

DOWNINGTOWN LIBRARY COMPANY MATERIALS SELECTION POLICY

Mission Statement

The mission of the Downingtown Library Company (DLC) is to ensure that every resident of the greater Downingtown Area has access to exceptional opportunities to read, learn, create, connect, and contribute to a better quality of life.

Purpose

The purpose of the Materials Development Policy is to state clearly the principles for selecting and maintaining materials for the Downingtown Library collection.

Responsibility for Collection Development

Responsibility for materials selection rests with the Library Director or designee(s) and reflects the policies adopted by the Downingtown Library Board of Trustees. Ultimate responsibility rests with the Board of Trustees. The Board of Trustees has affirmed the American Library Association Freedom to Read & View Statements and the Library Bill of Rights.

Formats

The library will collect balanced materials in a variety of formats to support its stated roles. This policy refers to all library materials.

Chester County Library System Membership

DLC is a member of the Chester County Library System, and as a member, takes a larger view of collections within the context of being a member of the library system. DLC participates in the sharing of both electronic and print collections with other member libraries. DLC refers to the CCLS Materials Selection Policy (linked below) as appropriate.

Criteria for Selection

The selection of materials is characterized by flexibility, open-mindedness, and responsiveness to the changing needs of the patrons of DLC. Materials are evaluated as complete works and not on the basis of a particular passage or passages. A work will not be excluded from the library's collection solely because it represents a particular aspect of life, because of frankness of expression, or because it is controversial. Parents or guardians are responsible for the reading selections of minors. Selection of materials intended for an adult audience will not be restricted by the possibility that these materials may come into the possession of minors.

The selection of an item is not meant to express or imply an endorsement of the author's work or viewpoint. All acquisitions, whether purchased or donated, are evaluated by the following standards and in accordance with guidelines stated by the American Library Association in its Library Bill of Rights, Freedom to Read, and Freedom to View statements. An item need not meet all of the criteria to be acceptable, nor will any single criterion be decisive. Neither the order of the general criteria nor the order of items in a list of specific criteria indicates relative importance.

Selection may be based upon:

- a title's present and potential relevance to community needs
- a title's importance as a document of the times
- a title's format and its appropriateness and effectiveness to content
- the reputation and/or significance of author, publisher, or producer
- a positive review in one or more appropriate professional journals
- positive critics' and staff members' reviews
- a title's relationship to existing materials in the collection
- budgetary limitations
- a title's lack of availability or easy accessibility from other lending sources
- lack of sufficient and current materials available on the same subject
- the author, illustrator, or subject residing locally
- whether a title's format is appropriate to library use and is not easily damaged
- a title's enhancement of a specific collection within the library
- the author or producer being already represented in the collection
- the title's literary and artistic merit
- the accuracy of content
- popularity with library users, current trends, or publisher predictions
- a request made by a library user
- the material's ability to support the Downingtown Area School District curriculum
- print and electronic collections available throughout the Chester County Library System, which are items available to Downingtown Library patrons

Materials Classification and Placement

Materials are classified based on literary reviews and popularity with a particular audience. Placement in the children, teen, or adult collections is done to make user selection easier, is generally based on content, and may also be based on the age of the protagonist, not reading level.

Multiple Items

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 DLC.

Gifts

Gifts of books and other materials are gratefully accepted with the understanding that they may be used, or not used, in accordance with the DLC Collection Development Policy and the Gift Acceptance Policy. The DLC does not accept textbooks, encyclopedias, abridged or condensed books, and out of date periodicals.

Memorial, honorary, and monetary gifts are always welcome but must comply in all respects with the Gift Acceptance Policy and this Collection Development Policy. When

named memorials or specific gifts are made, the DLC reserves the right regarding which materials are purchased.

Weeding

Weeding is the quality control measure of a collection and is an integral part of collection development and management. To maintain the usefulness and vitality of the collection, the removal of outdated, superseded, damaged, seldom used, and excess copies is to be done on a regular and systematic basis.

DLC follows the basic principles of the *CREW: A Weeding Manual for Modern Libraries*. *CREW* is an acronym that stands for *Continuous Review, Evaluation, and Weeding*. According to *CREW* guidelines, the age of an item, its frequency of recent use as measured by circulation, and the presence of one or more of six negative factors (designated by the acronym *MUSTIE*) help determine whether an item should be kept or weeded. The *MUSTIE* factors that contribute to the decision to weed an item are:

M=Misleading (and/or factually inaccurate)

U=Ugly (worn and beyond mending or rebinding)

S=Superseded (by a truly new edition or much better book on the subject)

T=Trivial (of no discernible literary or scientific merit)

I=Irrelevant to the needs and interests of the community

E=Able to be obtained Elsewhere through the CCLS catalog or interlibrary loan.

Concerns About Materials

An integral part of the DLC Collection Development Policy is that materials are evaluated as complete works and not on the basis of a particular passage or passages. Concerns about materials in the Library shall be addressed as follows:

- A patron with concerns about materials in the library collection should be directed to talk with the Library Director to discuss the concern. If the Library Director is not available, the patron concern may be addressed by the staff member who purchases items for the collection being discussed.
- If the patron wishes to express concerns in a more formal manner, a Statement of Concern Form (form attached to this policy) shall be completed.
- Only those requests in which the initiator has read/listened/viewed the entire work will be considered.
- The Form will be referred to the Library Director, who will send the patron a letter acknowledging receipt of the Form, along with a copy of the Collection Development Policy.
- A review of the item will be completed by the Library Director, and the Director will respond in writing to the patron.
- If the patron is not satisfied with the response from the Director, they may appeal the response. In order to appeal, the following must be provided to the Board of Trustees via mail sent to DLC Board President, 122 Wallace Avenue, Downingtown, PA 19335:
 - the original Statement of Concern Form,
 - response from the Library Director, and

- o written statement from the patron about the lack of satisfaction of the action taken.
- The board will then review the challenged material and all the documentation. This process will take the board no longer than 90 days upon receipt. Once the review process is complete, the Board of Trustees will notify the patron of the decision by mail.

Appendices

Library Bill of Rights <https://www.ala.org/advocacy/intfreedom/librarybill>

Freedom to View <https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

Freedom to Read <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

Chester County Library System Materials Selection Policy

<https://www.ccls.org/DocumentCenter/View/393/CCLS-Materials-Selection-Policy?bidId=>

Statement of Concern Form

Approved 6/19/2024

STATEMENT OF CONCERN FORM

All of the requested information below must be completed in order to submit the form for consideration.

Name:

Date:

Address:

Phone Number:

Email:

MATERIAL YOU ARE COMMENTING ON:

Title:

Author:

Please circle the type of material: Book DVD Music CD Audiobook eBook
eAudiobook Other

What brought this title to your attention?

Have you read/viewed/listened to the entire material? Yes No

Please comment on the resource as a whole, as well as being specific on the matters which concern you. For example, are there specific pages, scenes, words, etc., that you would like to comment on?

What do you think would be a satisfactory resolution to your concern?

Signature _____