

## **COLLECTION DEVELOPMENT POLICY**

### **VISION**

Tredyffrin Township Libraries are recognized welcoming centers of knowledge, inspiration and opportunity for all residents and contribute to a healthy, safe and economically vibrant community.

### **MISSION**

Tredyffrin Township Libraries lead and strengthen a community of lifetime learners engaged in discovery, creation, entertainment, and enrichment.

### **PURPOSE**

The purpose of the Collection Development Policy is to clearly state the principles that guide the selection and retention of materials at the Tredyffrin Township Libraries (TTL) to ensure that the shared collection is responsive to the needs of all residents of Tredyffrin and Willistown Townships.

### **COMMUNITY SERVED**

Tredyffrin Township is a suburban community located on the eastern edge of Chester County, in southeastern Pennsylvania, and has a land area of 19.8 square miles. The statistical information provided in this document reflects that reported in the U.S. Census Bureau's 2020 Census. As of the 2020 Census, the population was 31,927 (48.2% male, 51.8 % female) with a median age of 42.6 years. Median household income in 2020 was \$137,675/year compared to a national estimate of \$67,521/year. Tredyffrin and Easttown townships have a combined school district but maintain separate municipal administration.

Willistown Township borders and is located to the west of Tredyffrin Township, five miles east of West Chester, and it covers a land area of 18.2 square miles. As of the 2020 Census, population was 10,967 and was 49.1% male and 50.9% female with a median age of 47.9 years. Median household income was \$128,239/year.

Paoli Library, a Tredyffrin Township Branch Library, serves as a small community library located in the heart of the town of Paoli. The town of Paoli extends into both Tredyffrin and Willistown townships, which has created a unique situation for Paoli Library. Although it is supported primarily by Tredyffrin Township, Paoli Library serves residents of half of Willistown Township and receives funding from this township.

For the purposes of the 2020 Census, Paoli was identified as a Census Designated Place (CDP). CDPs are defined as —closely settled, named, unincorporated communities that generally contain a mixture of residential, commercial, and retail areas

similar to those found in the incorporated places of similar sizes. Thus delineated, the Census reported that Paoli had a population of 6,002. Median household income was \$83,466.

The Tredyffrin Township Libraries' defined service area, designated by the Pennsylvania Library Code, comprises Tredyffrin Township and half of Willistown Township. As of June 2022, there are 14,018 Tredyffrin Township Libraries' cardholders. Tredyffrin Public Library is the home library for 10,427 of these cardholders, and Paoli Library is the home library for 3,591.

Of the adult population 25 years and older, 79.7% in Tredyffrin Township and 56.6% in Willistown Township hold bachelor's or higher education degrees. In Paoli (CDP), 62.4% of this age cohort holds higher education degrees.

In terms of race and ethnicity, Tredyffrin Township residents are identified as follows: 73.9% White, 18% Asian, 2.5% African American or Black, and 2.6 % Hispanic or Latino. 19.9% of residents speak a language other than English at home. In Willistown Township, residents are identified as follows: 88.7% White, 7.4% Asian, 2.3% African American or Black; and .6 % Hispanic or Latino. 8.7% of the population speaks a language other than English at home. In Paoli (CDP) residents are identified as follows: 79.7% White, 12.8% Asian, 3.2% Black or African American, and 1.3% Hispanic or Latino. 13% of Paoli's population speaks a language other than English at home.

## **SCOPE OF COLLECTION**

### **General Description**

The collections of each library will reflect the service roles which have been selected for each library. In general, the libraries will have a wide-ranging collection of materials on a variety of topics. Both libraries serve as popular materials centers, and their collections will include materials which are in high demand and used often. Both libraries maintain selective local history collections.

- **Tredyffrin Public Library**

The library's collection will reflect its roles as an information center, a lifelong learning center, and an education support center for students in K–12. Some subject areas will be developed beyond the basic level to include research materials; but in no case will there be any effort to develop a comprehensive collection on any one subject.

Reference materials will include up-to-date materials on a wide variety of topics, including but not limited to literature, science, health, fine arts and applied arts, business and engineering. The book collection will be supplemented by online resources.

