

The Mission of the Emmaus Public Library is to enrich our community and inspire lifelong learning by uniting people, ideas and information.

## **Collection Development Policy**

An informed and literate citizenry is essential to the future. The Emmaus Public Library functions as an information source for the community and provides a broad and relevant collection of materials for informational, educational, cultural, religious, and recreational purposes to people of differing ages, ethnic groups, lifestyles, and points of view, both in English and in other languages.

### **Collection Description**

The collection is divided into three main sections: adult, young adult, and juvenile materials, both print and non-print.

The adult print collection is divided into sub-sections including: new materials, non-fiction, fiction, large print, biography, short stories, paperbacks, oversize, periodicals and reference.

The young adult print collection is divided into sub-sections including fiction, non-fiction, and biography.

The juvenile print collection is divided into sub-sections including: fiction, non-fiction, biography, picture books, board books, easy readers, and paperback series.

AV materials include DVDs, audiobooks, kits, VOX books, the Great Courses, and music CDs.

Other collections include the language collection, the Shelter House collection, puzzles, museum passes, seeds, online databases, e-books and e-audiobooks, and e-magazines.

### **Mission and Vision Statement**

The Materials Collection Development Policy supports the mission statement of the Library.

### **General Selection Criteria**

For a well-rounded collection, librarians select materials based on local and national demand, professional and popular media reviews, recommendations from the public and other library staff, while also ensuring adequate availability of literary staples. Budget and space limitations require a focus on materials that appeal to a broad range of users, rather than the academic and highly technical works collected by universities and other research institutions.

The Library strives to select materials based upon the needs and interests of the community it serves. The following criteria apply to the overall selection of print and non-print materials:

- Author's reputation or significance
- Favorable review in one or more appropriate sources
- Long term value to the collection
- Significance of subject matter
- Suitability in size and relevance to the existing collection
- Relevance to community needs and interests
- Format and physical durability
- Cost

An item need not meet all of these standards to be included in the Library's collection. The choice of library materials by users is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or guardians.

### **Responsibility for Collection Development**

Direct selection of materials is delegated to the members of the staff who are qualified by education, training, and/or job classification to perform this duty such as the Adult Services Librarian and the Youth Services Librarian. The responsibility for the collection rests with the Library Director, subject to the policies and mandates of the Board of Trustees.

### **Collection Format**

Budgetary and spatial constraints play an important role. The library is required to spend 12% of its annual budget on library materials to receive state aid. Emmaus Public Library will purchase formats that are in demand and within the budget.

### **Material Donations**

The Library will accept donations of materials and gift funds to be used toward the purchase of materials. All selection criteria will be applied to the items prior to its addition to the collection. The Library reserves the right to refuse donations if they do not meet the Library's selection guidelines or objectives as seen in the Materials Donation Policy (see Appendix A). The Library also reserves the right to dispose of any donations at its discretion.

Gift Books to be designated as memorial or honorary will be purchased by the library to meet the requirements of the donor and the needs of the library at the discretion of the Director (see Appendix B).

## **Collection Maintenance**

Deselection: Deselection of material from the circulating collections is a vital part of successful collection maintenance. The same guidelines used for selection of library materials provide the underlying principles for deselection, for which EPL uses industry-standard MUSTIE (from the CREW Method Guidelines for Weeding).

Continuous evaluation is necessary to ensure that the Library's materials are useful and accessible. Items are regularly removed by librarians to keep the collection current, accurate, and appealing.

Authority of the work and author, quality of the publisher, currency of the material, condition of the item, number of additional copies of the title, availability of the materials from other libraries, relevance to the needs of the community, and format are all considered when removing materials from the collection.

Weeding will be done on a continual basis.

## **Preservation and Conservation**

The Library will take steps to prolong the life of materials when appropriate. Conservation and prevention steps will be taken to ensure the continuation of intellectual content and format of material and its optimal use. Steps taken will be:

- Minor repair
- Reinforcement
- Rebinding
- Cleaning of media
- Digitalizing

## **Request for Reconsideration of Materials**

Whenever an objection to the presence or the absence of any library material is made the following steps will be taken:

- All complaints will be directed to Library Director
- Complainant may fill out a Request for Reconsideration of Library Materials form (see Appendix C)
- Complainant may make an appointment with the Director, a Library Board Member and a Library Staff Member to review the request or material according to selection policy standards.
- Complainant will be notified of committee decision and reasons behind final actions.

The final responsibility for adding or withdrawing materials belongs to the Library Director. Materials subject to complaint will not be removed from the Library pending final action. The Emmaus Public Library supports the following articles:

- Library Bill of Rights, American Library Association Council as reaffirmed on January 23, 1996.
- The Freedom to Read Statement, American Library Association and Association of American Publishers as revised on January 16, 1991.

