

## **COLLECTION MANAGEMENT POLICY**

### **INTRODUCTION**

The goal of the Berwyn Public Library is to meet its community's education, research, literacy and entertainment needs. It is in the public interest that the Library maintains a well-balanced collection in a variety of formats.

The Berwyn Public Library believes that intellectual freedom is essential to our democracy; therefore the library affirms and endorses the American Library Association's Bill of Rights, the Freedom to Read Statement and the Freedom to View Statement.

The Berwyn Public Library believes that censorship is an individual matter and declares that, while individuals are free to reject materials for themselves, they do not have the right to restrict another's freedom to read, hear or view any of the materials within our collection. Responsibility for the materials chosen by children rests solely with their parents or legal guardians.

Responsibility for the inclusion of materials in the library's collection rests with the Library Director who operates within the framework of policies established by the Berwyn Public Library Board of Trustees. The Director delegates or shares this responsibility with qualified members of the library staff. However, all members of the staff may recommend titles for consideration.

### **PARAMETERS OF THE COLLECTION**

The Berwyn Public Library provides a wide range of services free to all citizens of Berwyn. In order to meet the informational, educational and recreational needs of its diverse community, the library builds and maintains a well-balanced collection of print and non-print materials. Different types of formats will be considered when selecting materials. Nonfiction materials will be collected on a basic informational level only. The library does not attempt to meet curriculum needs of educational programs at any level. Textbooks are acquired if they serve the general public by providing information on subjects where little or no other material is available. Citizens of the community are encouraged to recommend titles for consideration. If the Library is unable to fulfill requests using our collection, designated staff will make every effort to locate and obtain materials through a variety of other sources.

The Library will progressively and responsibly add new material formats by understanding and responding to rapidly changing demographics, emerging technologies, industry trends, budgetary considerations and compatibility with the library environment.

### **MATERIAL SELECTION AND GOALS**

- To meet the community's desire for literature, popular titles, and information on current topics and issues of high interest with appropriate collections in a variety of formats, services and programs.
- To meet the community's need for information and answers to questions on a broad array of topics related to work, school, and personal life with appropriate collections in a variety of formats, services and programs.

**Approved by the Berwyn Public Library Board of Trustees**

**Effective June 13, 1994**

**Last revised August 19, 2019**

- To develop a life-long love of reading, the arts, and library use through collections, services, and programs for children, teens and adults that will stimulate their imaginations, meet their interests, and encourage them to read for pleasure.
- The selection of any item for the Library's collection should not be interpreted as an endorsement of a particular viewpoint.

#### **CRITERIA USED FOR SELECTION**

- Significance, both current and historical, and permanent value to the existing collection
- Input gathered from critical reviews and selection sources.
- Informational materials that are accurate and up-to-date.
- Diversity of subjects, ideas and opinions.
- Community Demand
- Price or budgetary considerations
- Quality of format
- Availability
- Local interest
- Timeliness
- Suitability of subject and presentation for intended audiences
- Importance of a work in adding balance to or filling gaps in the collection
- Ease of use

Responsibility for selection is achieved through the participatory efforts of material selection coordinators and department managers. Considering the vast number of titles available and the constraints of the library's budget, the Berwyn Public Library is unable to purchase all available materials. To supplement and expand our collections, The Berwyn Public Library participates with other member libraries in a structured and comprehensive resource-sharing program.

#### **EVALUATION OF THE COLLECTION**

The collection requires continuous evaluation to ensure the library is fulfilling its mission to provide materials in a timely manner that meets the patrons' interests and needs. Evaluation entails continuous acquisition and replacement of needed titles and subjects, and the withdrawal of physically worn, unused and out-of-date materials. The collection will be reviewed on a regular basis to identify areas of community interest that may need to be strengthened. The ultimate responsibility for the collection rests with the Library Director, in accordance with the policies approved by the Berwyn Public Library Board of Trustees.

#### **WEEDING**

The Berwyn Public Library cannot be a permanent depository for all materials that have been acquired over time. Just as care is taken in selecting materials to add to the collection, so must attention be directed toward withdrawing materials that have outlived their usefulness. The following criteria will apply to the weeding process:

1. Decisions relating to the retention of materials will be conducted by qualified staff, using the same criteria applied to the addition of materials to our collection.
2. Materials may be withdrawn if:
  - a. They are outdated or contain inaccurate information.

