

## **Vandergrift Public Library Policies and Procedures**

<b>Policy:</b>	<b>Administration</b>
<b>Subject:</b>	<b>COLLECTION DEVELOPMENT POLICY</b>
<b>Effective Guideline:</b>	<b>January 1, 2011</b>
<b>Approved:</b>	<b>June 19, 2017</b>
<b>Revised:</b>	<b>April 21, 2023</b>

Policy: The Vandergrift Public Library Association (VPLA) Board of Trustees adopts and implements the tenets set forth by the American Library Association's Library Bill of Rights, Freedom to Read Statement, and Libraries: An American Value.

While the legal responsibility for the purchase of all materials is vested in the Vandergrift Public Library Association Board of Trustees, the responsibility for the recommendations and selection of library materials and services has been delegated to the library director. The library director has been charged with the responsibility of identifying, ordering, and organizing materials and services which meet the needs and interests of the community. The board intends to provide, limited only by its budget, materials and services of an informational, educational, and recreational nature to serve all segments of the population. All borrower requests will be considered.

The library aims to be impartial in materials selection. No particular opinions or special interests are favored. In the case of controversial subject every effort is made to see that all sides are fairly represented. Collection development staff use their training, knowledge and expertise along with the following general criteria to select materials for the collection:

- 1) Patterns of use/ requests Relevance to interests and needs of the community
- 2) Extent of publicity, critical review and current or anticipated demand
- 3) Current or historical significance of the author or subject
- 4) Local significance of the author or subject
- 5) Relevance to the existing collection's strengths and weaknesses
- 6) Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
- 8) Date of publication
- 9) Price, availability and Library materials budget
- 10) Suitability of format to Library circulation and use.

Purchase Suggestions. Library users are encouraged to suggest titles and/or subjects that they would like to see in the collection. A suggestion form is available at all service desks for this purpose. In such cases, the stated selection criteria will be taken into account.

Weeding of the collection is an ongoing process directly related to collection development. Materials that are worn, damaged, outdated, duplicated or no longer used will be removed from the collection. Other factors to be taken into consideration are frequency of use, community interest, and availability of other materials on the subject.

Gifts will only be accepted with the understanding that the library may dispose of them at its discretion. It is preferred that the selection of materials for Honor and Memorial gifts be made by the Library

Director. However, if the group or person wishing to purchase a Book or Memorial would prefer to identify a specific item, the Library Director may accept that idea.

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 main service 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.