

Collection Development Policy

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. 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).¹ Thus delineated, the Census reported that Paoli had a population of 6,002. Median household income was \$83,466.

¹ 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.

The Tredyffrin Township Libraries' defined service area, designated by the Pennsylvania Library Code, comprises Tredyffrin Township and half of Willistown Township. As of August 2024, there are 14,201 Tredyffrin Township Libraries' cardholders. Tredyffrin Public Library is the home library for 10,652 of these cardholders, and Paoli Library is the home library for 3,549.

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, 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, 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. Tredyffrin Public Library serves as a local resource center. Paoli Library serves as a popular materials center, and its collection 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 resources 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 also includes age-appropriate materials that support elementary and middle school curricula, including some reading list titles.

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.
- *eBook and eAudiobooks*. The libraries contribute funds to Chester County for purchasing digital copies of books and audiobooks that are accessed through the Libby or other OverDrive application.
- *Periodicals*. The libraries will make available a selection of currently published periodicals in both physical and electronic formats.
- *Audiovisual Media*. The collection will include feature films, documentaries, and instructional materials for adults and children. Unabridged audiobooks will be made available in currently available formats. 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 the surrounding region. The acquisition of print and digital genealogy and local history materials, as well as their cataloging/processing, should receive the same priority as other library materials. 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 to patrons, 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 Director of Libraries.

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.

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.²

² Overcrowding is 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. Those who develop our collections are guided by the American Library Association's [Code of Ethics](#). 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 funds 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's current and/or permanent value
- Availability of material elsewhere
- Illustration and graphic presentation
- Relevance to school curricula

- Appropriateness of the materials to the age and development of the intended audience
- Price and format

Special considerations in materials selection include:

- *Popular reading.* 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 Tredyffrin Public Library and/or Paoli Library. Emphasis will be placed on materials that serve high interest in the community.
- *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 collection will provide supplemental materials to support the curricula of local schools from K-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. Publisher information, including intended audience and genre, at the time of publication shall dictate placement in the libraries. 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](#).

Weeding

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 at the library is limited.

Statement of Concern

The Statement of Concern Form (Appendix B) should be used when an individual wishes to express concern about a resource at Tredyffrin Township Libraries. The procedure is as follows:

1. The individual should fill out the Statement of Concern Form after making every attempt to read/understand the full scope of the resource in question. They may ask a staff member to print a form for them free of charge. The individual submitting the form must complete it in full; forms submitted anonymously or incomplete will not be considered.
2. The completed form will be referred to the Director of Libraries, who will follow up with those who are residents of Tredyffrin and Willistown Townships or employed by Tredyffrin Township. The Director of Libraries will acknowledge receipt via email and provide the individual with a copy of the Collection Development Policy.
3. Within a month of receiving a Statement of Concern Form, Tredyffrin Township Libraries staff will form a committee, complete a review of the material in question, and make a recommendation to the Director of Libraries. A resource will only be evaluated for reconsideration once in a two-year period. The Director will then respond in writing within ten (10) business days.
4. If the individual is not satisfied with the decision made or action taken, they may appeal the Director's decision to the Tredyffrin Township Libraries Board of Trustees at its next regularly scheduled meeting.

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

Adopted by the Tredyffrin Township Libraries Board, August 2010

Reviewed, May 2011

Revised and Approved, January 2023

Revised and Approved, April 2025

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Appendix A

For Further Reading:

- 1st 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>
- Equity, Diversity, Inclusion: An Interpretation of the Library Bill of Rights
<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/EDI>
- American Library Association Code of Ethics
<https://www.ala.org/tools/ethics>

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Appendix B

Statement of Concern About Library Resources

Date: _____

Name: _____

Library Card Number (if applicable): _____

Address: _____

Phone: _____ Email: _____

Type of Resource:

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

Title: _____

Author/Artist/Presenter: _____

What brought this item/program to your attention?

Have you examined the entire resource? If not, what sections did you review? For programs, did you attend the program in its entirety? If not, what portion of the program did you attend?

What specific example(s) within the resource/program illustrate your concern?

What action(s) are you requesting the committee consider?

Signature: _____

Approved by the Board of Trustees, January 2023

Approved by the Board of Trustees, April 2025