



Collection Development and Management Policy

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2.01: Definition and Purpose of Collection Development

Definition: Collection development is the process of building and maintaining the Memorial Library of Nazareth and Vicinity's collection of materials and resources. The collection development policy establishes the principles used by the Library in selecting, acquiring, evaluating, and maintaining information resources in all formats.

The materials collection, one of the library's major assets, is developed and managed to meet the majority of the cultural, informational, educational, and recreational needs of the library patrons in its service area. Library staff builds and maintains patron-focused collections by anticipating and responding to needs and expectations. Collection allocation decisions are based on budget limitations and specific goals. These goals are created with the following understandings in mind:

1. People of all ages are engaged learners who are supported by a dynamic and broad collection of materials and access to electronic resources.
2. People rely on libraries to meet their information and literacy needs through resources including essential collections, information services, readers advisory, and library programs.

Purpose: This policy both guides staff in and informs the public of the principles upon which collection development and management decisions are based. Collection development is the ongoing process of first assessing the materials available for purchase or licensing and then making the decision to retain them. This policy describes the role of collection development and management in creating a current and well-balanced collection for all current or potential library patrons. It defines the scope of the collection and provides a plan for the continuing development of resources. It outlines the relationship of collection development to the Library's goals and intellectual freedom principles.

2.02: Scope of the Collection

The Library collection offers a variety of materials and resources including, but not limited to, print, audiovisual, and electronic formats. The collection as a whole is defined as materials and resources selected by the Library to be either physically owned and accessed by patrons or made accessible to patrons electronically.

The Library collects, organizes, and makes available materials of significance and long-term value. The collection is continuously reviewed and revised to meet contemporary needs. Circulating collections are current and popular, not archival, nor are materials needlessly duplicated. Fiction collections reflect popular authors and trends, provide general coverage of subjects and reflect the characteristics of the community. Nonfiction collections provide comprehensive coverage of subjects and reflect the needs of the community. Materials are withdrawn from the collection to maintain the collection's usefulness, currency, and relevance. Withdrawn materials may be sold, discarded, or used in collaboration with other community organizations.

The Library Strives to meet the collection goals and mandates described in the current edition of the Pennsylvania Library Code, defined in 2.12.

2.03: Collection Management Development and Management Criteria – Selection Policy

As it evaluates potential items for addition to its collection, the Library should hold to the principle that carefully considered choice rather than censorship is its purview. To build a collection of merit, materials are evaluated according to one or more of the following criteria. An item need not meet all the criteria to be acceptable:

General Criteria:

- Present and potential relevance to community needs
- Viability of physical form for library use
- Suitability of subject and style for intended audience
- Cost
- Relation to other material on the subject within the existing collection
- Attention by reviewers in respected review sources and library publications
- Requests by the public

Content Criteria, Fiction:

- Skill, competence, and purpose of the author/s
- Representation of varying genres and trends
- Sustained interest
- Technical quality
- Vitality and originality
- Artistic presentation and/or experimentation
- Authenticity of history or social setting

Content Criteria, Nonfiction:

- Relevance and use of the information
- Skill, competence, and purpose of the author/s
- Authority
- Representation of diverse points of view
- Comprehensiveness
- Representation of varying movements, genres, or trends
- Currency
- Potential for sustained interest
- Clarity

Content Criteria, Audio Visual Media and Games

- Interest and popularity of media subject
- Similarity in content to previous positive circulation trends
- Positive reception via awards and reviews
- Sustainability of legacy of the media (i.e. TV shows with multiple seasons)
- Currency of technical platform
- Durability of physical object

Special considerations for electronic information sources:

- Ease of use of the product
- Availability of the information to simultaneous users
- Technical requirements to provide access to the information
- Technical support and training of staff
- Authority
- Remote as well as on-site access

While the Library does often consult patron requests when making purchasing decisions, requested materials are not guaranteed to be purchased for the collection.

2.04: Collection Responsibilities

Responsibility for the collection rests with the Library Director, who operates within the framework of this policy. Securing funds for materials is included in the Library's annual budget process. The Director delegates to assigned staff members the ability to interpret and execute this policy in daily operations. Staff provides continuity in collections through an organized structure for planning, budgeting, selecting, acquiring, and managing Library materials.

All staff members are invited to contribute to the development of the library's collection, driven by customer needs and expectations, by:

- Engaging in open, continuous two-way communication with patrons and other staff
- Handling all requests equitably
- Understanding and responding to demographic, societal, and technological changes
- Recognizing that materials of varying complexity and format are necessary to satisfy diverse needs
- Balancing individual and community needs
- Noting trends in reference questions and patron inquiries

The Library recognizes that the community has a role in shaping its collections and encourages the public to participate in the collection development process.

2.05: Intellectual Freedom

A democracy presupposes an informed citizenry, and the public library plays an integral role. The Library provides an impartial environment in which individuals and their interests are brought together, spanning the spectrum of knowledge and opinions. The American Library Association's Library Bill of Rights, defined in 2.09, the Freedom to Read, defined in 2.10, and Freedom to View, defined in 2.11, statements are included and considered in this policy.

