

# Collection Development and Materials Selection Policy

## **A. Purpose**

The Mission of the Andrew Carnegie Free Library & Music Hall is to build community with a library, theater, and historic site that welcome, inform, entertain, and engage the community and the region in lifelong learning. To support this mission, the Library has developed this policy to guide its careful selection of library materials to aid our patrons in the pursuit of education, information, research, recreation, and the creative use of leisure time.

This policy also serves to acquaint the general public with the principles of selection.

The [Library Bill of Rights](#) and [The Freedom to Read Statement](#) have been endorsed by the Andrew Carnegie Free Library & Music Hall Board of Trustees and are integral parts of the policy.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

## **B. Responsibility for Selection**

The ultimate responsibility for selection of library materials rests with the Library Director, who is qualified and trained in this respect and who operates within the framework of the policies determined by the Andrew Carnegie Free Library & Music Hall Board of Trustees.

## **C. Criteria for Selection**

1) The main points considered in the selection of materials are:

- a) Individual merit of the item
- b) Popular appeal/demand
- c) Local/regional interest
- d) Suitability of material for the Library's patrons
- e) Existing library holdings
- f) Budget

2) Reviews are a major source of information about new materials. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title if it is in demand. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

- 3) Special consideration is given to materials purchases that support programming in the facility including the Espy Post and the Music Hall.
- 4) Consideration is given to the quality and availability of materials on the Internet when purchases are made. The Library provides patrons with research assistance, including Internet and database resources, as an alternative to purchasing some materials.
- 5) The Library will not typically purchase rare books, textbooks, or out-of-print materials.

#### **D. ACLA Lending and Interlibrary Loan**

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, ACLA lending and interlibrary loan are used to obtain from other libraries those materials that are beyond the scope of this library's collection. Patrons may place holds on circulating items from any ACLA library and have them delivered to the ACFL&MH for pickup, via the public online catalog or with the help of library staff. Likewise, patrons of other libraries may place holds on items from the ACFL&MH collection.

Items that are not owned by any ACLA libraries may be requested through the Carnegie Library of Pittsburgh's Interlibrary Loan program. Library staff can place ILL requests, or patrons can manage their own ILL requests.

#### **E. Gifts and Donations**

The Library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information, the director can dispose of them as they see fit. Gifts must meet the same standards as other materials selected for inclusion in the library's collection.

Memorial gifts of new items or money are also accepted with suitable bookplates placed in the book. Donors may offer suggestions for specific titles or subject matter for a memorial books, but the Library makes the final selection.

By law, the library is not permitted to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

The Library is unable to accept donations of textbooks; dictionaries; encyclopedias; magazines; newspapers; yearbooks other than those from Carlynton school district; vinyl records; cassette tapes; VHS tapes; pornography; anything that is moldy, damaged, or smelling of smoke; any items that are not in at least very good or excellent condition.

#### **F. Weeding**

An up-to-date, attractive, and useful collection is maintained through a continuous review, evaluation, and weeding process. Replacement of outdated and obsolete items is dependent upon current demand,

usefulness, more recent acquisitions, cost and availability of newer editions. This ongoing process of weeding is the responsibility of the Library Director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

### **G. Potential Problems or Challenges**

Andrew Carnegie Free Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

### **H. Challenged Materials**

Although materials are carefully selected, differences of opinion regarding suitable materials will occur. Patrons requesting that material be withdrawn from or restricted within the collection may complete a [Challenge Form, which is available here](#). The inquiry will be handled by the Library Director. If the issue cannot be resolved at that level, it will be placed on the agenda of the next regular meeting of the Andrew Carnegie Free Library & Music Hall Board of Trustees.

*Revised December 2022*