

***Southern Lehigh Public Library  
3200 Preston Lane, PO Box 279  
Center Valley, PA 18034***

## **COLLECTION DEVELOPMENT POLICY**

**Southern Lehigh Public Library Mission Statement: Our mission is to serve the educational, informational and recreational reading needs of the residents of Coopersburg Borough, Lower Milford Township and Upper Saucon Township, using the full range of available resources.**

### **I. Objectives**

The purpose of the Southern Lehigh Public Library is to provide individuals in the community including people of every age, background, personal philosophy, religious belief, occupation, economic level, ethnic origin and human condition with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time. The collection contains information on a variety of subjects and views and is organized to provide free and easy access to patrons within the limitations of space and budget.

Because of the volume of publishing, as well as the limitations of budget and space, our selection policy endeavors to meet the community's interests and needs.

### **II. Responsibility for Selection**

The ultimate responsibility for selection and purchase of library materials rests with the Library Director who operates within the framework of the policies determined by the Southern Lehigh Public Library Board of Directors. This responsibility may be shared with other members of the library staff who will adhere to accepted professional practices; however, because the Director must be available to answer to the Board of Directors and the general public for actual selections made, the Director has the authority to reject or select any item contrary to the recommendations of the staff.

### **III. Criteria for Selection**

The criteria for selection, acquisition, gifts, donations, patron requests, duplication, replacement, automatic shipments, and withdrawals are the

same for all materials and formats. There is no particular order of importance in this criteria list.

Criteria:

- Individual merit of each item
- Public demand and interest
- Suitability of material for the clientele
- Reflection of multiple aspects of issues
- Author's reputation and significance as a writer without regard to political, racial, religious, etc. affiliations
- Reputation and standing of the publisher
- Availability of the material or information elsewhere
- Local or national significance
- Quality of the physical format
- Existing library holdings
- Budget

An item need not meet all of these criteria to be selected.

Southern Lehigh Public Library Staff rely on a number of professional tools for selection. These may include:

- Booklist
- Library Journal
- Publisher's Weekly
- New York Times Book Review
- School Library Journal
- The Horn Book
- Other Professional Journals and Resources
- Regional newspapers-The Morning Call, The Philadelphia Inquirer

The lack of review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

The library's patrons are encouraged to recommend the purchase of library materials. Patrons may complete a request form and turn it in at the circulation desk. These requests are considered for purchase within the selection criteria listed above.

The library will not purchase or accept donations of self-published materials that are not reviewed in established review journals.

As a matter of policy, the library does not collect or provide access to obscene, pornographic or illegal material.

#### IV. Interlibrary Loan

Because of limited budget and space, the Southern Lehigh Public Library cannot provide all materials that are requested. Therefore, interlibrary loan is often used to obtain from other libraries those materials that fill some of the special needs of our patrons. Southern Lehigh Public Library will adhere to the Interlibrary Loan Code of the Commonwealth of Pennsylvania.

### **TRIBUTE ITEMS**

A tribute fund is created when money is donated to add books or other materials to the collection, in memory or honor of an individual or group. The library welcomes suggestions for purchases, but reserves the right to make the final decision regarding all materials. A tribute item may be placed in the library collection, either for reference or circulating use. The library will place a tribute plate in new items and patrons can find information regarding named memorials in the cataloging records of the items.

### **WEEDING**

Southern Lehigh Public Library staff review the collection on an ongoing basis with the goal of maintaining the quality and vitality of library resources. This process of collection management incorporates the use of Public Library Catalog, Fiction Catalog, Children's Catalog, Senior High School Library Catalog, Middle and Junior High School Library Catalog, circulation reports, database use statistics and other statistical information for continuous collection evaluation. Worn, damaged, and dated materials are weeded from the collection on a regular basis. Materials may also be withdrawn if they are not used or are superseded by a new edition or a more authoritative work on the same subject.

**This policy was revised and adopted by Southern Lehigh Public Library Board of Directors at their regularly scheduled Board meeting on November 17, 2015.**