Collection development and management decisions are based on the merit of the work as it relates to the Library's mission and its ability to meet the expressed or anticipated needs and interests of the community. Decisions are not made on the basis of anticipated approval or disapproval of the material. The inclusion of an item in the Library's collection does not represent an endorsement of its contents, nor are materials sequestered except for the purpose of protecting them from damage or theft.

The Library recognizes that materials may be controversial and any given item may offend some people. Only individuals can determine what is most appropriate for their needs and can define what material or information is consistent with their personal or family values. Individuals can apply those values to the use of library materials only for themselves. Parents and legal guardians have the responsibility for their children's use of library materials. The Library believes in and upholds the freedom of information and will not restrict a user's right to read, listen to, or view library material.

2.06: Access to Collection Materials

All circulating library materials are available to all patrons. "Circulating" refers to all items that may be checked out by valid library cardholders. Access to open stacks materials is ensured by the way these materials are organized, managed, and displayed, as well as through staff interactions. Access to closed stacks or storage materials is ensured through staff interactions and delivery of said materials to patrons upon request. Certain delicate Special Collections and Archival materials may be closed to patrons due to condition concerns. These materials are marked as such.

The Library organizes its collection through a standard cataloging and classification system. Staff is available to assist patrons in the selection and location of desired materials. The library participates in interlibrary loan networks to provide materials not in the collection to patrons. Electronic resources are made accessible through web-based environments.

To ensure equitable and efficient access, materials may be subject to use limitations. Remote online access to the library catalog and electronic resources is provided within technical, budgetary, and licensing constraints.

2.07: Reconsideration of Library Materials

Individuals may request reconsideration of an acquisitions decision by submitting a written Request for Reconsideration of Library Material (Section 2.09) to the Library Director. Only confirmed library cardholders in good standing may submit a Request for Reconsideration.

Once a Request for Reconsideration form is filled out and submitted by a patron on behalf of an item in the library's collection, said item will be considered "challenged." Challenged items will be retained in the library's collection with no changes to their availability status until the Reconsideration Committee reaches a decision, which is final. The Reconsideration Committee is defined as a committee composed of the following members:

- The Library Director or qualified appointed substitute
- A librarian on staff with experience in the target age demographic and genre of the material being challenged
- A minimum of 1 Library Board member
- A community member, not from another library system, appointed by the Library Board to serve on the committee. Such committee members will serve on a rotating schedule

This Reconsideration Committee will carefully review all reconsideration requests, and in doing so will consider the following:

- The material in its entirety
- Attention by reviewers in respected review sources and library publications, as available
- The Collection Development Policy
- The Library Bill of Rights
- The Right to Read and the Right to View from the American Library Association
- American Library Association's guidelines on intellectual freedom.

Only one Request for Reconsideration will be handled by said committee at a time, and all formal requests will be reviewed on a first come, first served basis. The Reconsideration Committee and the library as a whole take each request seriously. However, due to time constraints such as other Reconsideration Requests being handled, the time it takes for each individual committee member to view or read the challenged material in its entirety, and general scheduling challenges, formal Reconsideration of Library Materials requests may take several weeks or more to be addressed.

The patron who submitted the initial Request for Reconsideration of Library Materials form will receive written notice by certified mail when the request has been submitted, as well as an explanation of the timeframe of the process moving forward. Patrons may record a 5-minute video to plead their case for reconsideration to the Library Director, via email, to be shown to the Reconsideration Committee.

A patron may submit only two Request for Reconsiderations forms for separate items within a calendar year. An item within the library's collection may be challenged by only one person via one submission of a Request for Reconsideration of Library Materials form within three calendar years. However, a person may submit the form on behalf of a group, and must disclose so on the form.

The Reconsideration Committee will review only one Request for Reconsideration at a time. This ensures each Request for Reconsideration is given ample time and attention to be reviewed.

The patron who challenged the item will receive a notice by certified mail once the Reconsideration Committee has reached a decision as to whether the request has been met or denied. They will also receive a copy of this Collection Development Policy to review. If the request is met, the item will be removed from the library's collection, and either donated toward the library book sale or sent to recycling, depending on the condition of the material. If the request is denied, the item will remain in the library's collection. Upon appropriate occasions, an item challenged by a Request for Reconsideration form will be removed from its current shelving location and placed in an alternative one.

A record will be kept of all library materials challenged, available upon request. All decisions of the Reconsideration Committee are final.

2.08: Reconsideration of Library Materials Form

Request for Reconsideration of Library Material

Patrons must fill out this form and submit it to the Library Director in order for their reconsideration request to be considered. Questions marked with a (*) are required; incomplete forms will not be considered.

