



## ***Collection Management Policy: Circulating and General Reference*** (updated 1/15/19)

### ***1. Philosophy of Collection Development Policy***

The Collection Development Policy provides guidelines for the selection and maintenance of the Meyersdale Public Library's collection of materials. This policy statement is subject to revision as changes occur in the needs of the library, in its objectives, or in its organization and procedures.

Meyersdale Public Library is dedicated to providing a broad range of quality academic, vocational, technical, cultural, and social opportunities designed to encourage patrons in attaining their goals and realizing their talents and potential, personally and professionally. The library is committed to meeting patron and community needs for occupational training; providing developmental and general education; meeting the needs for continuing education for personal enrichment and career enhancement; and providing diverse social, cultural, and international opportunities, and patron support services. The library also provides popular reading materials for our patrons' recreational reading needs.

### ***2. Community Description and Analysis***

The Meyersdale Public Library has a service area with a population of just over 19,000 people spread over nineteen municipalities. It is considered a small library serving a rural population.

### ***3. Standards for Selection***

Materials to be selected include books, serials (magazines, journals, newspapers, annuals), media items (DVDs, CD audiobooks), and online electronic resources. Emphasis is placed on educational, informational, and cultural needs. Materials have educational value if they contribute to the positive growth of the patron, either as an individual or in the individual's relationship to society. However, we shall not neglect the recreational reading needs of our patron base, many of whom depend upon us to provide them with reading materials. When reading is fun, readers read more, which enhances reading skills and literacy.

The importance of materials of basic permanent value and those of timely current value on public issues is recognized. General criteria for selecting library materials include the following:

- a. Importance of the subject matter to the collection
- b. Scarcity of currently held material on the subject
- c. Popularity of the author with patron base
- d. Author's reputation and significance
- e. Patron requests for inclusion in the collection
- f. Maintenance of popular series
- g. Timeliness or permanence of the material
- h. Authoritativeness
- i. Reputation and standing of the publisher
- j. Price
- k. Appearance of the title in special bibliographies
- l. Awards received

Materials may be considered appropriate to a particular subject if it meets one or more of the stated criteria.

Occasionally, a specific subject area may rise to prominence in local, regional, or national society – often as a result of a societal problem or issue. Such trends may require additional acquisitions in that subject area.

#### ***4. Responsibility for Selection***

Close cooperation between director, board members, and staff is essential for making responsive and responsible choices about acquisitions, and patrons are encouraged and solicited to request materials for acquisition. Final responsibility for selection of materials rests with a director with the expertise and the wide view of the collection necessary for achieving balance and depth and breadth of the collection.

#### ***5. Policies by Format***

##### **a. Books**

- 1) *Hardbacks*. Because of durability, preference will be given to hardbacks.
- 2) *Paperbacks*. May be purchased if the title has never appeared in hardback, if it is unobtainable in a better format, if paperbacks increase availability of high-use materials, or if a limited readership would not justify purchase of the more expensive edition.
- 3) *Electronic*. May be purchased according to preference, usability, and suitability of subject area. Currently, e-books are provided through District Library'

##### **b. Media - The following guidelines exist for library media items:**

- 1) *Purpose*. The Meyersdale Public Library is committed to providing materials to support research in various formats to enhance the learning process. Media are important for meeting the reading and learning needs of visually impaired library patrons. Additionally, the library recognizes its role in providing a source of multimedia recreation for its patrons. Given the unique properties and nature of non-print formats, this document has been created as a supplement to the Meyersdale Public Library's general Collection Development Policy and will be used to guide the Director in the various aspects of collection development including the selection and de-selection of materials.
- 2) *Formats*. The library presently actively collects DVDs and Audiobook CDs. New formats and technologies will be evaluated and added as deemed appropriate.
- 3) *Budget*. The media fund comprises approximately 10% of the overall collection development budget with additional monies made available when appropriate for special projects. The fund is used exclusively for the acquisition of new materials, and not for shelving or processing supplies. Feature films, audiobooks, and documentary titles which are multi-disciplinary shall be purchased out of the media fund.

