

## Collection Development Policy

The purpose of this policy is to standardize decision-making for Lycoming County Library System (LCLS) staff by establishing goals and priorities to assist staff in selecting resources, evaluating the collection, and maintaining the collection's currency, relevancy, and usefulness to the community. The collection development policy also serves to guide staff in using the library's financial resources effectively in order to fulfill the present and evolving needs and/or wants of the population. Should the purpose or quality of the collection come into question, this document will serve to explain the motivation behind selection decisions.

The LCLS strives to maintain materials representing all sides of an issue in a neutral and unbiased manner. The existence of a particular viewpoint in the collection is an expression of the library's policy of intellectual freedom, not an endorsement of that particular point of view. The library provides service to all within the framework of its rules and regulations and does not knowingly discriminate in its material selection regarding race, creed, sex, occupation or financial position.

The LCLS endorses the [Library Bill of Rights](#), the [Freedom to Read Statement](#), and the [Freedom to View](#) statements of the American Library Association.

### Community Served

The Lycoming County Library System comprises six member libraries, three outreach vehicles, and two LINK locations. In the 2020 census, the population of the county was just over 114,000 residents. While much of Lycoming County is rural, the system headquarters, the James V. Brown Library, is found in the urban center of Williamsport. The residents of the Lycoming County Library System represent a blend of educational, culture, and economic backgrounds. These residents have a variety of interests, needs, and values. The LCLS provides services to fill the wide-ranging needs of its users.

### Collection Description

Collection Development includes the planning, selection, acquisition, cataloging, and removal of library materials. As of 2023, the System collection includes approximately 367,000 items in the Integrated Library System. This number does not include all items available for electronic use, such as digital magazines, ebooks, eaudiobooks, and database subscriptions. Physical Library materials include, but are not limited to the following: books, periodicals, government publications, local history works, microfilm, audiobooks, music CDs, video games, board games, toys, and puzzles.

As per [Pennsylvania Code](#), each library is required to spend at least 12% of their annual budget on purchasing new materials to qualify for state aid. The responsibility for the fulfillment of this requirement rests with each Member Library's Director and Board of Trustees, with whom fiduciary duty rests.

## **Responsibility for Collection Development**

Direct selection of materials is delegated to Member Library staff who are qualified by education, training, and/or job classification to perform this duty. The responsibility for the fulfillment of this requirement rests with each Member Library Director, subject to the policies and mandates of the library's Board of Trustees.

## **Selection Criteria**

Library materials are selected on the basis of informational, educational, cultural, and recreational value. These materials are selected in compliance with the mission and goals of the Member Library. Each library strives to build a collection that reflects a diversity of lived experiences including but not limited to race, ethnicity, or cultural background.

The following general criteria will be used in selecting materials for addition to the collection:

- Importance and value to the collection and community needs/interests
- Significance of the subject matter
- Current appeal and popular demand
- Favorable review in standard selection source(s)
- Authority of author(s), editor(s), or publisher(s)
- Suitability in size and relevance to the existing collection
- Local interest
- Authority, accuracy, and artistic quality
- Format and physical durability, including clear presentation and/or readability
- Availability of information elsewhere in the libraries or via reliable online resources
- Cost and budgetary constraints
- Duplicate copies of particular items may be purchased under certain circumstances, including, but not limited to multiple hold requests or summer learning requirements

Patron recommendations are welcome and will be considered using the same criteria as other purchased materials. A digital '[Request for Purchase](http://lycolibrary.org)' form is available at [lycolibrary.org](http://lycolibrary.org). Titles will be evaluated on their own merits, considering relations to the collection as a whole. The first priorities of acquisition are (1) to select the best new titles and (2) to replace or duplicate older titles which are considered valuable or high-interest. The collection will include materials for recreational reading, titles that have lasting value ("classics"), and sources of information covering a wide range of knowledge and interests. Professional selection aids such as Library Journal and School Library Journal will be consulted as needed in the selection process.

Teen materials selection will focus on the 12 to 17 year age range. Titles held in the children's or adult collections may also be included in the Teen collection if they are of an exceptional nature and have a wide range of appeal. For children's books, special consideration will be paid to illustrations, size of print, and vocabulary development as well as the physical qualities of the book.

## **Local Authors**

Authors and creators who live within Lycoming County, or whose works are based in Lycoming County, may donate one copy of their material for possible inclusion in the library's collection.

LCLS will review donated materials, but does not guarantee inclusion in the collection. Local authors must adhere to the following parameters:

- LCLS will only accept physical formats, like books or DVDs, in new condition
- Materials must be bound and formatted for durability and circulation
- Multiple copies of the same title will not be accepted for the collection unless demand recommends duplicate
- Materials are subject to the same inclusion and retention guidelines as other library materials
- LCLS will not provide professional reviews, promotion, or marketing on a local author's work
- As with all donations, materials become the property of the Library System. LCLS is unable to contact donors about the status of a donated title nor return it should it be excluded from the collection

## **Gifts, Memorials, and Donations**

The Lycoming County Library System encourages and accepts gifts of materials with the understanding that items are added to the collection only if they meet the same standards required of purchased materials. Gift materials not meeting those standards, those that are out-of-date, unneeded duplicates of items already owned, those in a form/format unsuitable for library use, and those that are in a condition not suitable for circulation are given to other organizations, sold, or discarded.

