



# Collection Development Policy

June 2017

## 1. *Mission, Vision, and Values*

Crafton Public Library is a resource center that is open to all and is designed to enrich life and strengthen community. Crafton Public Library will be a place that fosters a sense of community and provides opportunities for learning and creative expression that are open and inclusive. We will remain respectful of our community's rich traditions and history. Our values include:

Customer Service—We strive to provide a positive experience for our community.

Integrity—We ensure that our service reflects the mission and vision of the library.

Diversity—We welcome and respect all cultures, backgrounds, and lifestyles.

Teamwork—We encourage cooperative effort by all members to achieve our goals.

Commitment—We act in accordance with the ideals of Crafton Public Library and with all public libraries.

## 2. *About the Library and Its Community*

Crafton Public Library, a small library located in Crafton, Pennsylvania, grew out of a door-to-door book collection effort by the local Women's Club and Girl Scout troop in the 1930s. That same community spirit continues to live on in our library. With tremendous support and growth over the past 80 years prompting four moves and an expansion, today Crafton Public Library has more to offer than ever before.

According to the United States Census Bureau's 2010 Census data, Crafton Public Library serves a population of approximately 6,000 residents that range in age from under five to over sixty-five. The largest represented age group are those aged 50 to 59 at 21.3% of the population, and only 42.2% of Crafton's adults have a degree of higher education. So, lifelong learning for area adults is important in our library. However, another 20% of the population is made up of families with children under 18. Therefore, Crafton Public Library recognizes its responsibility to serve those in all stages of life. Since June of 1997, Crafton Public Library has been part of the eiNetwork, a collaboration of the Allegheny County Library Association and the Carnegie Library of Pittsburgh that connects and powers the more than 80 public library locations of Allegheny County. The eiNetwork provides internet access, maintains the library

computers, provides assistive technology, and maintains the shared online catalog of all eiNetwork libraries. This means that the collection of Crafton Public Library secondarily serves the surrounding county through this reciprocal borrowing agreement and shared catalog, and this must be considered in matters of collection development.

### ***3. Purpose of the Collection Development Policy***

The Crafton Public Library Collection Development Policy serves to outline, for both the staff and the public, the guidelines under which items are acquired for, maintained within, and removed from the collection. This policy helps to ensure that the collection remains current, in superior condition, and in alignment with the needs of the community and the values of the library.

### ***4. Scope of the Collection Materials***

The Crafton Public Library collection consists of approximately 23,000 informational, educational, recreational, cultural, and literary materials for all ages in a variety of formats including:

- Print: Books, magazines, newspapers, flyers, and pamphlets.
- Audiovisual: Films on DVD, audiobooks on CD, and music on CDs.
- Electronic: Downloadable eBooks, audiobooks, and music.

Due to limits on budget and available space, Crafton Public Library is unable to replicate the expansive collections of larger libraries. However, library card holders have free access to the millions of materials available through the eiNetwork.

### ***5. The Collections***

- Fiction
- Nonfiction
- Biography
- Music
- Audiobooks
- DVDs
- Periodicals
- Trade paperbacks
- Graphic novels
- Teen materials: Fiction, nonfiction, biography, graphic novels
- Children's materials: Board books, picture books, leveled readers, fiction, fiction series, nonfiction, biography, graphic novels, DVDs, audiobooks

## ***6. Criteria for Selection***

All materials are reviewed for the following criteria whether we are considering a purchase or receiving a gift or donation:

- Accuracy
- Currency
- Significance
- Requests or demand
- Relevance to existing collection
- Alignment to community needs
- Treatment of subject
- Format
- Cost
- Assessment of professional reviews
- Circulation trends
- Availability

These criteria are listed in no order. An item does not need to satisfy all criteria in order to be considered of value to the collection. If a donated item or gift does not satisfy the criteria for selection, Crafton Public Library retains the right to decide the ultimate fate of the item. This may include the book sale fundraiser, disposal, or another method as the Director sees fit.

## ***7. Criteria for Removal***

As a small library with great limitation on available physical space, Crafton Public Library must continually review material for removal as frequently as we are reviewing items for selection. Materials are reviewed for the following criteria when considered for removal:

- Subject is no longer accurate, current, or significant
- Damage or insufficient condition
- Number of available copies (both at Crafton and through eiNetwork)
- No longer aligns to the community needs
- Circulation trends

Again, these criteria are listed in no order. An item does not need to satisfy all criteria in order to be considered for removal. If an item is marked for removal due to damage or insufficient condition but is still of value to the collection in all other aspects, necessary efforts will be made to replace the item.

### ***8. Requests for Reconsideration of Materials***

Library patrons have the right to request that materials in the collection be considered for removal. Such requests should be made by submitting a Reconsideration Request form which can be found at the library service desk. The request will be reviewed by the Director in collaboration with the Board of Trustees, and a decision will be made within thirty days. Patrons should be reminded that Crafton Public Library endorses the Library Bill of Rights and the Freedom to Read Statement set forth by the American Library Association upholding the right of the individual to have access to information regardless of the origin, background, or views that materials may express.

### ***9. Responsibility for Collection Management***

Collection management procedures are implemented by the Crafton Public Library Staff, are managed by the Director, and are the ultimate responsibility of the Board of Trustees.