

# COLLECTION DEVELOPMENT POLICY OF FRANKLIN COUNTY LIBRARY SYSTEM 2002

## **Introduction**

Franklin County Library System is a nonprofit organization for the purpose of providing materials, information, and services for the enrichment of the lives of Franklin County residents. It is headquartered at 102 North Main Street, Chambersburg, and composed of seven buildings and a bookmobile. Since librarians representing all the facilities implement collection development, this policy addresses issues on a system-wide level. Upon Franklin County Library System Board approval, the policy is to be followed throughout the system. Chambersburg District Library Center at Coyle Free Library is also operated by Franklin County Library System and falls under this policy.

## **Characteristics of the Library System Service Area**

Franklin County Library System serves a population of 121,825, based on the 2000 Census. The population is extremely diverse and aging. Our libraries serve everything from remote mountainous rural areas to the urban areas of Chambersburg and Waynesboro. Customers vary from conservative to liberal in their ideologies. The county is experiencing growth in recent immigrants who speak languages other than English. The changing population demands an ever-growing diversity of library materials, information, and programming.

## **Philosophy**

Franklin County Library System provides public library services, materials, and information in a variety of formats to enrich the lives of all Franklin County residents. Chambersburg District Library Center provides supplementary library services to residents of both Franklin and Fulton Counties. The System focuses on providing resources for lifelong learning, reference information, items of current public interest, and, in some facilities, local history.

## **Responsibility for Collection Development**

The Executive Director under the governance of the Board of Directors delegates the responsibility for collection development in Franklin County Library System outlets to individual employees. Those authorized by the Executive Director select materials for addition and deletion from individual library collections. Only employees certified by Pennsylvania as Professional or Provisional Public Librarians may submit orders to the Acquisitions' Manager or other ordering individuals or agencies. Where required by system policy, purchase orders must be processed before actual ordering may take place. Other specialized staff members may be designated by the Executive Director to select items for acquisition or deletion to their departments under the supervision of a certified librarian. Input from a variety of staff members is essential to broaden the scope of collections especially in the areas of youth services and outreach, where there are fewer certified librarians on staff. Designated collection development managers are encouraged to seek recommendations from frontline staff members and library customers.

## **Criteria for Selection**

The following criteria will be used in the selection of library materials. The criteria influence the selection, but materials need not meet all criteria to be selected.

- ❖ High standards of quality in content, expression, and format.
- ❖ Authority and competence in presentation.
- ❖ Authenticity of factual material presented.
- ❖ Popular appeal and timeliness
- ❖ Ability to inform or entertain
- ❖ Professional reviews
- ❖ Reputation and significance of author, illustrator, or publisher
- ❖ Flexibility to meet changing needs
- ❖ Ability to meet needs of a diverse community
- ❖ Equitable coverage of subject or genre
- ❖ Availability of similar material locally
- ❖ Physical limitations of library facility
- ❖ Suitability of the format for library use

## *Special Considerations for Specific Areas of the Collection*

### **Children's and Young Adult Collections**

Selection will also be guided by appropriateness of the material for the age level of the readers for which the material is being purchased.

### **Reference Collections**

Libraries will purchase a diverse collection of currently useful reference materials. Branch libraries and bookmobile will house current ready reference collections of sufficient scope to meet the daily needs of their service areas. Other, more specialized reference needs should be forwarded to a Headquarters' Library or the District Reference Department, which will develop their collections in more depth.

### **Local History Collections**

Within financial limitations, efforts will be made to collect materials concerning local history and genealogy. Works by local authors and illustrators and of local interest will also be given greater consideration than others of a similar nature.

### **Mass-Market Paperbacks**

While mass-market paperbacks meeting the general criteria above may be available for public use, some may not be cataloged.

### **Textbooks**

System libraries do not, as a general rule, purchase textbooks used by local school districts. However, textbooks of local or general interest for lifelong learning may be considered for purchase.

### **Magazines and Journals**

Libraries will develop a diverse collection of periodicals to meet the current informational and recreational needs of the communities they serve. Gift subscriptions may be accepted at the discretion of the librarian.

### **Newspapers**

Libraries may subscribe to any local newspapers. Out-of-town newspapers are selected on the basis of quality and popularity.

## **Pamphlets**

Pamphlets are, for the most part, obtained free or for a nominal charge from government agencies. Libraries may develop pamphlet collections, where needed, to supplement other library materials.

## **Microfilm**

Libraries may purchase microfilm copies of essential periodicals or documents to meet the informational needs of customers, when the same information is not available in more cost-efficient and space-efficient formats.

## **Audio and Video Format Collections**

Librarians may select materials in the visual formats that are most useful to their customers. Priority will be given to materials of current interest, but may also include items of timeless interest.