- 4) *Selection Criteria*. Selection criteria will follow the same standards outlined in the General Collection Development Policy with the following additions:
    - a) Preference will be given to titles in English or with English subtitles.
    - b) Dubbed versions of films will be purchased only when no other version is available.
    - c) Documentary titles which have been produced in the last ten years will be given priority unless the title is a classic or a more recent comparable title is not available. There will be no chronological limits for feature films.
    - d) Technical quality of the production.
    - e) Aesthetic and artistic appeal.
    - f) Level of treatment (analytical vs. descriptive).
    - g) Intended audience.
  - 5) *Replacement*. Items will be considered for replacement when they are in poor physical condition, damaged, or lost. Items may be replaced in a different format if there is value added in either the quality of the resource, convenience in playback, or if the title is deemed high risk in its existing format. Obsolete formats will be replaced with newer formats when possible.
  - 6) *Preservation*. Items will be repaired if the item still has value, and the repair does not interfere with the content of the title or playback.
  - 7) *Permanent Reserve*. Items deemed to be high risk for theft or mutilation will be placed on permanent reserve.
  - 8) *De-selection*. Items will be deselected according to the guidelines in the General Collection Development policy.
- c. *Serials*
- 1) *Newspapers*. With the exception of our local New Republic, because of lack of storage space and the availability of electronic newspaper databases, back issues are not stored past one or two months.
  - 2) *Magazines and Journals*. Emphasis is on acquisition of material based on support of the community interest and predicted usage. Periodical subscriptions will be regularly reviewed and evaluated for use and appropriateness in terms of community support. Based on the evaluation, and staff and patron recommendations, some titles will be eliminated, and others added.
  - 3) *Electronic Magazines and Journals*. Will be purchased consortially when possible.
- d. *Maps*. Maps will be selectively added to the collection. Old or outdated maps will be kept if they are of political or historical value.
- e. *Pamphlets*. Print pamphlets will not be collected, except as appropriate in the archives/special collections. Only electronic pamphlets included in online databases will be included in the collection.

- f. *Microform*. Microform format will be purchased that support the library's ability to serve genealogy patrons.
- g. *Government documents*. Purchase of documents published by the United States and foreign governments will be restricted to statistical data and prose technical reports that are of special interest to the population we serve.
- h. *Reference*: With the increased availability and popularity of up-to-date online reference sources (including POWERLibrary sources) our library will decrease its reference holdings in books, which quickly become outdated. Certain basic standard references will continue to be maintained in book form.
- i. *Electronic Databases*. The Meyersdale Public Library has access to numerous electronic databases through state programs.

## 6. Subject Matter to be collected across formats

The library will endeavor to hold a well-rounded collection of both fiction and nonfiction works, for patrons of all ages.

Popular/genre fiction has our highest volume of circulation in all age groups, and is to be appropriately well represented, while it is important to also include adequate literary fiction.

Nonfiction will cover a broad range of subjects, with significant holdings in social and natural sciences, religion/philosophy, biography, history, cooking, and gardening.

It is to be noted that our collection requires special attention and regular updating in the STEM areas, especially computer-related technologies.

### *Special Subjects of Local Interest for the circulating collection*

a. Maple Industry: Due to the location of the Pennsylvania Maple Festival in Meyersdale, the library will strive to maintain a lively collection of maple-related publications (both fiction and non-fiction and for all age groups) for general circulation and for display-and-loan during Maple Festival week.

b. Agriculture: As our area still has an active agricultural segment, including a large Amish community which does not have ready access to online materials, the library will strive to maintain a reasonable number of books related to agriculture and horticulture.

c. Health and wellness: An ageing, rural population carries special needs in relation to health and wellness resources. Many residents still lack broadband internet access and/or computer literacy skills to utilize online health resources. Therefore, as special effort is justified to maintain health-related book holdings.

## 7. Weeding

- a. Weeding, or the removal of an item from the library's collection for discard or storage, should be a regular and continuing process. It should be done according to the following criteria:
  - 1) Content (dated or no longer of interest)
  - 2) Physical condition (scratched, torn, and generally ragged)
  - 3) Use patterns (declining or non-existent)
  - 4) Consultation with *Core Collection* guides (for items to be retained)
  - 5) Or a combination of these factors

