

# **Murrysville Community Library Collection Development Policy**

**Approved by Board of Directors: 01/18/2024**

**TITLE:** Collection Development Policy

**DATE ISSUED:** January 18, 2024

**REPLACES:** Previous policy issued 9/17/1983, 03/23/2000

**PURPOSE:** The collections of the Murrysville Community Library (MCL) support the Library's mission and vision in serving the communities of Murrysville, Export and Washington Township. MCL's collection consists of a wide diversity of materials that have been selected and accumulated to accommodate patrons' interests. The purpose of the policy is to describe the nature of the Library's collection and to provide guidance to the Library staff for the development and maintenance of the Library's collection. The continuous review of library materials is necessary as a means of maintaining an active library collection of current interest to users.

## **STATEMENT OF POLICY:**

### **1. MISSION AND STATEMENT OF PURPOSE**

1.1. MCL's mission is to inspire ideas, enrich lives, and create lifelong opportunities for learning, literacy and enjoyment. MCL is central to a connected and engaged community enjoying endless possibilities for lifelong learning, individual achievement and enjoyment.

1.2. MCL recognizes that the freedom to read is essential in a democracy, and it subscribes to the Library Bill of Rights adopted by the American Library Association (ALA), June 19, 1939 and amended January 29, 2019 and to the Freedom to Read Statement adopted by the American Library Association, June 25, 1953 and amended June 30, 2004. The Library recognizes the Library Bill of Rights as a guiding document for carrying out the United States Bill of Rights.. The Library Bill of Rights and the Freedom to Read Statement can be found on the ALA website.

1.3. MCL respects the confidentiality of all patron records and personally identifiable information, as outlined in the Library Bill of Rights.

1.4. In order to meet this mission, the MCL's collection must provide a wide range of materials for users of all ages; all educational levels, and all socio-economic backgrounds.

1.5. MCL respects the rights and responsibilities of parents and guardians in determining and monitoring the use of library resources by the children under their care, who are under the age of 18. While available to provide guidance on selections, Library staff members are not responsible for monitoring a child's use of and selection from library collections.

## **2. MATERIALS COLLECTED**

2.1. MCL houses a collection consisting of a wide variety of materials that have been carefully selected to accommodate the interests and enrichment of the community it serves. Materials formats collected included, but are not limited to the following:

- Fiction
- Nonfiction
- Audio-visual Materials
- Electronic Materials
- Periodicals
- Special Collections
- Reference

## **3. MATERIALS NOT COLLECTED**

3.1. Due to finite resources, there are certain materials that MCL does not specifically collect:

3.2. Rare books. Since it is the public Library's function to make materials available to all users, MCL does not collect rare or unusual materials that require special handling.

3.3. Textbooks. Although school and college libraries are the primary resources for students, students at all levels of formal education make up a large part of the Library's clientele, and the Library recognizes students' needs in selecting materials. Textbooks will, however, be purchased in those subject areas where there is little or no material in any other form or in those instances where they substantially add to the collection.

3.4. Academic Journals. In addition to Textbooks, the Library recognizes student's needs in selection materials. With that in mind, MCL directs students to use Pennsylvania's Electronic Library, Power Library, which is free to use with an MCL library card.

## **4. SELECTION CRITERIA**

4.1. The Murrysville Community Library selects material for its collection in accordance with professionally accepted guidelines. The Library will attempt to represent all approaches to public issues of a controversial nature. The Library does not sanction particular beliefs or views, nor is the selection of any given item equivalent to an endorsement of the author's viewpoint. If a scarcity of information in a particular subject area exists, material in that area may be selected, even though it does not meet the usually applied standards.

4.2. The selection of materials is governed by the Library's mission and vision, its assessment of the community's present and future needs, its recognition of and

cooperation with other libraries accessible to residents, and the limitations of space and budget.

4.3. Nonfiction Criteria. The Library acquires materials of both permanent and current interests in all subjects, based upon the merits of the work in relation to the needs, interests, and demand of the community. As with fiction selection, the Library intends to foster independence of mind and to uphold the individual citizen's right and duty to make decisions for themselves. Each item is evaluated in its entirety and not on the basis of a particular section. While a single standard cannot be applied to each work, the following general criteria are to be considered when selecting materials for purchase:

