

# Policy

## Collection Development Policy

**Approved by Board of Trustees:** 11/15/2022

**Last Updated:** 11/10/2022

**Last Review:** 11/10/2022

The Collection Development Policy guides the decisions made by the Dauphin County Library System (The Library) in collection development, including selection, management, and deselection of The Library's materials collection.

The Library Collections includes, but is not limited to books, audiobooks, DVD's, large print, graphic novels, magazines, newspapers, music CDs, board games, video games and online materials that include eBooks, eAudiobooks, e-Magazines streaming movies and music and online databases.

The Library is committed to diversity, equity, and inclusion and applying all policies in a neutral and non-discriminatory manner and with an empathy-driven approach.

### Intellectual Freedom

The Library supports and follows the American Library Association's [Library Bill of Rights](#), [Freedom to View Statement](#), [Access to Library Resources and Services for Minors](#), and [Freedom to Read Statement](#). And The Library's own [Guiding Principles](#) help us to be a place where everyone can belong by upholding free speech, serving all, and promoting lifelong learning.

### Copyright

The Library recognizes and respects intellectual property rights and strives to conform to legislative mandates regarding copyright protections.

### Format and Language

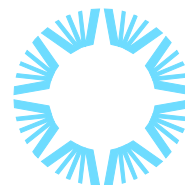
The Library recognizes the need to offer varying languages, levels of comprehension, and modes of access. It seeks to provide materials in diverse formats that meet the educational, recreational, and informational needs of the community.

The Library embraces new technologies and is responsive to the changing nature of how information is created, disseminated, accessed, and used.

### Selection

The following will be taken into consideration when selecting materials:

- Needs and interests of the service population



- Auth Professional and popular media reviews Publisher/Producer quality
- Topic and item/title popularity
- Subject timeliness
- Member's requests
- Contribution to the diversity of the collection
- School assignments
- Cost in relation to use and/or enhancement to the collection
- Support of The Library's mission and roles
- Local or regional significance
- Nomination for notable awards
- Space constraints
- Monetary Resources
- Availability
- Suitability of format for library use

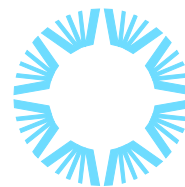
### **Shelving of Physical Library Material**

The Library will shelve items in the appropriate section of the library for which the material had been intended. The following criteria is considered when determining that area.

- Publisher and independent reviews
- Topic
- Author and writing style
- Series
- Publisher or imprint
- BISAC topics or categories, commonly used by the bookstore industry
- Information found on the item's covers, the Table of Contents, Endnotes/Bibliography, Introduction, Acknowledgements, Foreword, Prologue, Afterward, and/or Glossary
- Awards received
- Vocabulary used
- Size of typeface
- Images or artwork used
- Suggested age and reading levels
- Ratings from the Entertainment Software Rating Board (video games), Motion Picture Association of America film rating system, or Recording Industry Association of America (music)
- Cataloging records
- Other libraries
- Listservs and blogs
- Price

### **Collection Maintenance**

Once materials have been added to the library's collection, they are managed through an



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assessment and evaluation process to ensure that ongoing collection priorities are met; that collections remain up to date, balanced, and attractive; and that space limitations are considered.

This process identifies items for replacement, retention, or de-selection (removing items from the collection). Library staff utilizes professional judgment and expertise in deciding which materials to retain, replace, repair or de-select.

### **Criteria for de-selection includes:**

- Format is no longer suitable for library use
- Content is available in multiple formats
- Age and condition of the item is unsuitable for library circulation
- Information that is no longer accurate, timely, or relevant
- Insufficient use or lack of member demand
- No long-term or historical significance
- Space limitations
- Sufficient number of copies in the collection
- Easy availability in other collections locally or nationally

As the Library is made aware of titles that have been falsified or plagiarized, de-selection will be considered on a case-by-case basis.

### **Request for Reconsideration**

The Library welcomes expressions of opinion from members concerning materials selected or not selected for the collection. If a member questions the content, tone, or placement of an item in the collection, the member should first address the concern with a library staff. Members who wish to continue their request for reconsideration of library material may submit the Request for Reconsideration form.

After receiving the form, the Information Resources Administrator will direct the request to the appropriate staff to research and review the title under consideration within the context of the Collection Development Policy. This will result in a formal written response to the member within 30 days of the receipt of the form. If this response is not satisfactory to the member, a formal appeal may be made to the Library Board of Trustees. During this process, the material in question will remain accessible to Library members.