Patron Information

Patron Name*: _____

Patron's Address*: _____

Patron's Email: _____

Patron's Phone*: _____

Patron is located (check one)*:

- ☐ Within Nazareth Boro, Bushkill Township, Lower Nazareth, Lower Nazareth
- ☐ Other location within Northampton County
- ☐ Outside Northampton County

Are you familiar with our Collection Development Policy?*: _____

Form Questions

Title of work being reconsidered*: _____

Author/presenter of work (if applicable): _____

Format of work (check all that may apply)*:

- ☐ Book
- ☐ DVD
- ☐ Audio
- ☐ Music CD
- ☐ Magazine/Journal
- ☐ Video Game
- ☐ Electronic
- ☐ Other (Specify): _____

Target age demographic of work as you understand it (check one):

- ☐ Adult
- ☐ Adolescent
- ☐ Juvenile

Patron is submitting this form on behalf of*: ☐ Self ☐ Group (please specify): _____

1. What exactly do you object to in this material? Please be specific, i.e., cite pages if possible. Use additional paper if necessary.*

2. Did you read or view the entire work? If not, what specific pages did you read or view?*

3. How did you come across this material?*

4. What are the qualities of merit in this material?

5. Do you have any additional comments you would like to make about this material?

6. What action would you like to be taken with this material?*

Date: _____ Signature: _____

Thank you for your comments. This request will be reviewed by the Reconsideration Committee on a first come, first served basis. You will be notified via certified mail when your request has been submitted, when it is under review by the Reconsideration Committee, and when a decision has been made. The nature of the request will become public; however, all your personal information will remain confidential.

2.09: Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

A history of the Library Bill of Rights is found in the latest edition of the [Intellectual Freedom Manual](#).

2.10: Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to

maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the author's personal history or political affiliations.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people that creates lists of writers to whom it will not listen can flourish.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals

must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004

2.11: Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

2.12: Public Library Code, 24 C.S. §§9301 to 9376

The Library Code, passed in 1961, set up a system of local libraries, district library centers and regional resource centers. It provides state money to support this system and to stimulate local funding of public libraries. The Library Code defines what a public library is and how it is governed, including the responsibilities of the library's board.

The Public Library Code, passed November 1, 2012, is a continuation of the act of June 14, 1961, known as The Library Code.

Title 22 of the Pennsylvania Code contains the regulations that implement The Library Code. These regulations, which have the force of law, contain the Basic and Minimum Standards, System Standards and District Library Center Standards, the Certification Regulations and others. The Library Code should be read in tandem with the Pennsylvania Code regulations in

order to understand the intent of the law and how it is implemented on a local library, system or district level.

Other laws also impact libraries. They are the Retention of Library Property Law, the Library Theft Act, the Obscene and other sexual materials from the PA Consolidated Statutes, and the Child Internet Protection Act.

[Public Library Code, 24 C.S. §§9301 to 9376](#)

Title 22 of the Pennsylvania Code

PART IX. [State Library and Advisory Council on Library Development](#)

Subpart A. [State Library](#)

Chapter 131. General Provisions; State Aid [HTML](#)

Chapter 133. Certification of Library Personnel [HTML](#)

Chapter 135. Library Traineeships [HTML](#)

Chapter 137. Use of the State Library [HTML](#)

Subpart B. [Advisory Council on Library Development](#)

Chapter 141. Plans for the Use of State Aid [HTML](#)

Chapter 142. Grants for Public Library Facilities [HTML](#)

Chapter 143. State Document Depositories [HTML](#)

- [18 Pa. C.S.A. §6708 Retention of library property after notice to return](#)
- [18 Pa. C.S.A. §3929.1-3929.2 Library Theft](#)
- [18 Pa. C.S.A. §5903 Obscene and other sexual materials and performances](#)

[Child Internet Protection Act \(CIPA\)](#)

Funding for Public Libraries

- [Fiscal Year 2011-12](#) Section 2318 of the Public School Code of 1949, Act of March 10, 1949, P.L. 30, as amended, 24 P.S. § 23-2318
- [Fiscal Year 2012-13](#) Section 2319 of the Public School Code of 1949, Act of March 10, 1949, P.L. 30, as amended, 24 P.S. § 23-2319

Revision Record

Version	Revision Date	Summary of Changes	Editor
1.0	2010	Creation	Library Director
2.0	2014	Revisions	Library Director
3.0	March 3, 2023	Evaluation and research	Library Staff and Library Director
3.1	September 29, 2023	Revisions to Section 2.01	Library Staff and Library Director
3.2	October 5, 2023	Revisions to Section 2.03	Library Staff and Library Director
3.3	October 31, 2023	Revisions to Sections 2.04 – 2.06	Library Staff and Library Director
3.4	November 1, 2023	Revisions to Section 2.07	Library Staff and Library Director
3.5	November 6, 2023	Review	Collection Development Policy Committee
3.6	November 13, 2023	Minor edits recommended by the review policy	Collection Development Policy Committee
3.7	December 12, 2023	Adopted by the library board	Library Director