

Berwyn Public Library Materials Selection Policy

Materials will be selected to fulfill the library's roles and objectives as defined by the Collection Management Policy.

General Criteria Selection of Library Materials

The selection of materials will be governed by the library's Collection Management Policy and will support its Mission statement and various roles. Materials selectors will adopt the following practices:

1. Diligently examine and keep abreast of reviews, prepublication lists, publishers' catalogs and announcements, standard bibliographies, and other sources that provide the foundation for responsible selection.
2. Develop and maintain a familiarity with and regularly and systematically assess the strengths and weaknesses of those sections of the library collection that fall within their respective areas of responsibility.
3. Communicate and cooperate with other selectors to ensure that the combined effort is integrated and comprehensive.

Considering the vast number of titles available and the constraints of the library's budget, the Berwyn Public Library is unable to purchase all materials.

Materials will be selected with consideration to:

- Interest to patrons/Community demand
- Readability
- Popularity of author
- Authenticity of the information
- Physical features and format
- Authority of the author
- Cost
- Copyright date of material
- Bestsellers lists and review recommendations
- Space limitations

Reference materials will be selected to meet the Metropolitan Library System's Core Reference List for Public Libraries requirements.

Timeliness of Selection and Purchase

Long delays can diminish the value of material or information. Selectors are sensitive to patrons' needs and will strive to purchase materials in a timely fashion.

Evaluation of Collection

The collection needs continuous evaluation to ensure that the library is fulfilling its mission to provide material in a timely manner that meets the patrons' interests and needs. Statistical tools determine how the collection is being used and the collection's holdings are checked against standard bibliographic tools to ensure the library is acquiring recommended materials. Patron's input is taken into account in evaluating the collection. Through ongoing quantitative and qualitative methods, each department will monitor the collection to see that it is serving its users.

**Approved by the Berwyn Public Library Board of Trustees
Effective August 18, 2008**