- **Paoli Library**

The library's role as a popular materials center means that the library's collection will cover a wide range of topics in a variety of formats — an up-to-date and inviting basic

collection. The collection will also include materials in support of both elementary school and middle school curricula, including reading list titles. A small but up-to-date reference collection will be supplemented by online resources.

## **Formats**

- **Books.** The libraries will maintain collections of adult and children's books, both fiction and nonfiction, and including large-type books. The libraries will not acquire textbooks to support school curricula. Any textbooks included in the collection must be up-to-date and represent an overview of the subject not available in a more popular format.
- **Periodicals.** The libraries will make available a selection of currently published periodicals and audiobooks. Unabridged audiobooks will be made available in currently available formats.
- **Audiovisual Media.** The collection will include feature films, documentaries, instructional materials, and public domain software for adults and children. A collection of video games compatible with currently popular video game consoles is maintained at Tredyffrin Public Library.
- **Archival Material.** Both libraries will maintain a local history collection of materials pertaining to Tredyffrin Township and environs. The library staff will make every effort to handle and maintain historical materials with care. However, the library buildings are not equipped with special temperature, humidity and light controls to prevent deterioration of what are essentially fragile documents.
- **Electronic Resources.** Both libraries will have Internet access readily available to all users, as well as access to electronic databases purchased through the Chester County Library System (CCLS) and the CCLS catalog.
- **Library of Things.** This collection will include objects loaned including but not limited to gadgets, tools, kits, and electronics.

## **MATERIALS SELECTION PLAN**

### **Responsibility for Selection**

The selection of new library materials and regular evaluation of the library's collections will be the responsibility of the library staff, under the direction of the Library Director.

### **Priorities**

The collection will be developed according to the following priorities:

- To offer current, relevant materials
- To expeditiously acquire and make available popular materials with sufficient copies to serve the diverse needs of our patrons

- To monitor and identify areas of our existing collection that are heavily in demand and those materials in subject areas that are not in demand and allocate shelf space commensurate with demonstrated community needs and interests
- To ensure that diverse points of view, genres and subject areas are represented
- To consider the impact of our collection development efforts on the overall collections of the CCLS. For example, we will monitor the number of holds on items in demand throughout the system and purchase additional copies of materials as are deemed reasonable
- To eliminate outdated, superseded, damaged, worn and seldom-used items and excess copies from our collections
- To monitor trends and identify new materials (based on format, genre, subject heading, or technology) not currently in the collections that would satisfy patron demand. Availability of items in new formats, cost per item and general availability of the format will be factors in determining when a new format will be collected. Similar considerations will influence removal of a format from the collection
- Gifts of materials may be added to the collections if they meet the criteria for selection
- Multiple copies of a given title may be purchased based on anticipated demand for a work by a particular author or on a particular subject or by the number of holds for an item on its catalog record, with attention to how many of the total holds are reserved to be picked up at the Tredyffrin Township Libraries.

### **Limitations**

Collection expenditure is limited by the availability of funds which must equal at least 12% of the Tredyffrin Township Libraries' annual operating budgets as stipulated by Pennsylvania statute and the Chester County Library System.

Collections are also limited by the physical space available to store materials. Additions to most collections require concurrent removals to keep shelving from becoming overcrowded (defined as greater than 80% capacity).

### **Criteria for Selection:**

#### **General Considerations**

The libraries provide collections for the general public of timely materials on current issues, materials that encompass broad areas of knowledge, how-to resources, creative works and literature and titles of enduring value. An annual analysis of circulation of individual collections yields useful collection management information. Comparing relative rates of circulation of individual collections guides priorities and the allocation of

resources in the following year. The many collections offered at the Tredyffrin Township Libraries allow us to meet the needs of a diverse mix of residents.

The rate of circulation of individual titles and entire collections serves as a guidepost for the success of our collection development efforts. Titles and collections that circulate at relatively higher rates are satisfying our patron needs better than those that circulate at a relatively lower rate. An annual circulation rate of five circulations per item is the minimum desirable overall usage rate of Tredyffrin Township Libraries' collections. However, increasing the circulation rate is not the sole goal of collection development. Identifying essential additions to our collections in less-used areas of our collections provides a breadth of materials that will increase the likelihood that patrons will find a satisfactory title when they come to the library with a specific need. Achieving a high level of patron satisfaction, as measured by a high rate of circulation, is balanced by our wish to serve the wide-ranging interests and information needs of our patron base.

