03Dauphin County Library System Collection Development Policy

Purpose of Policy

The purpose of the Collection Development Policy is twofold. First, it guides the decisions made by the Dauphin County Library System (hereafter known as either, The Library, or DCLS) and staff in all aspects of collection development, including selection, management, and deselection of The Library's materials collection.

Second, it informs the public of the principles and processes governing The Library's materials collection, including the establishment of collection responsibilities and procedures for addressing patron concerns.

This policy was developed under several major spheres of influence: the community that the library serves and seeks to serve; the specific mission of DCLS as outlined in the DCLS Vision Statement and Guiding Principles; the nature of the library's role as a District Library Center; the nature of public library service in the United States; and the guidance of the American Library Association.

The Collection Development Policy may be reviewed and adapted as necessary to accommodate changes in these influences.

Library System Description

DCLS consists of eight libraries throughout Dauphin County, Pennsylvania. DCLS functions as a District Library Center for the Capital Area Library District, serving as a resource center for public libraries and residents of Dauphin, Cumberland, and Perry Counties. The Library provides services to the community through our programs for all ages, online resources that can be accessed outside The Library, Community Collection sites, and outreach such as that done via MARCO, a state-of-the art Exploration Station that moves beyond The Library's walls to meet children and adults out in our community.

Community Description

DCLS serves over 234,000 people in 38 townships and boroughs in Dauphin County. This excludes Derry Township (Hershey) and Middletown Borough, where libraries operate independently from DCLS. Pennsylvania's capital, Harrisburg, the largest city in Dauphin County, has a population of just under 50,000. This urban center, suburban areas to the east and south-east, and rural areas in the east and north typify a diverse, multi-cultural community, with a wide variety of backgrounds, educational and income levels, political views, interests, abilities, and opinions.

Funding

The Library receives most funds for collection purchases from its general operating budget, but some funds are derived from special purpose grants, as well as trusts and gifts from individuals and organizations. DCLS evaluates the requests and restrictions of special purpose grants and gifts before accepting funds for library materials.

Collection Responsibilities & Processes

Ultimate responsibility for The Library's collections rests with the DCLS Executive Director, and under that individual's direction is delegated to the Public Services Director.

The Collection Management Administrator, under the Public Services Director, oversees all aspects of collection development. The Collection Management Department staff, the East Shore Area Library Administrator, the Youth Services Manager, and selected library staff are also involved in the organized process for selecting, purchasing, evaluating, distributing and managing library materials. All staff members are expected to observe and consider the needs of library users, bringing suggestions to appropriate staff.

The Library welcomes monetary gifts through our Honor Program and gifts of new or gently used books and other materials through book donations.

General Selection and Location Criteria

There will be general criteria taken into consideration when selecting materials for DCLS. Monetary resources are finite, which is an important factor in selecting materials.

- Needs and interests of the service population
- Author/Artist reputation
- Publisher/Producer quality
- Topic and item/title popularity
- Subject timeliness
- Patron 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

The Library will shelve items in the age 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

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. Formats are chosen based on public demand, changing format availability, new format usage or potential, suitability of format for library use, technical quality, and cost-effectiveness. Languages are selected based on community needs, circulation statistics, patron requests, population shifts, availability of materials, and cost effectiveness. The Library embraces new technologies and is responsive to the changing nature of how information is created, disseminated, accessed, and used.

Access to Resources via the Internet

Through its website, DCLS directs users to informational resources on the internet that complement and enhance those resources housed in the library collection.

Criteria for selecting websites include authority, coverage, accuracy, relevance, quality of information, organization, currency, non-commercialization and relation to informational requests and suggestions from library users. Links to sites are removed when they are outdated or superseded by newly identified sites. Websites accessed via the Library's web site are not considered a part of the Library's collection. The internet is an unregulated resource; it is not possible for the staff of the Library to fully evaluate the resources of the internet for ongoing reliability and accuracy, as explained in our Internet Use Policy.

Remote and in-house access to a variety of purchased databases is provided by the Library to meet the informational needs of patrons. This is often accomplished in cooperation with the Capital Area Library District and other consortia to take advantage of better pricing and offer consistent resources to the community. Purchased databases are considered part of the library collection and may be accessible from the catalog.

Collection Maintenance

Once materials have been added to the Library's collection, they are managed through an 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. Library staff utilizes professional judgment and expertise in deciding which materials to retain, replace, repair or de-select. De-selection (removing items from the collection) is an integral part of collection development.

General criteria for de-selection:
- 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
- Obsolescence – information that is no longer accurate, timely, or relevant
- Insufficient use or lack of patron 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.

De-selected materials may be donated to one of the Friends of the Library groups for book sales, to our various Community Collections, or disposed of through other means. Every attempt is made to recycle discarded materials.

Interlibrary Loan (ILL)
DCLS actively promotes cooperation with other libraries to meet the needs of the community through resource sharing. It adheres to the Pennsylvania Interlibrary Loan Guidelines. ILL requests may be made via our website.

Intellectual Freedom
The American Library Association has established guidelines for materials selection and access to those materials for the public libraries in the United States. The Board of the Dauphin County Library System endorses and considers as part of this Collection Development Policy the Library Bill of Rights and its interpretations.

Confidentiality
The Library follows the dictates of the Pennsylvania Public Library Code, which mandates that all records that relate to circulation of library materials and contain names or other personally identifying information are confidential and may not be made available to anyone except by a court order.

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

Request for Reconsideration

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

After receiving the form, the Collection Management Administrator will direct the request to the appropriate staff member(s) 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 patron within 30 days of the receipt of the form. If this response is not satisfactory to the patron, a formal appeal may be made to the Library Board of Trustees. During this process, the material in question will remain accessible to Library customers.

Policy Implementation, Evaluation & Revision
This policy was approved by the Board of Trustees of DCLS on 03/20/2018, and will be reviewed annually by the Public Services Director and the Collection Management Administrator.