

# Collection Development Policy

## Introduction:

The Collection Development Policy (CDP) is a dynamic document that outlines collection-building principles, strategies, and guidelines for the purpose, content, growth, and development of Lancaster County Library's collections and information resources.

The CDP will:

- Focus on alignment of resources with strategic priorities and the vision of the organization.
- Provide a balanced approach to collection management.
- Set standards for the selection and weeding of material.
- Outline preferred formats of material held in the collection and any access conditions.
- Provide guidelines for archival functions.
- Define collections as organizational assets and provide an accurate framework for official asset valuation.

## Policy:

### Selection Principles

The Lancaster County Library collection may include core and supporting materials. The library strives to provide collections that represent a broad spectrum of information, while supporting an opportunity for lifelong learning for our patrons. As we add to our collection, we consider the needs of all patrons without regard to race, gender, sexual orientation, religion, ability, age, national or ethnic origin, language, citizenship status, socioeconomic status, or political affiliation.

Purchases can be made upon request and are subject to approval by the library administration. The Library will arrange the acquisition of the item at the best price available.

### Selection Criteria

- Relevance to strategic direction and vision of the library.
- Authority and date of publication.

- Value for money (determined by several factors including cost and access).
- Enduring value and relevance.
- Comprehensiveness and depth of treatment.
- Representation of a range of views and diversity of viewpoints.
- Consideration of the overall balance of the library's collection.

### **Selection Sources**

**Subject to Selection Criteria and Preferences, items will be selected for acquisition from the following sources:**

- Patron suggestions and requests.
- Reviews in reputable journals, commercial reviews, publishers' brochures, websites, and published references.
- Specific subject searches in areas of emerging importance, using subscription databases, and other resources.

### **Responsibility for selection**

**Librarians will have day-to-day responsibility for the collection, including the implementation and review of the CDP and any work procedures in this area. Ultimate decisions for collection policy rest with the Library Board.**

### **Donations & Gifts**

**Relevant donated items of books, audiobooks, and DVDs are a valuable addition to the collection. Individual donors are advised of the conditions of inclusion at the time of making the donation. Unsolicited gifts or donations are assessed for inclusion in the collection under the same selection criteria as purchased material.**

**Donations that do not meet these criteria are disposed of at the discretion of the library. Those given to the Del Webb Friends of the Library are used for their book sales. Money earned by the Friends is returned to the library to purchase new books and fund library program initiatives.**

**The library does not accept the following donations:**

- Encyclopedias
- Dictionaries
- Textbooks
- Large quantities of magazines
- Books in poor condition

**Donors can obtain a tax donation receipt that states the number of items donated but not the value of the donated items.**

**The library welcomes monetary gifts, bequests, and memorial or honorary contributions. Monetary contributions will be used per the request of the donor provided the request complies with the policies of the library system. Monetary gifts given without restrictions will be used to purchase library materials or equipment, to fund programs, or in other ways that the Library Director or Library Board deems appropriate. The library reserves the right to decline any gift or donation.**

## **Withdrawal and Deselection**

**To maintain a relevant and up-to-date collection, library staff will continually evaluate existing materials and remove those items that no longer benefit the collection. Deselected items will be withdrawn from the collection following the library's procedures. Reasons for deselection may include:**

- **Damage to the item**
- **Misleading or factually inaccurate information**
- **Outdated or irrelevant content**
- **Poor circulation, no longer in demand**
- **Space limitations**
- **Electronic subscription services that have exceeded their cost/benefit ratio, are not used, or have been replaced by a different service.**
- **Challenged books will be reviewed by the Library Board upon submission of the Material Review Form. Challenged books will only be removed from library shelves upon the majority decision of the Library Board.**

**Deselected items may be made available to other libraries or other organizations as appropriate. Materials containing sensitive or internally published information will not be offered to other organizations but will be destroyed according to appropriate security/privacy policies.**

## **Lost/ Missing Items**

**Patrons are responsible for the items they borrow, as outlined in the Circulation Policy.**

**The Library replaces lost/damaged items based on the following criteria:**

- **Demand for the specific title.**
- **Number of copies available in the consortia.**
- **Adequacy of coverage by other items.**
- **Currency & availability of replacement copy.**
- **Cost of replacement.**

## **Collection Review and Evaluation**

**Lancaster County Library evaluates its collection continually as we respond to changes in patron demand, strategic priorities, and organizational focus.**

- **An annual review of serials will be undertaken by the Library based on relevancy, usage, and costs.**
- **As resources permit, the library will run reports to determine the circulation history of items, evaluate the physical condition of the collection, and examine the publication dates of items to determine which items will be weeded from the collection.**
- **The CDP is a dynamic document that will be reviewed periodically to ensure it remains relevant and aligned with the library's strategic framework and its vision and mission.**
- **Minor changes to the CDP may be made by the Director at any time, but any such changes will be submitted to the Lancaster County Library Board for ratification and review.**

