

MATERIALS SELECTION POLICY – FINAL

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.

The Chester County Library provides prompt, accurate and courteous service to all patrons regardless of race, color, ethnicity, national origin, gender, sexual orientation, religion, age, socioeconomic status, disability, immigration status, background, and/or views. It offers this in fulfillment of its mission to develop services, resources and collections that meet the cultural, informational, recreational, and educational needs of its diverse community.

STATEMENT OF 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 (hereinafter referred to as “the Library”.)

SERVICE LEVELS

The Chester County Library System has identified three service levels for member libraries to follow when developing their collections. These service levels are chosen based on the demographics and needs of their service area and the available resources. The three service levels are Popular Materials Center, Local Resources Center, and Regional Resource Centers. Definitions of the service levels are found in the Chester County Library System Materials Selection Policy (<https://www.ccls.org/152/Policies>).

In identifying demographic characteristics of the population, the Library will use U.S. Census data (<https://www.census.gov/quickfacts/chestercountypennsylvania>), the American Community Survey (<https://www.census.gov/programs-surveys/acs>), and the Chester County Planning Commission (<https://chescoplanning.org/Resources.cfm>) for the geographic area that is the County of Chester to inform selection decisions when considering the racial, ethnic, and cultural diversity of the community. Note – As of April 2020, Chester County has a population of 534,413. It is 85.3% White, 6.2% Black, 6.1 % Asian, and 7.6% Hispanic or Latino. 22.5% of the population under 18 and 16.8% is over 65 years.

The Chester County Library has identified itself as a Regional Resource Center and serves the entire County population.

The Henrietta Hankin Branch has identified itself as a Popular Materials Center.

RESPONSIBILITY FOR SELECTION

Responsibility for materials selection rests with the Library Director or designee(s) 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)

CRITERIA FOR SELECTION

The Library acquires and makes available materials that inform, educate and entertain. The Library provides, within its financial limitations, a collection 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 Library will collect balanced materials in a variety of formats in support of its stated service levels.

The materials are selected:

- To satisfy the needs and interests of the community
- To support the service levels of the library
- To present balanced points of view within the collection
- To provide Chester County residents of all ages with materials for education and enrichment
- To provide Chester County residents with business, non-profit, and career information and resources to support business development and employment
- To provide Chester County residents with health and wellness information and resources to support a healthy lifestyle

There is no single standard that can be used to evaluate all the types of materials included in the Library's collections. Each type of material will be evaluated in terms of its own qualities and merit for the collections. However, there are some general criteria that selectors use to evaluate, regardless of the format:

- Relation to the Library's existing collection
- Scarcity of materials on a subject/author/performer
- Value as source/reference materials
- Attention of critics, reviewers, media, and the public
- Authority, reputation, or qualifications of the author, artist, publisher, or producer
- Organization and ease of use; clarity, accuracy, and logic of presentation
- Contemporary materials representing various points of view, which are of current interest and possible future significance
- Material that represent a diversity of opinion and experience that reflects the racial, ethnic, and cultural diversity of the community and the society at large
- Suitability of format for library use and content
- Cost and availability
- Patron requests

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.

CHESTER COUNTY LIBRARY POLICY MANUAL

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

COLLECTION MAINTENANCE

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. Many of the same criteria used in selection will also be used in collection maintenance. In addition, the following criteria may be applied:

- Insufficient Use: defined as three years since the last checkout date
- Obsolete or misleading information
- Condition of material
- Existence of duplicate copies
- Existence of new or superseding editions

This material may be offered to The Friends of the Library to be included in their book sales; offered to organizations that use library discards for resale or recycling; and may be recycled.

STATEMENT OF CONCERN

The Chester County Library and the Henrietta Hankin Branch Library (hereinafter referred to as "the Library") acquire and make available materials that inform, educate and entertain. The Library provides a collection for the general public of timely materials on current issues, 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 roles of the library and to present balanced points of view within the collection.

CHESTER COUNTY LIBRARY POLICY MANUAL

Because of the Library's commitment to selecting a broad range of materials on a variety of topics, there may be materials in the Library's collection which are of concern to some individuals or groups. The Library recognizes that some materials may be controversial and that any given item may offend some customers. The acquisition of such materials does not imply approval or endorsement of their contents or opinions, but enables the Library to fulfill its mission in providing materials and information for life, work and pleasure. For additional information on how the Library selects materials, please ask for a copy of our Materials Selection Policy at any service desk.

The Library also has a commitment to our customers to respond to concerns expressed about materials in the collection. Please complete this Statement of Concern form if you wish to make a formal request for reconsideration of materials.

This completed form will be sent to the Chester County Library Director or the Henrietta Hankin Branch Library Manager. Within a month of receipt of the Statement of Concern Form, a review of the item will be completed by Library staff, who will make a recommendation to the Library Director or Branch Manager. The Library Director or Branch Manager will respond in writing within 10 working days to the concerned individual. If the individual is not satisfied with the decision made or the 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
Revision adopted March 15, 2016
Revision adopted December 21, 2021

STATEMENT OF CONCERN FORM

Name:

Date:

Address:

Phone Number:

Email:

Resource on which you are commenting:

Title:

Author:

Please circle the type of material:

Book DVD Music CD Audiobook eBook eAudiobook Other

1. What brought this title to your attention?

2. Have you read/viewed/listened to the entire item? Yes No

3. Please comment on the resource as a whole, as well as being specific on the matters which concern you. For example, are there specific pages, scenes, words, etc. that you find offensive or disturbing?

4. What do you think would be a satisfactory resolution to your concern?

Signature _____

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
Affirmed by the Board of Trustees, December 21,
2021*

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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.

*Affirmed by the Board of Trustees March 15, 2016
Re-affirmed by the Board of Trustees May 14, 2019
Re-affirmed by the Board of Trustees December 20, 2021*

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.