### **Specific Selection Criteria**

Factors considered in the selection of library materials might include:

- Authoritativeness
- Significance of subject matter and/or author
- Diversity, equity and inclusion
- Accuracy of information and data
- Imagination of ideas presented
- Literary merit
- Potential or known use by patrons
- Importance to the total collection current and/or permanent value
- Availability of material elsewhere
- Humor
- Illustration and graphic presentation
- Relevance to school curricula
- Appropriateness of the materials to the age and development of the intended audience
- Price and format
- Emphasis will be placed upon materials which have the potential for fostering a sense of wonder, the development of curiosity and the widening of horizons

Special considerations in materials selection include:

- *Popular reading.* Books in demand, e.g., best-sellers and romances, will be included in the collection without primary regard for their literary merit.
- *Informational.* In general, the staff will make an effort to select materials which provide accurate and current information.
- *Educational.* Although textbooks will not normally be considered for purchase unless information is unavailable in general trade book format, the library will

provide supplemental materials to support the curricula of local schools from kindergarten through grade 12.

- *Controversial issues.* The collection will include materials presenting different points of view on a wide variety of topics. Controversial materials will be considered for purchase in response to demand, but selection does not imply endorsement of any point of view.

### **Professional Tools for Selection**

Materials are selected based upon review in professional journals, popular magazines, non-print media, subject bibliographies and recommended lists, Internet sites, publishers' catalogs, and customer requests. The standard tools include, but are not limited to: Library Journal, Booklist, Baker & Taylor's Forecast, The New York Times Book Review, Horn Book, and School Library Journal. Selection staff are encouraged to read and view widely to develop current awareness and expertise in their respective subject areas and genres.

### **GIFTS**

General guidelines governing gifts are outlined in a separate Tredyffrin Township Libraries Gift Policy.

A memorial bookplate is placed in each book.

### **CULLING**

In order to maintain the purpose and quality of each library's resources, removal of materials from the collection is given the same degree of attention as initial selection. Materials are withdrawn and discarded because:

- They are no longer timely or accurate
- They are worn out or damaged
- They have not circulated within the last three years
- They are not appropriate to the library's role
- Space considerations

### **STATEMENT OF CONCERN**

Statements of concern regarding any material in the library must be submitted on the designated Form (attached to this document as appendix A). They will first be considered by the Library Director. The Library Director will review the request and the material in question and communicate a decision to the requestor. In the event an agreement is not reached regarding the disposition of the item, the Statement of Concern will be referred to the Board of Trustees for its review. The decision of the Board of Trustees is final.

The libraries do not attempt to supplant parents' ultimate responsibility for their children's reading and/or use of library materials or electronic resources.

## APPENDICES

- 1<sup>st</sup> Amendment  
<https://www.ala.org/advocacy/intfreedom/censorship>
- Library Bill of Rights  
<https://www.ala.org/advocacy/intfreedom/librarybill>
- Freedom to Read Statement  
<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>
- Freedom to View Statement  
<https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

*Adopted by the Tredyffrin Township Libraries Board, August 2010*

*Reviewed, May 2011*

*Revised and Approved, January 2023*

## COLLECTION DEVELOPMENT POLICY

### APPENDIX A

#### STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

The Tredyffrin Township Board of Trustees has authorized use of this form. The person who has a concern about a resource in the library's collection may fill it out and return it to the Library Director who will evaluate the original reasons for the purchase. The Library Director will then respond to the person making the objection. If there are any remaining objections, they may be brought to the attention of the Library Board of Trustees.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Resource:

- Book
- Movie
- Audiobook
- Magazine
- Game
- Digital Resource
- Music
- Newspaper
- Other

Title: \_\_\_\_\_

Author/Producer: \_\_\_\_\_



Have you examined the entire resource?

- Yes
- No

Have you read, listened to, or viewed the entire resource?

- Yes
- No

If not, what parts have you examined?

What brought this resource to your attention?

To what do you object? Please be as specific as possible.

What effect do you feel the resource may have?

For what age group would you recommend this resource?

Patron Signature: \_\_\_\_\_

\*To be considered each form must be signed and filled out in its entirety.

Approved by the Board of Trustees, January 2023