Additionally, gifts for memorial purchases may be accepted and reasonable efforts made to purchase in areas requested by the donor. For such purchases, bookplates commemorating the donation will be placed in the items. For all gifts, a letter for tax purposes may be sent or given to the donor at the discretion of the member library where the donation was given. The letter acknowledges receipt of the gift only; it does not set a value on the gift. No other conditions may be imposed relating to any gift, donation, or memorial either before or after its acceptance by the library. When a gift is no longer needed, it is disposed of in the same manner as material purchased.

The Libraries do not accept storage responsibility for documents or objects owned or controlled by other groups or individuals. Libraries do not accept temporary loans of materials.

## **Reference Materials**

The System has made a strategic decision not to invest in print reference material. Preference is given to digital options that update regularly.

## **Local History Collections**

Member Libraries may offer a selection of materials of local interest, including, but not limited to, school year books or business directories. These materials may have special policies pertaining to their accessibility, upkeep, and weeding.

## **Interlibrary Loan**

Interlibrary Loan (ILL) is the process where the Library receives or sends materials outside of the System collection. ILL services should be used only to obtain materials that are outside the scope of the local collections and/or unavailable through the Lycoming County Library System, with the following considerations:

- Patrons may only have five active ILL requests at a time
- Patrons with overdue ILL materials are barred from borrowing other materials
- Renewal requests must be submitted to the ILL department ([ill@jvbrown.edu](mailto:ill@jvbrown.edu)) at least three days before they are due
- A request for renewal will only be submitted one time and renewals are dependent on the owning institution
- Patrons are responsible for the fees or fines accrued through the use of Interlibrary Loan services
- Patrons who do not adhere to this policy may have their ILL borrowing privileges suspended at the discretion of the System Administrator

There is no guarantee that a requested item can be obtained. In compliance with the *Pennsylvania Interlibrary Loan Guidelines, 2011*, the Lycoming County Library System will not request materials from outside LCLS that fall into the following categories:

- Best sellers
- Titles published within the past six months
- Titles in recurring demand
- Titles owned by a Member Library, unless long overdue or declared missing
- Multiple copies of individual titles in order to support book clubs, reading groups, etc.
- Whole issues and/or volumes of periodicals and journals (requests for photocopies of articles are permitted)
- More than five (5) articles from five (5) issues of the same periodical or journal title, unless a subscription to the title has been placed or copyright royalties have been paid
- Course materials, including textbooks and course reserves
- Licensed computer software data-files

In addition, requestors should be aware that some categories of material are frequently difficult to obtain; borrowing these may involve prolonged delivery times. The System will not request items that require payment to borrow.

## **Mending and Repair**

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

- Minor repair
- Reformatting
- Replacement
- Reinforcement
- Cleaning of media

In determining titles which should be considered for mending, the following criteria are used:

- Value and the use of the title
- Possibility of replacement
- Cost of mending versus cost of replacement

### **Weeding and Withdrawals**

Weeding, the continual process of removing materials, helps keep the collection relevant and accessible to our communities. Materials that are worn, damaged, outdated, duplicated, no longer accurate, or no longer used may be removed from the collection. Rarely is a single criterion used to determine whether an item should be withdrawn. These decisions are made on a combination of criteria, staff experience, and an understanding of community needs.

### **Statement of Concern of Library Resources**

The LCLS Board considers all materials selected under this policy to be protected under the First Amendment of the United States Constitution, however recognizes the right of individuals to question materials.

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

- Complainants must fill out a 'Request for Reconsideration of Library Resources' form (see appendix A).
- Completed form will be given to the Library Director, who will notify the System Administrator.
- The Library Director and System Administrator, along with a System Library Board Member will form an ad hoc Review Committee to review the complaint as it relates to selection policy standards.
- Complainants will be notified of committee decisions and reasons behind final actions. The final responsibility for adding or withdrawing materials belongs to the Library Director.

Materials subject to question will not be removed from circulation pending final action.

Approved by the Lycoming County Library System Board of Trustees, October 10, 2023.

**Appendix A:  
Statement of Concern of Library Resources  
Lycoming County Library System**

The Lycoming County Library System has established procedures to address concerns about library materials made by Lycoming County residents. This form is the first step. Please answer each question as completely as possible and return this form to either the Director of the owning library or to the System Administrator, James V. Brown Library, 19 E. Fourth Street, Williamsport, PA 17701. Designated library staff will consider your statement. After review, you will receive a letter communicating the decision of the Library System. This review will occur within 45 business days of receipt of your statement of concern.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Library Card # \_\_\_\_\_

Complainant represents:

\_\_\_\_\_ Themselves

\_\_\_\_\_ An Organization (please name organization) \_\_\_\_\_

Material to be reconsidered

Book  DVD  Compact Disc  Other

Author: \_\_\_\_\_

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

1. Did you read/listen to the entire item?  YES  NO  
If not, what parts did you examine?

2. To what in the book or other item do you object? (Please be specific; cite pages. Use additional pages if necessary)

3. What do you feel might be the result of reading/hearing this item?

4. For what age group would you recommend this item?

5. Is there anything good about the item?

6. What do you believe is the theme and purpose of this item?

7. What other book or item of equal or superior literary quality, serving substantially the same purpose, would you recommend in place of this?

Signature of Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

FOR STAFF USE ONLY: Received by: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_