- Authoritativeness of the writer and reputation of the publisher
- Accuracy of information
- Clarity and fairness of presentation
- Recency of data
- Adequate breadth and depth of coverage
- Appropriateness and relevancy of subject to the Library's users
- Popular demand
- Historical significance
- Organization and style appropriate to the material and to the Library's users
- Good quality illustrations
- Special features, such as bibliography and index
- Durable binding and paper
- Cost
- Publication date
- Availability at other Westmoreland County Federated Library System (WCFLS) libraries

4.4. Fiction Criteria. The Library aims to provide a variety of types of fiction and satisfy readers of differing tastes, interests, educational backgrounds and reading skills. There is no single standard by which to judge fiction, which is a form of imaginative literature. In the case of fiction, the following criteria will be considered:

- Popular demand
- Reputation of the author and publisher
- Appropriateness to the Library's users
- Importance as a document of the times
- Relationship to the existing collection and to other titles and authors dealing with the same subject
- Interest and originality of the plot
- Interest and development of the characters
- Style of writing
- Literary merit
- Inclusion in standard library bibliographies

- The physical qualities of the book
- Cost
- Part of existing series
- Availability at other WCFLS libraries

4.5. Periodicals. Periodicals are publications issued and received on a regular basis. They form an important part of the Library's research collection and are intended to compliment the book collection. The Library does not subscribe to highly specialized technical periodicals or to professional journals other than those in the field of library science. Periodicals are selected according to the following criteria:

- Indexed in one of the standard indexing resources
- Cost
- Requests by patrons
- Whether the periodical has local or regional interest
- Whether a subject area needs to be expanded to help balance the collection
- Circulation usage
- Availability at other WCFLS libraries

4.6. Reference. Reference materials are those designed by the arrangement and treatment of their subject matter to be consulted for definite items of information rather than to be read consecutively. They can provide quick, concise, current or historical information or they may serve as an index to other materials in the collection. Since they are typically used daily by the public and Library staff to answer specific questions, they are designated for use within the Library.

4.6.1. However, academic libraries and special collections are located in Westmoreland County, and within the rules of inter-library loans, the Library may call upon the resources of other libraries in the Pennsylvania State Public Library System.

4.6.2. In selecting for the reference collections, the primary concern is the Library's patrons and their information needs. In addition to the general selection criteria mentioned above, the following criteria must be considered in acquiring materials for the reference collections:

- Usefulness of the publication, considering the existing collection
- Favorable reviews or inclusion in basic reference collection guides
- Reputation of the author or publisher
- Currency of the topic
- Date of publication
- Cost
- The expense for ongoing maintenance, if the title in question is a serial publication which will require frequent updating

- Availability on Pennsylvania's Electronic Library, Power Library

4.6.3 Duplicate copies of reference materials may be purchased for the circulating collection if the price is not prohibitive. To a very limited extent, items not falling strictly within the reference format but in high demand by Library users, may be included in the reference collection to allow maximum use, for example legal forms, tax forms, college guides and the like, in order to ensure their availability in the Library at all times.

4.7. Electronic Materials. This category includes eBooks, eAudio, eVideo, and other electronic resources. The following criteria should be considered for electronic materials:

- Popular demand
- Reputation of the author, publisher, and/or producer
- Accuracy of information
- Price of print format versus electronic
- Relationship to the existing collection and to other titles and authors dealing with the same subject
- Interest and originality of the plot
- Interest and development of the characters
- Style of writing
- Literary merit
- Part of existing series
- Licensing fees and usage restrictions
- Maintenance requirements and updating of database
- Availability at other WCFLS libraries
- Availability on Pennsylvania's Electronic Library, Power Library

4.8. Videos. The Library's goal is to provide a collection of popular demand, instructional and/or educational videos that will enhance the Library's existing nonfiction and fiction collections. Feature film selections will include videos that are culturally, historically or aesthetically significant and will be added as demand and funds permit. The Library video collection is not intended to supplement curriculum requirements of educational organizations within the community. The following selection criteria should be considered:

- Favorable reviews in standard library reviewing sources
- Appropriateness of the subject to the collection
- Appropriateness to the interests and skills of the intended users
- Technical quality, i.e., clarity of picture and sound quality
- Authority and competency of the producer
- Artistic merit and reputation of the performers
- Availability of public performance rights

- The need for nonfiction and documentaries to present accurate and current information
- Cost
- Availability at other WCFLS libraries

4.9. Recorded Books. The Library's goal is to provide a collection of recorded instructional, educational, and quality literature that parallels most areas of the general collection. The use of audio players at home and in vehicles has led to a demand for books in audio formats that can be listened to by many people. Efforts are made to select on a variety of topics and to appeal to a range of interests. Purchase preference is given to unabridged selections. In addition to the general criteria for selection, the following criteria must be considered when selecting recorded books:

