



## **Chester County Library System Materials Selection Policy**

### **Vision**

Chester County libraries are nationally recognized model welcoming centers of knowledge, inspiration and opportunity for all residents and contribute to healthy, safe and economically vibrant communities throughout Chester County.

### **Mission**

The Chester County Library System strengthens and leverages the power of the public libraries in our community to ensure that every resident of Chester County has access to exceptional opportunities to read, learn, create, connect and contribute to a better quality of life.

### **Purpose**

The purpose of the Chester County Library System Materials Selection Policy is to state clearly the principles that guide the selection of materials by Chester County Library System (CCLS) member libraries to ensure that the shared collection is responsive to the needs of the residents of Chester County.

### **Responsibilities**

Each member library is responsible for developing its own Materials Selection Policy that is reviewed at least every two years. These policies will address at a minimum the following areas:

- Mission statement
- Statement of purpose
- Demographics of local service area
- Identify local service responses (See Library Service Levels below)
- Responsibility for selection
- Description of the selection process, including (but not limited to):
  - Criteria for selection (See Criteria for Selection below)
  - Formats
  - Patron requests (See Patron Requests below)
- Gifts
- Weeding
- Statement of concern

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- Appendices:
  - 1<sup>st</sup> Amendment;
  - Library Bill of Rights;
  - Freedom to Read and
  - Freedom to View;
  - Copyright Policy

Materials Selection for resources that are acquired/licensed utilizing State (or other negotiated or shared funds) is performed by the Member Library Directors and Branch Managers (or their designees) and will consider the **Criteria for Selection** as are outlined below.

## Library Service Levels

Member libraries are expected to choose the appropriate level based on the demographics and needs of their service area and the available resources.

1. **Popular materials center** offers materials in a variety of formats covering:
  - a. Current topics and titles
  - b. Career information
  - c. Consumer information
  - d. General information
  - e. Early literacy
  - f. Community resources
  
2. **Local resources center** offers the types of materials offered in popular materials centers in a variety of formats and may also include the following materials:
  - g. Business information
  - h. Local history/genealogy
  - i. Specialized fiction & nonfiction collections
  - j. Reference collection serving local needs
  - k. Adult Literacy services
  - l. Information literacy
  - m. Parenting collection
  
3. **Regional resource center** offers the types of materials offered in popular materials and local resource centers in a variety of formats and may also include the following materials:
  - n. Fiction & nonfiction collections serving the County's needs
  - o. Reference collections serving the County's information needs
  - p. Business Reference Services & Outreach
  - q. Adult & Children's Outreach Services & Collections
  - r. Government information

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- s. Funding Information
- t. Professional collection

The member libraries will collect balanced materials in a variety of formats in support of their stated library service level.

### **Formats**

The CCLS looks to provide resources in a variety of formats. On occasion, member libraries will add materials in new formats and/or delete formats that have reached their obsolescence. Those decisions are made utilizing criteria outlined in each member library Materials Selection Policy. The shared catalog reflects the formats that are available.

### **Patron Requests**

The CCLS looks to meet its patron's needs through sharing collections and services. Patrons may request titles not owned in the system by visiting their local library and filling out a request form, or by filling out the online Suggestion for Purchase form (<http://www.ccls.org/145/Request-an-Item>). While each library cannot guarantee to purchase all requested items, each request will be considered in conjunction with the library's material selection policy.

System members use Interlibrary Loan to satisfy patron requests for items that are not in the shared collection while abiding by the Interlibrary Loan code of PA. Patrons may request titles via Interlibrary Loan by visiting their local library, or by filling out the online Interlibrary Loan request form (<http://www.ccls.org/145/Request-an-Item>).

### **High Demand Items**

High demand items are defined as materials with relatively few copies in relation to the number of patrons waiting to borrow them.

The CCLS strives to maintain wait times for high demand items to be no longer than 12 weeks, regardless of format (for example: holds ratios of 4 reserves : 1 copy for 3 week loan period items, 6 reserves :1 copy for 2 week loan period items, etc.)

Each member library is responsible for monitoring the wait times of items on hold and should purchase additional copies to fulfill this goal.

### **Criteria for Selection**

The CCLS acquires and makes available shared materials to all System cardholders within its financial limitations. All collections are shared through the catalog and van service (unless specifically limited to designated locations).

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The materials are selected:

- To satisfy the needs and interests of the residents
- To support the library service levels
- To present balanced points of view

Consideration is given to:

- Accuracy
- Attention of critics, reviewers, media and the public
- Authoritativeness
- Availability of funds
- Circulation of existing items by audience, genre, topic and format
- Cost and availability of resource
- Existing collections and holdings
- Suitability of format for library use and content
- Organization and ease of use
- Other regional resources
- Public interest
- Timeliness

Selection tools include professional trade journals, general media, subject bibliographies, publishers' materials, and staff knowledge and expertise. Purchase suggestions and donations from the public are given consideration in the context of the selection policy.

The selection of materials for the shared collections does not constitute an endorsement of contents. The CCLS recognizes that some materials may be controversial and that any given item may offend some patrons. Selection decisions are made on the merits of a particular item in relation to building the collection and fulfilling the library service levels of the System.

### **Collection Maintenance**

Collection maintenance, the quality control of a collection's usefulness, is an integral part of collection development and management. To maintain the vitality of the shared resources, the removal of outdated, superseded, damaged, seldom used, and excess resources is done on a regular and systematic basis.

### **Statement of Concern**

Statements of concern regarding a shared resource will initially be addressed at the member library where the concern is raised. The procedure for addressing such concerns should be identified in the member library's Material Selection Policy. If further action is required, the member library will contact the System Executive Director.

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## **Appendices**

The documents contained in the appendices:

- 1<sup>st</sup> Amendment;
- Library Bill of Rights;
- Freedom to Read and
- Freedom to View;
- Copyright Policy;

have been affirmed by the Board of Trustees of the Chester County Library System.

*Approved October 25, 2016*