- b. They are superseded by other editions or formats.
  - c. They are items that are worn, soiled, aged, badly marked or in disrepair.
  - d. They are materials that do not circulate for a specified period of time.
  - e. There is unneeded duplication of titles or subjects once in heavy demand.
  - f. Space considerations prohibit the retention of the material.
  - g. They are no longer within the scope of, or relevant to, our collection.
  - h. They are in a format which is no longer viable.
3. Withdrawn materials may be offered to the Friends of the Library for sale or disposed of by the Library in any other method deemed appropriate by qualified staff.
  4. Withdrawn materials will not be saved for specific persons.
  5. The evaluation of the collection of the Berwyn Public Library will be an ongoing process conducted by qualified staff of the library in order to identify materials that need to be withdrawn. Systematic evaluation and weeding of the collection is necessary in order to keep the collection responsive to the patrons' needs, insure the vitality and usefulness to the community, and to make room for newer materials.

## **DONATIONS**

The collection of the Berwyn Public Library has been greatly enriched by the many donations of materials that it would not otherwise have been able to afford or acquire. The Library is grateful for these gifts and actively seeks such donations from the community. Any gifts or donations given to the Library will be judged on the same basis as purchased materials. The inclusion of materials into the collection will depend upon whether the materials meet the criteria of the library's collection development policy, whether their condition is satisfactory for library use, and whether additional copies of the materials are needed. All donations given to the library become the sole property of the Library which may use them or discard them to meet the needs of the Library. Donations will not be returned to the donor.

### **TYPES OF DONATIONS:**

1. Monetary gift
  - a. Cash gifts as memorials or for other purposes are accepted for the purchase of library materials.
  - b. Library staff will consider suggestions for purchase of library materials relating to nature or subject area from donor and make the selection in accordance with the Library's Collection Development Policy.
  - c. Library has the right to refuse a monetary donation if the intended purpose of the donation does not meet the criteria of the library's Collection Development Policy
  - d. A monetary gift toward the purchase of materials will be recognized with a donor bookplate affixed to the item(s) purchased.
2. Memorial books/Gift books
  - a. Memorial donations can be made in the name of a friend or relative and will enable others in the community to share in that remembrance.
  - b. The Library will send a letter to the family of the person being remembered.
  - c. A memorial bookplate will be affixed to item.
  - d. Qualified staff may withdraw the item(s) as they become outdated or damaged. The Library cannot guarantee the item(s) will be kept in perpetuity.

- e. Books given as a gift to the library must be:
  - i. New or in like-new condition.
  - ii. Approved by the appropriate selector in accordance with this policy.
  - iii. Assigned a bookplate only at the discretion of the appropriate staff member(s).
- f. Special or memorial collections are not shelved as separate physical entities. Such collections will be integrated with other materials.

### 3. Materials

- a. All donated materials become the sole property of the library and are accepted without obligation as to the final disposition.
- b. Library will determine how best to process, handle, shelve or display an item in accordance with the library standards and practices.
- c. Library does not accept gifts with the condition they be kept, used, processed or maintained in any certain way.
- d. No staff member of the library will assign a monetary value to any donation or gift.
- e. The decision to include donated materials in the collection is based on the Collection Development Policy, the physical condition of the materials, qualified staff input, the library's needs, and the library's facilities to house the materials.
- f. In accepting a gift of materials, the library reserves the right to determine whether items donated should be added to the collection. Donated items which will not be added include:
  - i. Duplicate copy of an item of which the library already has a sufficient number.
  - ii. Items which are outdated or obsolete.
  - iii. Items which are not shelf-worthy and which would not justify the expense of processing, cataloging and preparing it for use – such as:
    - 1. Items which have been discarded from other libraries.
    - 2. Items with torn pages, ripped covers or broken spines.
    - 3. Items which have writing or other marking in them.
    - 4. Items with yellowing pages.
    - 5. Books that are musty, mildewed or soiled.
- g. The final decision regarding the inclusion of donated materials will be made by qualified staff in the Collection Management Department.