- Authority and competency of producer
- Artistic merit and reputation of the reader
- Quality of interpretation and ease of understanding by Library user
- Technical quality, i.e., sound quality
- Packaging
- Cost
- Popular demand
- Availability at other WCFLS libraries

4.10. Recorded Music. The Library's goal is to provide a collection of music in recorded formats that is historically significant and of enduring popularity. Selections will include, but not limited to, instrumental and vocal recordings in various genres. The following criteria will be considered when selecting recordings:

- Authority and competency of producer
- Artistic merit
- Technical quality
- Availability
- Cost
- Popular demand
- Availability at other WCFLS libraries

## **5. SELECTION PROCESS**

5.1. Responsibility for Selection. The Board of Directors approves the Collection Development Policy for the Murrysville Community Library. The responsibility for administering this policy rests with the Director. The Librarians under the direction of the Director coordinate the actual selection of materials.

5.2. Community Participation. Involvement by the community in the selection process is encouraged. Several mechanisms are provided for this purpose:

5.2.1. Reserve Requests. The general public may reserve currently checked out circulating materials at the Circulation Desk or through the online catalog. The Library may consider adding duplicate copies to satisfy the expressed demand.

5.2.2. Purchase Suggestions. Library users are encouraged to suggest titles, subjects and/or formats that they would like to see in the collection. A suggestion form is available at the Circulation Desk for this purpose. In such cases, the stated selection criteria will be considered.

5.2.3. Reconsideration of Library Materials. There may be occasions when a member of the community may be concerned about a particular item in the Library's collection. If a patron wishes the Library to reconsider material that is in the collection, a form is available at the Circulation Desk. This form must be completed in its entirety and returned to a Library staff member or to the Director. Once the form is received, the Director will review the request, using the criteria used in selecting the item, its place in the collection, and reasons for including the item in the collection. The Director will then contact the patron.

5.2.4. If the Library user is not satisfied at this level, they will be invited to attend the next regularly scheduled meeting of the Board of Directors. The Board, after hearing the complaint, may either wish to appoint a special review committee or recommend a policy regarding the item in question. In either case, a letter will be sent to the Library user informing him or her of the Board's decision. As a courtesy, a copy of this letter will be forwarded to Murrysville's Chief Administrator.

5.3. Selection Tools. Professional staff members are expected to read current Library and review journals in order to suggest materials for purchase. These journals include, but are not limited to, Publisher's Weekly, Library Journal, Kirkus Reviews, Booklist, School Library Journal, The Hornbook, and Bulletin of the Center for Children's Books. In addition, Librarians should be aware of materials and trends that are being reviewed in other sources, such as major national newspapers, local publications, weekly news magazines, broadcast media, and online sources like Amazon and Goodreads. Since the majority of published materials are not reviewed in the standard selection tools, publishers' catalogs and bookstores may be potential sources of information for selecting materials.

## **6. MATERIAL FORMATS**

6.1. Although the majority of the Library's collection is offered in the traditional print format, valuable information is also available in audio-visual and electronic formats. Materials will be selected and purchased in the most appropriate format for Library use.

6.2. Hardcover Books. Books are generally purchased in hardcover editions because of their durability.

6.3. Trade Paperbacks. This format includes paperback books which are comparable in size to hardcover editions but which are typically lower in cost. Trade paperbacks are preferred in cases where the hardcover edition is extremely expensive and the title would be either used infrequently or would be removed from the collection in a few years.

6.4. Mass Market. The paperback fiction collection will be primarily limited to those titles published only in mass market paperback format.

6.5. Serials. Serials are publications issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely. This format includes periodicals, newspapers and annuals or continuations retained in the reference collections. They may include the following physical formats: print, and electronic. Decisions as to retention of back issue periodicals and reference annuals or continuations are made on a title by title case. The following factors must be considered in any retention decision:

- Cost
- Usage rates
- Shelf space required or computer system compatibility
- Availability of the title in another format or electronic format

6.5.1. Any periodical or newspaper that the Library determines should be retained for historic or research value may be retained in print format indefinitely or digitized.

6.6. Video. Videos are selected in DVD or Blu Ray format. Special consideration is given to those titles available in closed caption format.

6.7. Audio Compact Discs. The majority of recorded books are available in CD or MP3 format. This format also includes musical and instructional recordings.

6.8. Music Compact Discs. Musical recordings are most readily available on compact disc. This format is distinguished by its durability and technical quality.

