

# Reading Public Library

## Audiovisual Collection Development Policy

Revised and Approved 11/20/2023

### 1. Definitions

Collection development includes the planning, selection, acquiring, cataloging, and weeding of audiovisual materials.

### 2. Purpose and Objectives

Reading Public Library (RPL) selects, organizes, and preserves a wide variety of materials and makes them freely and easily available to all individuals in the community. Popular book titles will be added to the collection in audiobook and digital format. Popular entertainment films will be regularly added to the collection in DVD and digital format. Non-entertainment titles will likewise be added. Music of all kinds will be added in CD and digital format.

Collection development is the means by which the professional Library staff, using suggestions by patrons, tries to provide the best possible collection of audiovisual materials with the financial resources available. The input of our patrons is vital to the collection development process; request forms for titles that a patron wishes RPL add to the collection are available at the reference desk, at each branch, and on our website.

Audiovisual materials are vital to the Library collection for numerous reasons. The Americans with Disabilities Act requires that Public Libraries make available items to meet the needs of visually and reading impaired patrons within our community. Audiobooks and music are especially popular with patrons who wish to listen to such items while commuting to work. Movies are important both for recreational purposes (entertainment titles) as well as for educational purposes (documentaries, how-to videos, etc.).

### 3. Selection Criteria

The following general criteria will be used in selecting audiovisual materials:

- 1) importance and value to the collection and to patrons
- 2) popular demand
- 3) cost and budgetary constraints
- 4) significance of subject matter [for non-fiction materials more so than fiction]

#### 4a. Audio Materials

Audio materials are a vital part of RPL's collection. Unabridged versions of audiobooks will be procured whenever possible. Foreign language learning is another subject which features a variety of items in audio format. Music will be regularly added to RPL's collection. Attention to the artistic merit, sound quality, and critical reception will serve as factors in determining which recordings will be added.

#### 4b. Movie Materials

Movies are very popular with Library patrons. Popular entertainment titles are in especially high demand, but educational, cultural, and informational titles are also regularly requested. Movies featuring subtitle capacities, particularly in Spanish, will be given consideration before titles without such capacities.

### 5. Gifts and Donations

RPL gratefully accepts gifts and donations. RPL reserves the right to evaluate all gifts and donations in accordance with the criteria applied to purchased materials. Those that do not meet RPL's objectives and policies may be refused. No conditions may be imposed relating to any gift or donation either before or after its acceptance by RPL.

### 6. Responsibility for Selection

The ultimate responsibility for materials selection and collection development rests with the director, who operates within the framework of policies determined by the Board of Trustees. Professional Library staff under the general supervision of the director accomplishes the selection of audiovisual materials.

### 7. Weeding and Withdrawal of Materials

Weeding of the audiovisual collection is an ongoing process directly related to collection development. Materials which are worn, damaged, outdated, duplicated, inaccurate, or no longer used may be withdrawn from the collection. RPL's professional staff, under the general supervision of the director, will be responsible for said weeding.

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

The Board of Trustees considers all materials selected under this policy to be protected under the First Amendment of the United States Constitution. If a patron claims that a particular item is not constitutionally protected, the burden of proof rests with that patron.

The Board of Trustees recognizes the right of individuals to question materials in the Library collection. Whenever a patron objects to the presence or absence of any Library materials, the complaint will be given due consideration. The patron will be able to obtain a "Request for Reconsideration of Library Materials" form at the Reference desk of the Main Library or any of its three branches. Reasons for exclusion or removal must be clearly outlined in this form. This completed form will be given to the Library Board. A decision will be made regarding whether or not to withdraw the material within a reasonable amount of time. A written response with reasons for the decision will be given to the patron. Materials subject to question shall not be removed from use or circulation until the final action on the complaint.

#### Policy History:

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