

Reading Public Library

Spanish Collection Development Policy

Revised and Approved 11/20/2023

I. Community Served

According to the 2020 Federal Census, the population of Berks County is 428,849 and the City of Reading is 95,112. Reading's Hispanic population is significant, with 63,725 people or 67% identifying as Hispanic. These statistics indicate a clear need for the Reading Public Library to actively collect materials in the Spanish language to primarily serve the needs of those patrons who do not read or speak English as a first language.

II. Definitions

Collection development includes the planning, selection, acquisition, cataloging, and weeding of library materials. At the present time, the majority of Spanish-language materials are confined to monographs in fiction and non-fiction, with a greater emphasis on non-fiction titles. The Library will subscribe to a variety of Spanish language newspaper and magazines to meet popular demand. Audiovisual materials in Spanish are also ordered.

III. Objectives

The Hispanic community of Reading is one of great diversity; some members are Spanish-speaking only, others are familiar with English in a limited capacity; still others are fluently bilingual. The aim of the Reading Public Library is to effectively meet the educational and recreational needs of the Hispanic community in both English and Spanish. Spanish Language materials are shelved in designated areas at all branches. Directional signs for the collections and the online cataloging records are in Spanish.

Patron input as to what additional titles or items may be added to the collection in whatever format is an important aspect to collection development. Any request for material that falls within the guidelines of what the library collects in Spanish may be honored. Patrons may fill out material acquisition request forms at the reference desk, branch libraries, or on our website.

IV. Selection Criteria

Spanish language materials are selected on the basis of informational, educational, and recreational value. The following are the general criteria for additions to the collection:

- 1) importance and value to the collection and library patrons
- 2) significance of subject matter
- 3) current appeal and popular demand
- 4) cost and budgetary constraints
- 5) authority, accuracy, and artistic quality

The Reading Public Library serves a population comprised of several discrete Hispanic cultures; the goal of collecting Spanish-language materials is to serve all Hispanic patrons to the best of our ability. To this end, materials covering a broad scope of subjects are added, as well as items concentrating on specific Hispanic geographical locations, cultures, and backgrounds.

V. Responsibility for Selection / Weeding of Materials

Professional reference department librarians oversee the acquisition of all Spanish language materials at the Main Library. The weeding of materials (removal of worn and outdated items) is undertaken routinely by the reference staff as well.

Branch library materials are added and weeded at the discretion of branch managers.

Children's and Teen Departments are added and weeded at the discretion of department manager.

The ultimate authority of all acquisitions rests with the library director.

Policy History:

Adopted 12/15/2008

Reviewed and Accepted 12/21/2009

Revised and Approved 12/20/2010

Revised and Approved 12/19/2011

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 11/16/2020

Revised and Approved 11/15/2021

Revised and Approved 10/17/2022