- b. Guidelines for weeding by type and subject areas are as follows:
- 1) *General Reference Works*. In keeping with current trends, the hard-copy reference collection will be limited in scope and shelf space, as such items are generally expensive and quickly outdated. Basic standard references will be kept and updated as needed. Almanacs and yearbooks may be discarded when they are superseded.
  - 2) *Religion and Philosophy*. Systems of philosophy will be retained, but historical and explanatory texts when superseded, older theology, old commentaries on the Bible, books on the conduct of life, popular self-help psychology, and other guides to living which are old or no longer popular may be discarded, although use patterns will be considered.
  - 3) *Social Science*. Requires frequent revision, because much of the material will deal with problems of temporary interest which can be replaced later by historical coverage of these topics. Economics, investments, taxation, etc. will need frequent review. Historical works on economics, political science, education, transportation, etc. should be kept if there is a demand or potential demand.
  - 4) *Language*. Old grammars will be discarded, and other materials will be reviewed according to use.
  - 5) *Pure Science*. Books with obsolete information or theories; all general works which have been superseded, unless they are classics in their field may be discarded. All ordinary textbooks will usually be discarded after ten years; botany and natural history will be reviewed before discard; and astronomy will be reviewed regularly as it dates rapidly.
  - 6) *Applied Science*. Five to ten years will date much of the material, so regular review is essential. Use patterns will be reviewed before discard.
  - 7) *Arts, music, hobbies, etc.* Fine arts will be discarded sparingly.
  - 8) *Literature*. Literary history, unless it is superseded by a better title, may be retained as well as collected works unless definitely superseded.
  - 9) *History*. Contemporary writing, which is now recorded in basic histories, historical works which are only summaries and are not authoritative, and works of travel over ten years old, unless distinguished by style or the importance of the author, may be discarded. Histories which have become literary classics, and anything related to local or regional history will be retained.
  - 10) *Biography*. Weed as demand lessens. Celebrity biographies should be weeded as interest wanes. Consider the reputation and popularity of the biographer. Anything useful for local history will be retained.
  - 11) *General*. Privately printed verse, memoirs, and essays; subjects not currently popular; unused or unneeded volumes of sets; publication of municipalities; multiple editions of books; incomplete runs of periodicals or periodicals which are not indexed will be reviewed for possible discard.
  - 12) *Fiction*.
    - a. ONLY books that have not circulated in **4 or more years** will be weeded unless a book is moldy, in poor condition, or beyond repair.
    - b. A book with a copyright date of 10 years or older should be considered for weeding if it meets other criteria listed in this section.
    - c. Content - dated or no longer of interest.

- d. Physical condition- scratched, torn, stained, warped, brittle, missing pages, or generally ragged. **Moldy books should automatically be weeded.**
- e. Duplicate volumes - weed duplicates that are no longer in heavy demand. Retain the copy that has better binding or better overall condition.
- f. Book series- avoid weeding books that are part of a series unless whole series is unused, or they are in very poor condition (in which case consider replacement)
- g. Classics- keep classics even with low circulation counts. If they are in very poor condition or are moldy, consider replacement.
- h. Memorial books--to be noted in Memorial Database if weeded.
- i. Autographed books- only weed if condition is very poor.
- j. Award winning books- only weed if condition is very poor; consider replacement.
- k. Popular authors - only weed if condition is very poor or if it has not been circulated in 5 or more years. Consider replacement if recently circulated.
- l. Local interest- including local history, local authors, etc. Don't weed.
- m. OR a combination of above criteria (ie. popular author, book is in good condition, but the copyright date was 1970 and it hasn't been checked out in 10 years).
- n. Check to see if the items are in the Core Collection reference, and if so retain or replace if in very poor condition.
- o. Occasionally, space considerations may require weeding a section more stringently than would otherwise be the case.

### ***8. Replacement***

The library does not automatically replace all materials withdrawn because of loss, damage, or wear. Need for replacement is considered according to the number of duplicate copies, existence of adequate coverage of a field, other similar material in the collection, availability of later and better material, and demand for a title or subject. As a general rule, only Core Collection items or items which have circulated in the past 4 years will be considered for replacement when damaged or lost; if subject area is lacking in titles, a Core Collection title will be purchased as a replacement

### ***9. Duplication***

Duplicates will only be purchased under rare circumstances, demands or recommendations. Donated duplicates will be added to the collection if use justifies the addition. Duplication of same work but in different format will be acceptable to meet the need of visually impaired patrons to enjoy popular or significant works. Items of local interest may be purchased in duplicate in order to have one circulating and one archived copy.

### ***10. The Selection and Treatment of Sexual or other Controversial Materials***

The entire range of human cultural practice, of science and pseudo-science, and of religious, political, ethnic, and social expression is welcome in our collections insofar as representative materials may be acquired with scarce resources. While we do not acquire material purely for their prurient interest, our selection practices necessarily recognize that eroticism is often an integral part of many forms of cultural expression and that human sexuality is an important area of study for the biological and social sciences.