Adopted April 18, 2017

Amended January 21, 2020

## Appendix A: **Materials Donation Policy**

The EPL welcomes donations of books, DVDs, music CDs, and Books on CD that meet the needs of the library to either add to the existing collection or to be sold at the Friends of the EPL Book sales. Unfortunately we cannot accept all materials. Sometimes we need to turn away items which may still have value to someone, but not to us. We appreciate your understanding.

The following are guidelines for gifts and donations:

1. The Emmaus Public Library will gladly accept your donation of print and non-print items, 5 boxes at a time, if space allows.
2. Items must be donated during library hours. Items left unattended or in the book drop will be discarded.
3. Materials are evaluated based upon the Library's collection development standards. Selection decisions for donated material are at the discretion of Library staff only.
4. Once donated items are received by the Library, they become the property of the Library and cannot be returned; regardless of collection decisions.
5. The library is a 501C3 tax exempt organization. Receipts will be given for items donated and will be designated into 4 categories (Hardcover, Paperback, DVD or CD); however, the Library is prohibited from placing a monetary value on any donated material.
6. All donated items must be in good condition. Items stored in basements or attics are most likely unsuitable. Do not bring us damaged, dirty, moldy, worn, torn or in otherwise poor condition books; books marked with notes or highlights, books with detached covers or missing pages are also not accepted.

The Allentown Recycling center is open to all Lehigh Valley residents for disposal of items the library cannot accept (for more information please visit <http://www.allentownpa.gov/Public-Works/Recycling-Solid-Waste/Recycling-Drop-off-Center> )

### **MATERIALS WE CAN ACCEPT:**

Fiction hardcover and paperback books, Nonfiction hardcover or paperback books, Music CDs, Audio books on CD, DVDs.

### **MATERIALS WE CANNOT ACCEPT:**

Condensed books, Textbooks, Research Texts, Audio Cassettes, Videotapes, Magazines or Periodicals, newspaper and Encyclopedia sets.

Appendix B: **Gift Book Form**

## Emmaus Public Library Gift Book Donation Form

- ❖ Celebrate a special person with the gift of a book donation.
- ❖ Books can be given in honor of any special occasions; birthdays, holidays, school events, graduations and more.
- ❖ With your donation, the library will purchase an age-appropriate title to add to the juvenile, teen or adult collections.
- ❖ We will place a special bookplate in the book to honor your donation.

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Please fill out this form and bring it to the library's circulation desk or mail it with your donation check.

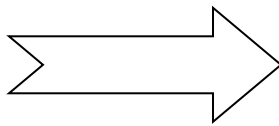
Your Name: \_\_\_\_\_

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

Your Phone Number or Email: \_\_\_\_\_

In Memory Of

In Honor Of



Name of Individual: \_\_\_\_\_

Choose a collection: Juvenile   Teen   Adult      Topic of interest: \_\_\_\_\_

Please notify Name: \_\_\_\_\_

Please notify Address: \_\_\_\_\_

Please make checks payable to "Emmaus Public Library" – we do not accept credit cards for gift books. For a minimum \$25 donation, a bookplate is placed in the material acknowledging the honoree and the donor. Contributions are tax-deductible. Thank you for your support and interest in donating!

**Emmaus Public Library**  
11 East Main Street  
Emmaus, PA 18049  
610.965.9284  
emmauspl@cliu.org

## Appendix C: **Request for Reconsideration of Library Materials**

The Board of Trustees of the Emmaus Public Library has delegated the responsibility for selection and evaluation of library resources to the Library Director and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in the process.

If you wish to request reconsideration of library resources, please return the completed form to the Emmaus Public Library, ATTN: Director, 11 East Main Street, Emmaus, PA 18049.

### **1. Material for Reconsideration**

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

Author/Performer: \_\_\_\_\_

Copyright Date: \_\_\_\_\_ Publisher: \_\_\_\_\_

### **2. Type of item on which you are commenting:**

Book  Textbook  Video  Display  Magazine  Library Program

Audio Recording  Newspaper  Electronic information/network (please specify)

Other \_\_\_\_\_

### **3. Grounds for challenge**

What brought this resource to your attention?

Did you read/view/listen to the entire item or a portion of the work?  All  Part

What concerns you about the item? (Use other side or additional pages if necessary)

What specific pages/sections illustrate your concerns?

### **4. Contact information**

Your Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Organization Represented (if any)? \_\_\_\_\_ Date: \_\_\_\_\_