

Chester Springs Library Materials Selection Policy  
*Re-affirmed December 2014*  
*September 2008*  
*Amended from 1997 Policy*

#### MISSION STATEMENT

The mission of the Chester Springs Library is to serve the residents of the area by making readily available a variety of materials, resources and programs to promote education, information, and recreation.

#### PURPOSE

The purpose of the materials selection policy is to state clearly the principles for selecting materials for the Chester Springs Library.

#### RESPONSIBILITY FOR SELECTION

Responsibility for materials selection rests with the librarian and reflects the policies adopted by the Chester Springs Library Board of Trustees. Ultimate responsibility rests with the Board of Trustees.

#### SERVICE RESPONSES

The Chester Springs Library Board of Trustees has identified three service\_responses for the library:

- To provide a collection of popular materials for adults
- To provide children's materials and serve as a resource for children's activities
- To serve as an exchange for community information

#### FORMATS

The library will collect appropriate materials in a variety of formats in support of its stated roles.

#### CRITERIA FOR SELECTION

The Chester Springs Library acquires and makes available materials, which inform, educate and entertain. The library provides, within its financial limitations, a collection for the general public that embraces broad areas of knowledge, works of enduring value and timely materials on current issues.

The materials are selected:

- to satisfy the needs and interests of the community
- to support the roles of the library
- to present balanced points of view within the collection

Consideration is given to:

- Access to electronic resources
- Accuracy
- Authoritativeness
- Availability of funds
- Enduring value
- Existing library collection and holdings
- Interlibrary loan availability
- Literary merit
- Other community resources
- Public demand
- Social significance
- Space
- Timeliness

## TOOLS FOR SELECTION

Selection tools include professional and 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 collection does not constitute an endorsement of contents. The Chester Springs Library 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 roles of the library.

## PATRON RECOMMENDATIONS

Chester Springs Library welcomes suggestions for purchase of library materials. Decisions for the purchase or inclusion of items are made by the librarian within the framework of the library's selection policy.

## GIFTS AND MEMORIALS

Gifts of books and other materials are accepted with the understanding that they may be used or disposed of in accordance with the library's selection policy and need. The library does not accept textbooks.

Memorial and monetary gifts are welcome with the understanding that the library has the final decision on which materials are purchased. The donor's request for a specific subject area or format will be considered. Special gifts of books or other library materials in memory or honor of individuals may be accepted at the discretion of the librarian and

within the guidelines of the library's selection policy. Bookplates may be used to acknowledge the honored.

All suitable donations become part of the general collection and should not require special shelving or circulation procedures. No conditions may be imposed relating to any gift either before or after its acceptance by the library. Items, which are not suited to the collection, will be donated to the Friends of the Chester Springs Library for the book sale.

Materials donated to the library, including those as memorials, are subject to the retention and weeding criteria established for the collection as a whole.

Donors will be given an acknowledgement of their gift, but the library cannot provide evaluations or appraisals of donations.

## WEEDING

Weeding is the quality control of a collection's usefulness and is an integral part of collection development/management. To maintain the 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. Items discarded due to condition will be considered for replacement. Weeded materials will be included in the library's annual book sale.

## STATEMENT OF CONCERN FORM

This form should be used when a patron has a concern about material found in the library's collection and wishes to register this concern in writing. The procedure is as follows:

- A patron with a concern about a material's content should be directed to talk with the librarian to discuss the concern. Should the patron wish to state concerns in a more formal manner, the Statement of Concern form should be completed. A patron who completes this form should receive a letter of acknowledgement from the librarian along with a copy of the Materials Selection Policy.
- Within a month, a review of the item will be completed by the librarian, and the librarian will respond in writing to the patron.
- Should the patron not be satisfied with the action taken, an appeal can be taken to the Board of Trustees of the Chester Springs Library by contacting the President of the Board of Trustees.

## APPENDICES

- Library Bill of Rights
- Freedom to View
- Copyright Policy
- Statement of Concern Form
- Recommendation for Purchase Form

These documents have been affirmed by the Board of Trustees of the Chester Springs Library. (January 12, 2009)

Reviewed and re-affirmed by the Board of Trustees of the Chester Springs Library. (December 8, 2014)