

Coatesville Area Public Library Materials Selection Policy

I. Mission Statement

Coatesville Area Public Library provides information, programming and technology to the residents of the greater Coatesville area that promote literacy, build community and enrich lives thereby building an informed and engaged community by connecting people with information, ideas and each other.

II. Statement of Purpose

The purpose of the materials selection policy is to state clearly the principles for selection of materials for the Coatesville Area Public Library (hereinafter referred to as ‘the Library’) and to align with the materials policy of the Chester County Library System.

III. Demographics of Local Service Area

The Library serves the City of Coatesville, South Coatesville Borough, Modena, and the townships of East Fallowfield, Valley, West Bradford, and Caln.

IV. Local Service Response

The Library shall act as a Local Resources Center for its service area. The library will offer material in the following categories:

- a. Current topics and titles including electronic resources
- b. Career information and job opportunities
- c. Consumer information
- d. General information
- e. Early literacy
- f. Community resources
- g. Business information
- h. Reference collection of local interest
- i. Information literacy
- j. Financial literacy
- k. Public health community updates

Criteria for Selection

The Library acquires and makes available materials that inform, educate and entertain. The Library provides, within its financial limitations, a collection for the general public of timely materials on current issues, and materials that embrace broad areas of knowledge.

The materials are selected:

- To satisfy the needs and interests of the community
- To support the mission and vision of the Library
- To present balanced points of view within the collection
- To support the Chester County Library System's member libraries

Consideration is given to:

- Access to electronic databases
- Accuracy
- Authoritativeness
- Availability of funds
- Enduring value
- Existing Library collections and holdings
- Interlibrary loan availability
- Literary merit
- Other community resources
- Public interest
- Social significance
- Timeliness

Selection tools include professional and trade journals, general media, subject bibliographies, publisher's materials, and staff knowledge and expertise. Purchase suggestions and donations from the public are given consideration in the context of the selection policy.

The selection of materials for the collection does not constitute an endorsement of contents. The Library recognizes that some materials may be controversial and that any given item may offend some patrons. Selection decisions are made on the merits of a particular item in relation to building the collection and fulfilling the roles of the Library.

Collection Maintenance (Inventory and Weeding)

Inventory is an important procedure to ensure the sustainability of the collection and to discover those items that have been lost or damaged that have not otherwise been found. Weeding is the quality control of a collection's usefulness and is an integral part of collection development and management. To maintain the vitality of the collection, the removal of outdated, superseded, damaged, seldom used, and excess copies is done on a regular and systematic basis. Some consideration of importance and value of material will also be taken into consideration.

Weeded materials are offered to the public in its biannual book sales for fundraising purposes or given to children and their families during the Summer Reading Program as incentives to read for pleasure.

Gifts and Donations

Gifts of books and other materials are gratefully accepted with the understanding that they may be added to the collections, in accordance with Library selection policies and need, or discarded. Donations added by the Library become part of the general collection and are not accorded special shelving or circulation procedures. The majority of such gifts are sold to generate funds to aid the Library. Disposal is at the discretion of the Director. The Library does not accept textbooks, encyclopedias, Reader's Digest Condensed Books, videocassettes, audiocassettes, or items older than 5 years. The Library Board and Director are under no obligation to accept donations, deeds, gifts, etc., if they feel acceptance of such donations, deeds, gifts, etc., will not be of benefit to the Library.

Memorial and monetary gifts are always welcome. The conditions under which gifts are accepted by the Library are at the discretion of the Director. The donor's request for a specific subject area or format will be considered. Special gifts of books or other library materials in memory of, or to honor individuals may be accepted, and appropriate bookplate or other notation placed on them.

Materials donated to the Library, including those as memorials, are subject to the retention and weeding criteria established for the collection as a whole. Bookplates are not transferred to other books if the original book is lost, damaged, or worn out.

Donors will be given an acknowledgment of their gift, but the Library cannot provide evaluations or appraisals of donations. The appraising of a gift to the Library for tax purposes is the responsibility of the donor. The acceptance of a gift which has been appraised by a third—disinterested—party does not in any way imply an endorsement of the appraisal by the Library.

The Library will not accept library materials that are not outright gifts.

The Library will not accept special collections of books or other library materials if the condition of the gift is that the materials be kept together as an identifiable physical entity. Gift collections of books and other library materials will be accepted with the understanding that they may be integrated into the general collection.

Statement of Concern Form

The Statement of Concern Form (see attachment) should be used when a patron has a concern about material found or not found in the Library and wishes to register this concern in writing.

Patrons with concerns about materials in the Library collection should initially be directed to talk with appropriate staff to discuss the material in question. Patrons wishing to express their concerns in a more formal manner should be given a copy of the Statement of Concern Form to complete. The completed form will be referred to the Library Director, who will send a letter to the patron to acknowledge its receipt.

The Library Director will respond in writing within two weeks of the date submitted. Within a month of receiving the Statement of Concern form, a review of the item will be completed by the Library staff. If the individual is not satisfied with the decision made or action taken, the decision or action may be appealed to the Board of Trustees of the Library.

Statement of Concern About Materials in the CAPL Library

Coatesville Area Public Library is committed to the principles of intellectual freedom. There may be materials in the Library's collection which concern some individuals or groups. The acquisition of such materials does not imply approval or endorsement of their contents or opinions, but enables the Library to fulfill its role in providing information and resources reflecting diverse perspectives.

The Library is also committed to respond to concerns expressed about materials in the collection, and has a formal process for reconsidering materials. To make a formal request for reconsideration of materials, please complete this form, and return it to the Library:

Coatesville Area Public Library
Attention: Library Director

Name: _____ (required)

Phone: _____

Address: _____

City: _____ State: _____

1. Resource on which you are commenting (required) ___ Book ___ Magazine
___ Audiovisual ___ electronic resource ___ Other/ Specify:

2. Title (required):

3. Author/Producer:

4. What brought this title to your attention? (required)

5. Did you review the entire item? (required) YES _____ NO _____

If not, what sections did you review? _____

6. Please comment on the resource as a whole, as well as the specific matter which concerns you. (required)

7. What do you think would be a satisfactory resolution to your concern? (required)

This form will be submitted to the Library Director. This director shall consult with the Board of Directors if appropriate. The material will be reviewed objectively, and with the best interests of the community in mind, in keeping with the Library's principles. The Director will notify you of the results of its review within 60 days of the receipt of the form.

Approved: