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Materials Selection Policy

Community to be served

Lower Macungie Library's primary service area includes the approximately 33,000 residents of the suburban communities of Lower Macungie Township and the Borough of Alburdis. All residents of these municipalities live in the East Penn School District. Residents of other townships and communities are welcomed as patrons in compliance with ACCESS PA regulations and Lower Macungie Library Board policy.

Philosophy and Goals

Lower Macungie Library supports the American Library Association Library Bill of Rights, as adopted on June 18, 1948 and amended 1961, 1976, and 1980 and the American Library Association Freedom to Read, originally issued in May of 1953 and revised in January 1972. (Please refer to the attached documents.)

Lower Macungie Library is a community resource center that provides materials and services to support the informational, educational, and recreational needs of the patrons it serves. The goals of the library are:

1. To provide a wide range of materials in a variety of formats that meet the interests of all members the community.
2. To encourage life long learning and life long use of the library.
3. To support individuals of all ages and backgrounds in their quest for independent learning.
4. To provide students, pre-school through post high school with resources that will support their education.

Objectives

1. Lower Macungie Library will make readily available current high interest, high demand formats for all persons of all ages.
2. Lower Macungie Library will develop a juvenile and young adult collection that fosters a love of reading and learning.
3. Lower Macungie Library will identify the information needs and interests of the community and provide current and appropriate materials relevant to these interests.
4. Where possible, Lower Macungie Library will work with the East Penn School District and other local educational providers to purchase materials that support the learning needs of the students.

These goals and objectives will be considered in developing the collection and will receive priority in the allocation of resources and funds.

Responsibility

Prior to the beginning of each fiscal year, the library director will determine how funds will be allocated among the library collections. These collections include adult and juvenile books, adult and juvenile reference, adult and juvenile periodicals, adult and juvenile AV, including audio tapes and audio CDs, videos, DVDs, music CDs, and databases. Other formats will be considered based on demand, feasibility, cost and availability of funds.

Circulation records, counts of reference questions and in-house use of materials, patron requests and an annual review of the collection by the director will be guidelines in the director's decision regarding allocation of funds.

The responsibility for the selection of materials rests with the library staff selected for collection development. Staff will recommend the purchase of materials that support the goals and objectives of Lower Macungie Library, adhere to accepted professional practices, and comply with the guidelines listed below. The library director will place the materials orders following the purchase order procedure.

Selection Guidelines

Main points considered in selection are:

- individual merit of each item
- popular demand
- suitability of material
- existing holdings
- budget

Materials will be selected for purchase:

- Based on positive reviews in professional library journals or in other authoritative works in a particular field or
- By actual examination and evaluation of the materials.

Other acceptable methods for selection include:

- Selection of materials due to high demand, such as best sellers, videos, audios, resources that support school projects, books of local interest.
- Selection of materials based on patron request, provided the work requested meets selection criteria.

Collection Management

In most cases titles will be selected and purchased on an individual basis. Exceptions include:

- Standing order plans will be established for materials that need to be updated yearly.
- Continuous order plans will be established to ensure cost effective and timely receipt of high demand materials.
- Leased books will be utilized to meet the needs for multiple-copy high demand adult fiction and nonfiction books.

Format

The library will attempt to have information available in a variety of formats including books, periodicals, audiotapes and audio CDs, music CDs, VHS and DVDs. Other formats may be considered based on the above listed criteria. Regardless of an item's popularity, the library may choose not to select it because it does not support the library goals and objectives, because it is not durable enough for extensive use, or because it would require extensive staff to maintain.

- Materials in the English language will be preferred. Materials in other languages will be considered if a demand is evident and resources are available.
- In general, hardbound books will be preferred over paper back books. In the case of juvenile series books, hardbound and paperback will be equally considered and purchases made based on availability.
- Textbooks will not be purchased.

Replacements

Replacement of lost or damaged materials will be considered based on the following criteria:

- Availability of the item for purchase.
- Coverage the library has on that subject.
- Age of the item. If the item has an old copyright date, the library may choose to replace the title with something more current.
- Demand for material in that subject area. If there is demand for that particular title or for titles in that particular subject area, the library may choose to replace the item.
- Significance of the work in its subject area (authoritative works)

Interlibrary Loan

Interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of the Library's collection, requested by patrons living in Lower Macungie Township and Alburty Borough.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Lower Macungie Library will make its collection accessible to other libraries and will loan its materials to those libraries through the same interlibrary loan network.

Donations/Gifts/Sponsorships

Donations of materials will be accepted according to specified guidelines. Once donated, all materials will be considered the property of Lower Macungie Library and will be disposed of in one of the following ways:

- item may be added to the collection
- item may be stored and held for sale
- item may be donated to another library or organization
- item may be discarded

A receipt will be provided, however, by law, library staff cannot set values for donated materials.

Monetary gifts, sponsorships and/or other financial support will be accepted. Upon request, gifts can be committed to the purchase of a particular item for dedication to an individual or group, with an inscription placed on the item according to the donor's directions.

Business sponsorships will be recognized on the library website.

Gifts of materials will be considered on a case-by-case basis.

Reconsideration of Materials

Objections to items in the collection must be submitted to the library director on the "Request for Reconsideration of Materials" form. The form must be completed in full. The item in question must be returned to the library and will be removed from the shelf until the library director can meet with the library board to review both the request and the item.

After evaluation the item will be returned to the shelf, restricted in use or removed from the collection.

The patron filing the request will be informed of the date and time of the board meeting at which the request is to be reviewed and will be informed in writing of the disposition of the request.

De-selection

Materials may be withdrawn from the collection at the discretion of director based on the following criteria:

- physical condition of the materials
- obsolescence of information
- user demand (circulation records)
- duplication of resources in the same format or subject area

Generally, materials that date rapidly will be replaced on a regular basis. Reference books that have been replaced with newer editions of the same item may be placed in the regular collection. Books and other materials that are considered antique or classics may be maintained in the library despite age and physical condition.

Items withdrawn from the collection may be

- Offered for sale to Library employees at used book sale prices
- Sold at the biennial used book sales held in the library
- Disposed of in accordance with local law, which permits recycling and/or discarding in the trash.
- Donated to a social service agency or nursing home at the discretion of the director.

No items will be removed from the collection for the benefit of a particular individual or group.

To preserve the ability to meet Library needs under changing conditions, the Lower Macungie Library Board reserves the right to modify, augment, delete or revoke any and all policies, practices and statements at any time without notice.