### **DONATION GUIDELINES**

The library does not accept the donation of the following types of materials:

- 1. Encyclopedia sets
- 2. Text books
- 3. Items that would not normally be part of the library's collection – including but not limited to :
  - a. Record Albums
  - b. Cassette tapes
  - c. VHS tapes
  - d. Readers Digest Condensed Books

The library will offer no pick-up of donations or onsite evaluations of materials. A receipt will be given acknowledging the donation but no monetary value will be assigned.

**GIFTS**

The Berwyn Public Library welcomes and appreciates gifts received from generous donors. The library is very grateful for these gifts and has been able to obtain many important acquisitions which could not have been purchased otherwise.

**MONETARY GIFTS**

Gifts of cash, securities, and bequests that support the mission of the library will be handled by the Library Director who will work out with the Library Board terms of acceptance that are compatible with Library policies, the donor's intent, and applicable law.

The Library accepts donations of money specifically for library materials to be purchased in memory or in honor of named individuals. We will work closely with the donors to select materials appropriate to those being remembered. The library acknowledges all memorial gifts by sending a letter to the family of the person being remembered. Memorial plates citing the name of the donor will be attached to the materials and the materials will be placed on special display for a two-week period.

A monetary gift may also be given towards the purchase of library materials. Donors will be acknowledged with a letter of appreciation and purchased materials will be affixed with donor name plates. All materials purchased with gift monies must meet the standards set forth in the library's Collection Development Policy. Staff will work closely with donors to select materials that reflect the donors' interest. The final selection of materials will be made by appropriate library staff.

Donors may choose to participate in the Pathway to Knowledge brick program. Donors purchasing bricks will receive a letter of appreciation.

**DONATIONS OF ART OBJECTS AND OTHER COLLECTIBLES**

Objects of arts, paintings and other collectibles, if accepted, are received only on the condition that they may be sold, kept, given away or discarded at the discretion of the Library Board and /or the Library Administrator. The placement of such objects will be decided by the Library Board/Library Director.

All gifts are accepted with the understanding that they become the property of the library, which may use or discard them as meets the library's needs.

**Berwyn Public Library**  
**Request for reconsideration of library materials**

Any Berwyn resident who wishes to have materials removed from the Library collection must completely fill out and sign this form. Library staff will then review the materials and a recommendation will be presented to the Library Board of Trustees. For the duration of this process, the material in question will remain in circulation in the library collection. Forms that are not completely filled out will be discarded and no action will be taken.

**TITLE** \_\_\_\_\_

**AUTHOR/ARTIST** \_\_\_\_\_

**FORMAT** \_\_\_\_\_ **Book** \_\_\_\_\_ **Spoken Recording** \_\_\_\_\_ **DVD** \_\_\_\_\_ **CD** \_\_\_\_\_ **Other**

**PUBLISHER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**COMPLAINANT REPRESENTS:** \_\_\_\_\_ **Self** \_\_\_\_\_ **Organization**

1. Are you familiar with the Berwyn Public Library Collection Development Policy? \_\_\_\_\_

2. What brought this title to your attention? \_\_\_\_\_

\_\_\_\_\_

3. Did you read the entire book/watch the entire film/ listen to the entire song? \_\_\_\_\_

4. Please comment on the resource as a whole as well as being specific on those matters to which you object (cite pages, scenes, lyrics that would be helpful)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Why do you wish it to be reconsidered? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- \_\_\_\_\_
6. What action are you requesting? \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
7. Please add any additional information you feel is pertinent to your complaint.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
8. If given the opportunity, do you wish to make an oral presentation to the Library Board of Trustees? \_\_\_\_\_

By signing this complaint, you are identifying yourself with the materials cited in the complaint and are thereby waiving your right to confidentiality as to those materials cited in the complaint.

Your signature \_\_\_\_\_

Printed name \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_ Email \_\_\_\_\_

Organization Name (if applicable) \_\_\_\_\_

**Received by:** \_\_\_\_\_ (Date) \_\_\_\_\_

Reviewed by Department head \_\_\_\_\_ (Date) \_\_\_\_\_

Reviewed by Library Director \_\_\_\_\_ (Date) \_\_\_\_\_

Reviewed by Library Board of Trustees \_\_\_\_\_ (Date) \_\_\_\_\_