Township Library of Lower Southampton endorses the latest edition of the Library Bill of Rights and the Freedom to Read Statement of the American Library Association.

With this in mind, the Library will provide a collection that upholds the following principles:

- We provide free and open access to collections and services to promote the communication of ideas and information.
- We support the rights of library users to read, view, and listen to a wide-range of materials.
- We protect library materials from censorship.

Meeting Community Needs

General

The breadth and depth of the library's collection is determined in light of the demographics of the community, proven use patterns gained from statistical analyses, expectations for use of new items and formats, available shelf space, and budget for materials.

Selection Criteria

Materials selectors use their knowledge, education, training, expertise, and the following criteria to select materials. An item need not meet all criteria to be selected.

- Popular interest/projected demand
- Currency of information
- Accuracy
- Reputation of author, publisher, producer, or illustrator
- Suitability for the intended audience
- Creative, literary, or technical quality
- Listing in professionally recognized selection tools
- Critical assessments in trusted review journals
- Format and ease of use
- Cost and availability from established vendors

- Relationship to existing materials in the collection
- Space required to house the item
- Local emphasis

User Recommendations

Library users are encouraged to request the purchase of items the Library does not own. Each request is evaluated in light of the general selection criteria. Staff members determine the best method for delivery of materials and may elect to borrow materials from other libraries rather than purchase them for the library.

Self-Published/Self-Produced Materials

The Library will only purchase or accept for donation self-published/self-produced materials that are positively reviewed in widely-distributed and high-regarded review sources. Self-published/self-produced materials are subject to the same selection standards as other materials.

Preview/Review Materials

The Library does not accept unsolicited preview/review materials from any source. When the Township Library receives unsolicited materials, the library considers these items donations and is under no obligation to add them to the collection, to return them to the donor, or to inform the donor of any decisions regarding their status.

Duplication of Material

Multiple copies of materials are purchased in anticipation of or in response to user demand as evidenced by the number of reserves, anticipated popularity, repeated requests, and monitoring of the collection.

The Library supports school curricula by buying multiple copies of titles on school reading lists. It does not purchase these more aggressively than other titles. Materials are purchased that support the reading lists of local book clubs or other organizations only as they support the needs of library users in general.

Adopted: November 13, 2012 – Library Board of Directors

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WEEDING

Policy Statement

The Township Library of Lower Southampton strives to provide an attractive, useful, and accurate collection of materials and does this through a continuous process of collection evaluation, weeding, and replacement. Because of lack of space and the high cost of preservation, the library does not seek to preserve most materials.

Guidelines

Items are weeded and withdrawn from the collection when they are worn or mutilated, contain outdated or inaccurate information, have been superseded by newer editions, or are no longer of interest or in demand.

Library staff weed continuously with the assistance of the Collection Management Office in Doylestown which provides both general weeding guidance and individualized lists.

Weeded items are added to the library book sale or other book sales, recycled, or discarded.

The Library may replace weeded items or items that have been lost or checked out and not returned if they are still in demand, still accurate and up-to-date, and have not been superseded by newer editions.

Generally, only items of significant local or historical value that are unattainable elsewhere are preserved.

Adopted: November 13, 2012 - Library Board of Directors

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GIFTS

Policy Statement

In order to strengthen its collection and extend *its* budget, the library encourages gifts of materials or funds with which to buy materials.

Regulations

Material Donations

Most gift items are not added to the Library's collection, but are *offered* for sale in the library or at other book sales.

The Township Library of Lower Southampton *will* not appraise donations or provide evaluation of gifts for tax deductions or other purposes. Upon request, however, the Library will provide acknowledgement of material donations.

Gift additions must meet the same selection criteria as purchased materials and are subject to the following limitations:

- The Library retains unconditional ownership of the gift
- The Library makes the final decision on the use or other disposition of the gift
- The Library reserves the right to determine the conditions of display, housing, and access to materials

The Library reserves the right to limit or refuse material donations.

Funds for the Library Collection

The Library accepts monetary donations, for memorial or other purposes, for the purchase of materials for the Library's collection when donors' intentions for the gifts are consistent with the Library's collection objectives.

Donors may specify broad types of materials to be purchased (i.e. children's materials, DVDs, etc). Specific titles will be chosen by library staff.

Upon request memorial books over \$25 will receive a gift plate or memorial plaque identifying the donor or person being honored.

A shelf in the library can carry a plaque as a memorial for \$1,000. The donor may request a subject area.

Adopted: November 13, 2012 - Library Board of Directors

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REQUEST FOR RECONSIDERATION

Policy Statement

The Township Library of Lower Southampton encourages free access to ideas and supports the right of the individual to secure information, even when the content may be controversial, unorthodox, or unacceptable to others. The Library upholds the principles found in the American Library Association's "Library Bill of Rights," "Freedom to Read," and "Freedom to View" statements.

The Library recognizes the right of library users to question both materials in the library's collection and those excluded from it.

Regulations

The Township Library of Lower Southampton seeks to meet the needs of all of the residents of the township and recognizes that some materials may be controversial. The library will not determine the appropriateness of an item for an individual user by refusing to lend it, housing it in a location where the intended audience is unlikely to find it, or labeling it in a way that may limit its potential audience. It is the responsibility of library users to restrict for themselves materials that they find objectionable. Library users may not restrict the freedom of others to read/view/hear what they desire.

The responsibility for children's use of library materials rests with their parents or legal guardians. Selection of materials for adults or young adults will not be inhibited by the possibility that such materials may be accessible to children. Individuals wishing to question materials in the collection or those excluded from it should first discuss the situation with the Library Director.

If the situation cannot be resolved to the library user's satisfaction, he or she is welcome to share that opinion with the Library Board of Directors in writing as outlined under "Request for Reconsideration Guidelines" appended to this policy.

The Library Board of Directors of the Township Library of Lower Southampton will consider the appeal at their next regularly scheduled Board meeting to which the library user is invited to share their views and concerns. The Board will examine the complaint and study evaluative reviews of the material in question. The Bucks County System Board may be called upon to act in an advisory capacity. The decision of the Board will be final.

Adopted: November 13, 2012 - Library Board of Directors

Township Library of Lower Southampton
1983 Bridgetown Pike, Feasterville, PA 19053

REQUEST FOR RECONSIDERATION GUIDELINES

In preparing your written statement please include:

Your name, address, phone number.

If complaint is being made on behalf of another person or a group please list name, address, phone number.

Assurances that you personally read or viewed the entire work.

4. Specific information as to what in the work you objected to.
5. What do you feel would be the results of exposure to the work and to whom?
6. What you would like the library to do about this work.
7. What have been the opinions of reviewers with regard to this work.
8. Other titles that you feel might better cover the subject treated in this work.