

**Palmyra Public Library
Collection Development Policy**

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1. Mission Statement

The mission of Palmyra Public Library states, “We are committed to providing our community with the opportunity to read, discover, learn, and think by offering a current and growing collection of library materials, programs and services, serving the community with a friendly, knowledgeable and supportive staff, maintaining a pleasant, efficient, and secure location, and maintaining a reliable financial foundation.”

2. Purpose of the Collection Development Policy

The Collection Development Policy, approved by the Board of Directors, is one of the Library’s fundamental policy documents. It outlines the philosophies that create and shape Palmyra Public Library’s unique collection, the practices that maintain it over time and the guidelines that help the collection respond to community needs while protecting the collection from societal and political pressures. The Collection Development Policy ensures that over time, Palmyra Public Library’s collection will remain on course, reflecting the needs of Palmyra’s community, while creating unique experiences of meaning and inspiration for the individual patron.

3. Philosophy and Scope of the Collection

Palmyra Public Library collects materials, in a variety of popular formats, which support its function as a major information source for the community. The collection also serves the popular and recreational needs of the general public, and reflects the racial, ethnic and cultural diversity of the community.

Patron use is the most powerful influence on the Library’s collection. Circulation, patron purchase requests and holds levels are all closely monitored, triggering the purchase of new items. In addition to patron demand, selections are made to provide depth and diversity of viewpoints to the existing collection.

Inherent in the collection development philosophy is an appreciation for each patron of Palmyra Public Library. The Library provides materials to support each individual’s journey, and does not place a value on one patron’s needs or preferences over another’s. The Library does not endorse every idea or philosophy contained in the materials acquired; neither does it purposely avoid materials where ideas may be controversial or unpopular in the general community. The right for all opinions to be expressed and the community’s freedom of choice is paramount. Library materials will not be marked or identified to show approval or disapproval of the contents, and no cataloged item will be placed on closed shelves, except for the express purpose of protecting it from injury or theft.

Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests and lead to recognition and appreciation of literature. The reading and viewing activity of children is ultimately the responsibility of parents or guardians, who guide and oversee their own children's development. Palmyra Public Library does not intrude on that relationship.

4. Selection Criteria

Library materials selection is the responsibility of the Executive Director and under his/her direction can be delegated to staff who are qualified by education and/or training. Collection development staff use their training, knowledge and expertise along with the following criteria to select materials for the collection:

- Relevance to interests and needs of the community
- Extent of publicity, critical review and current or anticipated demand
- Current or historical significance of the author or subject
- Local significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
- Suitability of format to Library circulation and use
- Date of publication
- Price, availability and Library materials budget

5. Patron Recommendations

Patrons may request items the Library does not own. Each request is reviewed for inclusion in the collection or for loan through Interlibrary Loan. Staff determine the best method for delivery of materials using the selection criteria.

6. Requests for Reconsideration

Palmyra Public Library selects material using established criteria and full consideration of the varying age groups and backgrounds of patrons. Requests for removal of items from the collection may be made using a formal procedure outlined in Appendix 2.

7. Collection Management

Philosophy of Collection Management

The Library's collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Great care is taken to retain

or replace items that have enduring value to the community. Decisions are influenced by patterns of use, capacity of the shelf space and the holdings of other libraries in Lebanon County. Staff review the collection regularly to maintain its vitality and usefulness to the community.

Responsibility for Collection Management

Implementation of collection development policy and management of the collection is assigned to Library staff. Palmyra Public Library disposes of materials that have been withdrawn according to the criteria for weeding and withdrawal outlined below. Book sales allow the Library to resell and redistribute Library materials that are withdrawn from the collection or donated to the Library.

Criteria for Weeding and Withdrawal

The following criteria are used in selecting material for withdrawal:

- Damage or poor condition
- Number of copies in the collection
- Relevance to the needs and interest of the community
- Current demand and frequency of use
- Accuracy and timeliness
- Local interest
- Availability elsewhere including other libraries and online
- Deemed to be of an enduring nature

Gifts

Palmyra Public Library accepts donations of books and other materials. The Library retains the authority to accept or reject gifts. Library staff make all decisions as to the use, housing and final disposition of donations. The Library does not evaluate or appraise gift materials for tax purposes. The Library will provide receipts indicating the number of donated items upon request for gift books for tax deductions or other purposes.

Memorial and honor materials will be selected by the Executive Director or his/her designee. The nature of the material will be based upon the needs of the Library with consideration given to the interests of the honoree and the wishes of the donor.

Appendix 1:**Statements Endorsed by the Board of Directors**

The Palmyra Public Library Board of Directors endorses the American Library Association Library Bill of Rights (<https://www.ala.org/advocacy/intfreedom/librarybill>).

Appendix 2:**Procedure for Request for Reconsideration**

Library patrons requesting reconsideration and removal of items in the collection may submit a Request for Material Reconsideration form, which is available at the Library. The Executive Director will review the request in relation to the Library's mission and selection criteria and will reply within thirty days of receipt of the request. If the Executive Director's response is not satisfactory, the Library patron may appeal in writing to the Board of Directors. The item in question will not be removed from the shelf during the reconsideration process.