## **Multimedia Kits**

At times kits or packets of materials of more than one format may best fill the need for specific library customers. Librarians may use their discretion in selecting kits containing books and audio materials, various enrichment materials, and other realia and formats.

## **Electronic Sources of Information**

Librarians will consider electronic subscriptions and compact discs as an alternative to and an extension of paper and audiovisual resources, subject to the general selection criteria.

## **Additional Guidelines**

### **Gifts**

Libraries accept gift materials with the understanding that they may be used as the librarians see fit. Gifts must be in durable formats, in like-new condition, and meet the general selection criteria to be cataloged. The library may not be expected to evaluate the gifts for tax or other monetary purposes. Gifts may be added to collections, sold to benefit the libraries, or discarded, according to the criteria and need.

### **Duplication**

When items are in unusually high demand by customers, librarians may purchase additional copies. For limited periods of high demand librarians may opt to borrow the item from other facilities in the district where it is not currently in heavy use.

### **Weeding**

Collections are weeded on a regular basis to eliminate worn, out-of-date, and non-circulating items. Weeding should be implemented according to the criteria in the *CREW Guidelines for Weeding Your Collection*.

### **Replacement**

Currently useful items that are worn, damaged, or lost may be replaced at the discretion of the librarian.

### **Binding**

Librarians may choose to have out-of-print items of local value rebound to preserve them for public use.

## **Intellectual Freedom**

Franklin County Library System subscribes to the American Library Association *Library Bill of Rights* and the American Book Publishers' Council *Freedom to Read Statement*.

The system recognizes that some of its materials are controversial and may be offensive to some customers. The items were selected on their individual value and usefulness in the community based on the Criteria for Selection; they were not chosen to reflect impending approval or disapproval by individual customers.

Library materials will also not be labeled to show approval or disapproval of the contents. Labeling implies that a reader is unable to judge for himself/herself the value of the material. Library materials will be kept on open shelving except when deemed especially susceptible to theft or injury or when demand for the material and open shelf space is limited.

Selection of materials for adult collections will not be restricted by the possibility that children may use the materials. Since many library materials are useful to all ages, library staff will not attempt to censor or monitor the circulation of adult or young adult library materials to children. It is the responsibility of parents or legal guardians to evaluate the suitability of reading, listening, and viewing materials for their children.

## **Re-Evaluation of Material**

Franklin County Library System was established to serve the public and therefore welcomes public opinion. It is the right of any registered borrower to ask for re-evaluation of material that he/she feels does not meet the "Criteria for Selection."

A procedure has been established for material's re-evaluation as follows:

1. The borrower is asked to complete the attached form for "Citizen's Request for Re-Evaluation of Library Materials." The Head Librarian or Director of the facility that houses the material reviews the form, a copy of the form is submitted to the Executive Director, and the Head Librarian at the local library files the original.
2. The Executive Director reviews the request, and appoints a re-evaluation committee to assist in rendering a decision. The committee is often comprised of the Executive Director, the local librarian, and a librarian who specializes in the area from which the material originated. During the re-evaluation procedure the material in question will remain on the shelves and available to the public.
3. Either the Head Librarian or the borrower may object to the decision of the committee. The borrower may submit a second request for re-evaluation one year after the original decision is rendered.

CITIZEN'S REQUEST FOR RE-EVALUATION OF LIBRARY MATERIALS

Request submitted by: \_\_\_\_\_

Borrower's Card Barcode Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Today's Date: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Type of material to be re-evaluated (book, video, CD, etc.): \_\_\_\_\_

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher: \_\_\_\_\_

Copyright Date: \_\_\_\_\_

1. Have you read, viewed, or listened to the *entire* item to be re-evaluated?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "no," why not?

2. What do you object to in the material? (Please be specific and cite examples with pages, paragraphs, etc.)

3. What do you believe is the theme or purpose of this material?
  
4. Is there anything good in this material?
  
5. If this is classified as material for children or teens, do you think it has been assigned to the correct age level? If not, what age level do you think is appropriate?
  
6. Would you rather have this material moved to another section of the library, or removed?
  
7. If you have you read, viewed, or listened to any other items by this author, illustrator, producer, or musician, please list them here. Did you find anything objectionable in these other materials? Please explain.
  
  
  
  
  
  
  
  
  
  
8. Do you think this material is harmful to the community? If so, how or why?
  
  
  
  
  
  
  
  
  
  
9. Do you represent any organization? If so, please indicate its name.
  
  
  
  
  
  
  
  
  
  
10. What do you think should be added to the collection to replace this item should it be removed? Please cite examples. Use an additional page, if necessary.

***Please submit this form to your local Franklin County Library System librarian.  
THANK YOU.***