

## Collection Development Policy

It is the aim of the Robesonia Community Library to realize the goals of its mission statement by making available to the residents of its service area as wide a range of materials and programs as is possible. In order to accomplish this, a policy of selectivity in developing the collection is necessary.

Basic to the Library's Collection Policy is the LIBRARY BILL OF RIGHTS as adopted by the American Library Association which states, among other things:

As a responsibility of library service, books and other reading matter should be chosen for values of interest, information, and enlightenment of all the people in the community. In no case should any book be excluded because of race or nationality or the political or religious views of the writer. There should be the fullest practical provision of material presenting all points of view concerning the issues of our times — international, national, and local; and books or other matter of sound factual authority should not be proscribed or removed because of partisan or doctrinal disapproval.

### Description Of Service Area

The service area of the Robesonia Community Library consists of the Borough of Robesonia, and the Townships of Heidelberg and North Heidelberg. Total population is 4,986. The townships are primarily rural and agricultural. Robesonia Borough is the smallest in area and largest in population. The library is within walking distance of all of the Borough.

### Guidelines

Objective guidelines should be followed in developing a collection of excellence and of significance to its users. There are basis criteria which apply to the selection of most materials for a library collection.

These include:

1. Contemporary significance
2. Permanence of timely value
3. Objectivity
4. Suitability of physical format for library use
5. Authoritativeness and effectiveness of presentation
6. Relation to existing collection and other material on the subject
7. Reputation and/or significance of the author
8. Relevance to community needs
9. Attention of critics, reviewers, and public
10. Price and availability

More specific criteria include:

Non-Fiction - information and opinion, factual

1. Timeliness
2. Authority and competence of author
3. Comprehensiveness and depth of treatment
4. Worthwhile addition to collection/potential
5. Readability

Fiction - imagination

1. Vitality and originality

2. Interesting presentation/style
3. Good characterization
4. Honesty of presentation, authenticity
5. Representation of an important movement, genre, trend, or national culture

### **Children's / Juvenile / Young Adult**

Each book in this category will be judged on its own merits, considering its relation to the collection as a whole and to the children for whom it is intended. The policy will be to select the best new books and to replace and duplicate older titles which are considered important enough to do so. This collection will include books of recreational reading, books of lasting value (classics) and books of information covering a wide range of knowledge that will satisfy a child's curiosity and widen his/her interests. Special attention will be paid to illustrations, size of print, vocabulary development, and to the physical qualities of the books.

While some books having widespread demand may or may not meet the criteria listed above, such demand is a vital factor and will receive continuing consideration in the Library's selection policy.

### **Withdrawal**

In order for the Robeson Community Library to maintain a vital, interesting, and usable collection, a continuing withdrawal process will remove those items which through usage or passage of time are no longer suitable for circulation. The following criteria will be used when considering materials for withdrawal:

1. Volumes of no use to the library - three to five years without circulating; not a standard title.
2. Items of poor content - outdated material (especially sciences, geography, technology, and travel); triviality in subject matter or approach; mediocrity of writing, false information-superseded editions; duplicate titles- subject fields no longer of interest to patrons; repetitious series
3. Books of very poor appearance - Badly bound and printed editions, shoddy binding, soft pulpy paper, worn out books, books (or sets) whose appearance discourages use.

### **Responsibility**

The final responsibility of the selection of materials in the collection of the Robeson Community Library rests with the Library Director, operating within the framework of policies adopted by the Library Board of Trustees. Suggestions from patrons are welcomed and will be given serious consideration.

### **Reconsideration of Materials**

Patrons may fill out a Request for Reconsideration of Materials form for any material they think doesn't follow the library's Collection Development Policy. The director will then review the Request for Reconsideration form, Robeson Community Library's Collection Development Policy, and the material itself to present to the Board of Trustees at the Library Board of Trustees meeting. Based on the information provided, the Board of Trustees will vote to determine whether the contested material should remain in the library's collection. The patron will receive a written letter stating the decision made by the Board of Trustees. While under review, the material will be removed from the shelf but will still be available by request.

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