

## **MATERIALS SELECTION POLICY**

### **MISSION STATEMENT**

The mission of the Chester County Library is to provide informational, educational and Cultural services to the residents of Chester County and member libraries so that they may be life-long learners.

### **PURPOSE**

The purpose of the materials selection policy is to state clearly the principles for selecting materials for the Chester County Library and Henrietta Hankin Branch Library (hereinafter referred to as “the Library”.)

### **RESPONSIBILITY FOR SELECTION**

Responsibility for materials selection rests with the Library Director or designee and reflects the policies adopted by the Board of Trustees of the Library. Ultimate responsibility rests with the Board of Trustees. The Board of Trustees has affirmed the Freedom to View, Library Bill of Rights, and Copyright Policy. (attached)

### **SERVICE RESPONSES**

The Board of Trustees of the Library has identified five service responses for the Library.

- Lifelong Learning
- Current Topics and Titles
- Information Literacy
- General Information
- Business and Career

### **FORMATS**

The Library will collect balanced materials in a variety of formats in support of its stated service responses.

### **CRITERIA FOR SELECTION**

The Library acquires and makes available materials that inform, educate and entertain. The Library provides, within its financial limitations, a collection

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designed to provide the general public with timely materials on current issues and interests, materials that embrace broad areas of knowledge, and works of enduring value.

The materials are selected:

- To satisfy the needs and interests of the community
- To support the service responses of the library
- To present balanced points of view within the collection

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, publishers' 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 collections 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 service responses of the Library.

## CHESTER COUNTY AUTHORS

The Chester County Library values the contributions Chester County authors make to our community. Therefore, we purchase materials by Chester County authors in accordance to our Materials Selection Policy. Items

donated by Chester County Library authors which do not meet our selection criteria may be accepted and added to the collection.

All books by Chester County authors, purchased by the Library or acquired through donations, will be cataloged and added to the general Library collection. These books will receive a local subject heading in the bibliographic record—Chester County, PA – Authors. This subject heading is searchable in the catalog. Also, books by Chester County authors will receive a Chester County Author spine label to further designate the book.

## **GIFTS AND MEMORIALS**

See Gifts Policy

## **WEEDING**

Weeding, the quality control of a collection's usefulness, 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.

Weeded materials are given to The Friends of the Library to be included in their book sales.

## **STATEMENT OF CONCERN FORM**

The Statement of Concern Form should be used when a patron has a concern about material found in the Library and wishes to register this concern in writing. The procedure is as follows:

Patrons with concerns about materials in the Library collection should initially be directed to talk with appropriate staff, e.g., Collection Development Librarian, Head of Youth Services, or Head of Adult Collections or Person In Charge to discuss the material in question. Patrons wishing to express their concerns in a more formal manner should be given a Statement of Concern Form to complete. The completed Form will be referred to the Library Director or designee, who will send to the patron a letter acknowledging its receipt.

Within a month of receipt of the Statement of Concern Form, a review and recommendation of the item will be made by the appropriate Library staff.

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The Library Director designee will then respond in writing within 10 working days to the concerned individual. 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 Chester County Library.

*Revision adopted July 16, 2002*

*Reviewed March 16, 2004*

*Revision adopted May 20, 2008*

*Revision adopted December 20, 2010*

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### FREEDOM TO VIEW STATEMENT

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

*Affirmed by the Board of Trustees March 15, 2016*

### **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

*Affirmed by the Board of Trustees March 15, 2016*

## **CHESTER COUNTY LIBRARY POLICY MANUAL**

U.S. COPYRIGHT LAW (Title 17, U.S. Code, sections 101810) prohibits the DUPLICATION of any copyrighted work unless certain conditions prevail. (The U.S. Code is in the Reference collection.) VIDEOS that are 'HOME USE ONLY' may be viewed in a 'public' group setting if it is for educational instruction only, not for entertainment. (See section 106 for other "FAIR USE" conditions.) If the video has PUBLIC PERFORMANCE RIGHTS, then it can be viewed by a group in 'public', but not for profit. The Chester County Library's videos that have public performance rights can be identified by the notation on the CCLINK title record, and by the PPR label on some of the video boxes.