

Schuylkill Valley Community Library Collection Development Policy

- I. The collection development is designed to support the SVCL's mission statement and serves as a guide for the selection, acquisition, and retention of materials.
- II. The SVCL supplies resources for recreational, educational, and informational purposes in the form of books, periodicals, audio books, DVDs, CDs, and online databases.
- III. The library provides an impartial environment and offers a wide range of views, expressions, opinions, and interests. Inclusion in the collection does not imply library approval or agreement with the content. Parents or guardians are responsible for monitoring the materials their children read and view.
- IV. The library board affirms the American Library Association's Library Bill of Rights, Freedom to View, and Freedom to Read policy statements in support of acquiring and managing collections.
- V. Responsibility for Selection
 - Authority for selection of materials is delegated by the Board of Trustees to the library director who is guided in his/her selection by standard professional resources.
- VI. Selection
 - A. Criteria for materials acquisition include:
 1. Authority, accuracy, and artistic quality
 2. Current appeal and popular demand
 3. Local interest
 4. Appropriateness to the level of the user
 5. Existing library holdings
 6. Cost and budgetary constraints
 7. Professional or literary reputation of publisher, producer, or author
 8. Reputable and unbiased, professionally prepared reviews
 9. Availability in other formats
- VII. Local Authors

If authors with ties to Berks County and the surrounding areas wish to donate their published work to SVCL, it will be considered for addition using the above selection criteria.
- VIII. Customer Recommendations

Customers may request items the library does not own for purchase. Each request is reviewed for inclusion in the collection using the above selection criteria.
- IX. Gifts and Donations
 - A. Donated materials will be accepted with the understanding that they will that they will be subject to established selection criteria. Donated materials become the property of SVCL.
 - B. Monetary gifts with the request for purchase of certain materials for the library's collection will be subject to the criteria set forth by this policy.
 - C. Materials in good condition not found suitable for the library will be sold at the Friends of the Schuylkill Valley Community Library sale and proceeds used for the benefit of the library.
 - D. The following items will not be accepted: encyclopedias, textbooks, Reader's

Digest Condensed books, magazines, VHS and cassette tapes, materials in poor or moldy condition

X. Withdrawal of Materials

In order to maintain the quality of the collection, obsolete and unused books are removed on a regular basis in accordance with the guidelines in “CREW: A Weeding Manual for Modern Libraries.”

A. Criteria to Consider for Removal of an Item

1. Obsolescence/insufficient use
2. Physical condition
3. Number of copies
4. Coverage of the subject by other materials
5. Value to the total collection
6. Insufficient space
7. Availability in Berks County libraries

XI. Reconsideration

- A. The SVCL selects materials using the criteria established in this policy and full consideration of the varying age groups and backgrounds of customers.
- B. Users who request reconsideration of library materials will be asked to make the request in writing by completing the “Citizen's Request Form for Reevaluation of Schuylkill Valley Community Library Materials”.
- C. All such requests will be reviewed by the librarian with the board of trustees.
- D. All requests will be answered in writing by the President of the board.
- E. In the event that the party requesting the review is not satisfied with the board's decision, she/he may request a hearing before members of the library board at a regularly scheduled meeting.
- F. The final authority regarding removal or retention of materials ultimately resides with the board of trustees.

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