

Reading Public Library

Collection Development Policy Electronic Materials (eMedia)

Reviewed and Approved 11/20/2023

1. Definition

- Collection Development includes the planning, selection, acquiring, cataloging and weeding of electronic library materials.

2. Purpose and Objectives

- a. The goal of the Reading Public Library is to select, organize, preserve digital materials, and make these freely and easily available to all individuals in the community. The primary goal of collection development is to provide the best possible collection with the financial resources available. The decision to select any item for the collection is based on demand, anticipated need, and the effort to maintain a wide and balanced collection.
- b. The library patron plays an important part in the selection process. An individual request from a patron may be honored if the request conforms to the guidelines outlined in this policy statement.
- c. The library strives to maintain materials representing all sides of an issue in a neutral, unbiased manner. Selection of materials by the library does not mean endorsement of the contents or views expressed in those materials; the existence of a particular viewpoint in the collection is an expression of the library's policy of intellectual freedom. 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.
- d. The Reading Public Library endorses the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement of the American Library Association.

3. Selection Criteria

- a. Library materials are selected on the basis of recreational, informational, educational and cultural value. These materials are selected in compliance with the mission and goals of the library. The following general criteria will be used in selecting materials for addition to the collection. The item need not meet all criteria in order to be acceptable. An emphasis will be placed on developing and maintaining a popular, patron demand driven collection.
 - i. Current and anticipated needs and interests of the public
 - ii. Suitability of subject and style for intended audience
 - iii. Evaluations in review media – this may include authoritative review journals and popular reviews from a variety of sources

- iv. Accuracy and timeliness of content
- v. Author's, artist's, or publisher's qualifications and/or reputation
- vi. Contribution of a work to the diversity or breadth of the collection and its relation to other materials on the subject
- vii. Representation of unique or controversial points of view
- viii. Receipt of, or nomination for, major awards or prizes, or inclusion of the title in standard bibliographies or indexes
- ix. Quality of productions
- x. Requests by the public
- xi. Affordability
- xii. Availability for purchase by libraries

b. Special considerations for electronic materials:

- i. Ease of use
- ii. Availability of the material to multiple, concurrent and/or remote users
- iii. Ownership of material preferable over subscription or access
- iv. Technical requirements to provide access to the material
- v. Technical support and training

4. Gifts and Donations

- The library accepts gifts and donations, and will purchase memorials. Evaluation of all gifts, donation and memorial requests is in accordance with selection criteria.

5. Responsibility for Selection

- The ultimate responsibility for materials selection and the development of the library collection rests with the Library Director, who operates within the framework of policies determined by the Board of Trustees. Professional library staff members, under the general supervision of the Director, accomplish the actual selection of materials.

6. Weeding and Withdrawal of Materials

- The withdrawal of materials, also called weeding, from the collection is an ongoing process directly related to collection development. Electronic Materials that are outdated, no longer accurate, no longer used, or possibly expired may be removed from the collection. The professional staff of the library, under the general supervision of the Director, will be responsible for the weeding of the collection.

7. Complaints or Requests for Reconsideration of Materials

- a. 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.

- b. 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 the three branches. Reasons for exclusion or removal must be clearly outlined on 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 period of time. A written response with reasons for the decisions 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:

Adopted 12/19/11

Reviewed and Accepted 12/17/2012

Reviewed and Accepted 12/15/2014

Reviewed and Accepted 12/21/2015

Reviewed and Accepted 12/19/2016

Reviewed and Accepted 11/20/2017

Reviewed and Accepted 12/17/2018

Revised and Approved 12/16/2019

Revised and Approved 11/15/2020

Reviewed and Approved 11/15/2021

Reviewed and Approved 10/17/2022