### ***11. Procedures for Complaints***

- a. Have the patron complete the Comment on Library Materials form.
- b. Submit the form to the Library Director, who may or may not choose to involve the Board of Directors and any others deemed appropriate.
- c. The Library Director will meet with the complainant to discuss concerns.

### ***12. Gifts Policy***

The library is grateful for gifts and the contribution they make toward enriching the collections, but reserves the privilege of deciding whether a gift should be added to the collection. Donors are encouraged, wherever possible, to submit a list of items offered which can be compared with materials currently in the collection and collection needs. Following types of materials will not be included in the collection: materials excluded from acquisition by the Collection Development Policy; out-of-date material not of historical value; a duplicate of items already in the collection unless usage warrants inclusion; materials in poor physical condition which would not justify the expense of processing. Items which are musty or moldy will be declined. The library reserves the right to dispose of materials that are not added to the collection. The library will determine the classification, housing, and circulation policies of all gift items, and no restrictions on usage may be made by the donor except in rare cases for exceptional archival materials. A receipt letter will be furnished to the donor, but the library will not be responsible for a monetary valuation statement for tax or other purposes. When declining donations, the library will suggest alternative donation options in the community.

Below is the current policy as provided to library patrons wishing to donate items:

### **Book Donation Policy**

We appreciate the offer so many of you make to donate your gently used books to our collections. Some items may be added to our collection or passed along to the Friends of the Meyersdale Public Library—a support organization—and sold in used book sales to generate funds for the library.

**The library reserves the right to accept, decline, or discard any books or other materials that do not meet our donation qualifications in any manner it deems appropriate.** Because we try to the best of our ability to keep our collection current, **we are not able to accept all the books offered.** Due to our limited space, we must use our resources wisely.

**Please do not leave boxes of books at our door while we are closed!**

**We will generally accept when space/processing capacity permits:**

- a. **Adult Fiction published by reputable publishing houses within the last 10 years and in good condition**
- b. **Non-fiction books published within the past 5 years and in good condition**
- c. **New children's books and recent YA books that are in good condition**
- d. **DVDs and CD Audiobooks that are in good working order**
- e. **Current editions of magazines (within 6 months)**
- f. **A maximum of two boxes at a time**

**Items we cannot use:**

- a. Any items with cracked or damaged bindings/spines, torn or dog-eared pages, or excessively worn/missing covers
- b. Any items with yellowed, brittle pages
- c. Dirty, dusty items
- d. Stained, water-damaged, mildewed items
- e. Items with ~~excessive~~ notes, underlining, or highlighting
- f. Old encyclopedia sets or dictionaries
- g. Old Medical, Science, Geography, or Law books
- h. *Reader's Digest* condensed books
- i. VHS or cassette tapes
- j. Textbooks of any kind (with some case-by-case exceptions)
- k. Inappropriate or damaged, scratched, or worn videos and audios
- l. Boxes of books that have been stored in an attic or basement for a long period of time
- m. Used workbooks and notebooks
- n. Books published by vanity presses (self-published), unless by a local author or covering local subject matter
- o. Yearbooks/directories for schools or organizations outside of our local region

We ask that you **please examine ALL items you plan to donate** to the Meyersdale Public Library **before you bring them to us** to ensure they meet our donation qualifications. Sorting, cataloging, and processing donations takes time, and we are grateful for your efforts to preserve the quality of our library's collection and services.

### ***13. Memorial Books***

The library accepts funds to purchase memorial books, in which a bookplate is attached with the name of the person memorialized, the donor, and the year. The library also accepts direct memorial donations of books, IF the books fit within the selection criteria of the library.

Of course, no book lasts forever, and the library must weed materials on a regular basis. Over the years, deaccessioned memorial books have been dealt with in various ways. Our current policy is to deaccession books as necessary based on the collection policy, with only a slight preference for retention if the item is in good condition and not significantly outdated. (If there are multiple copies of the same title, preference for retention will be given to the memorial book if condition allows.) The withdrawal of the book will be noted in our Memorials spreadsheet (new as of this policy revision) to include the year the memorial was created and the date the item was withdrawn. The memorial plate will be removed, or its information covered prior to sale or other disposal.