6.9. Electronic. The electronic format includes online databases, eBooks, eAudio, eVideo, and other electronic resources.

## **7. SPECIAL COLLECTIONS**

7.1. Large-Print Books. Books printed in larger than 16-point type are in demand by individuals with visual impairments. The Library attempts to provide a variety of titles in this format, particularly in fiction. The large print format may also be considered for those books that are out of print in regular print formats.

7.2. Juvenile Media Kits. This collection is comprised of age appropriate media kits such as Launchpads and Wonderbooks.



7.3. Video Games. MCL maintains a collection of video games for popular consoles types.

7.4. Resources for Parents of Children with Special Needs. MCL maintains a collection of books, pamphlets, videos and other materials for parents of children and young adults with special needs. The Library also maintains a collection of books and magazines in Braille for both adults and youth.

7.5. Parent-Teacher. This collection, located within the Children's Library, is comprised of materials to assist educators and parents in developing curriculum activities and addressing child-rearing concerns.

7.6. Local History. MCL maintains a collection of materials pertaining to Murrysville, Export, Washington Township, Westmoreland County and Western Pennsylvania.

7.7. Genealogy. Resources pertaining to genealogy.

7.8. Vertical File. This collection comprises pamphlets and newspaper clippings relating to Pennsylvania and Murrysville and curricular support materials. Some of the items in this collection are available for circulation, while others may be used only within the Library.

7.9 Library of Things. MCL's collection sometimes extends outside of typical offerings. These can include, but are not limited to, cake pans, backpack kits, and museum passes.

## **8. COLLECTIONS FOR DIFFERENT AGE GROUPS**

8.1. Picture Books. This collection is comprised of picture books of interest to all ages. Because the illustrations are the predominant feature, they are generally designed for adults to read to children.

8.2. Early Readers. Early Readers are intended for kindergarten through early third-grade readers. A controlled vocabulary, large print, heavy use of illustrations, and a limited number of pages characterize them.

8.3. Juvenile.

8.3.1. Fiction. This collection serves students from late second grade through eighth grade. The books feature age-appropriate vocabulary and subject matter.

8.3.2. Nonfiction. The Juvenile nonfiction collection includes materials to serve the information needs of preschoolers, elementary-age, and middle school students. The subject matter, vocabulary, organization and scope are age-

appropriate.

8.4. Young Adult Fiction and Nonfiction. The Young Adult collection is comprised of popular fiction and nonfiction targeting middle and high school students in the seventh through twelfth grades who could be as young as twelve and as old as eighteen. Other determining factors for inclusion in this collection are: materials that are clearly reviewed and/or labeled as young adult, characters are of high school or college age, and the theme or subject matter is of interest to and intended for young adults.

8.5. Adult Fiction and Nonfiction. The Adult collection includes fiction and nonfiction titles for adults of all ages and reading abilities.

## **9. GIFTS AND MEMORIALS**

9.1. In accordance with MCL's Gifting Policy, under the guidance of the Director, gifts of miscellaneous books or other materials in good condition may be accepted with the understanding that items that are not added to collections will be disposed of at the discretion of the Library.

9.2. Direct contributions to the Library through memorials and gifts are greatly appreciated. Individuals and events can be remembered as memorials or to honor achievements, birthdays, anniversaries, or any other milestone or occasion. Donors making contributions to the Library's collection may choose to specify a genre or area within the collection, while the Library reserves the final decision on the selection of titles. If requested, items purchased with these contributions may be plated.

## **10. DESELECTION OF LIBRARY MATERIALS AND REPLACEMENT OF LIBRARY MATERIALS**

10.1. Deselection. Deselection of library materials, or weeding, is an integral part of collection development. An active and continuous deselection process is essential in maintaining a viable and useful collection. Materials are withdrawn from the Library's collection through systematic weeding or because of loss or physical damage. The following categories of materials should be considered for deselection:

- Worn or mutilated items
- Duplicate copies of seldom used titles
- Materials which contain outdated or inaccurate information
- Superseded editions of specific titles
- Materials no longer of interest or demand

10.2. Replacement. While the Library tries to maintain copies of standard and important works, it does not automatically replace all materials withdrawn due to loss or damage. Decisions concerning the replacement of individual items are based on the following considerations:

- Demand for the specific item
- The number of copies held
- The existing coverage of the subject within the collection
- The recency of its contents
- The availability of the title for reorder
- The cost of mending versus the cost of replacement
- Availability of the title from other libraries