

Warminster Library Collection Management Policy

POLICY STATEMENT

An effective collection management plan begins with a strategic plan that states the vision and purpose of the library system and defines service priorities to guide staff in what actions to take. The library is a single entity consisting of many services that should be integrated and work together to provide outstanding service to county residents. The library collection is at the core of these services and is integral to making Warminster Library a vibrant, innovative part of the community.

Selections will promote the library's vision of using programs and materials to provide reliable information, reflect a diversity of cultures and life experiences, stimulate curiosity, explore creativity, and provide engaging reading, listening, and viewing experiences for all library users.

REGULATIONS

Collection Responsibilities

The Township of Warminster delegates to the Library Director the responsibility for selection and purchase of all materials for the library. The Director delegates the development and maintenance of the collection to the Adult Services and Youth Services professional staff. Securing funds for materials is included in the library's annual budget process. Funds for materials come from the County, the State, the Township, and self-generated revenue. The Director and Librarians prepare a spending plan each fiscal year and adjust it as necessary.

All staff members contribute to the development of a collection driven by customer needs and expectations by:

- Anticipating customer needs
- Engaging in open communication with customers and other staff
- Interacting with understanding, respect, and responsiveness to all
- Handling all requests equitably
- Working in partnership with one another to understand and respond to needs
- Understanding and responding to changing demographics, as well as societal and technological changes
- Balancing individual and community needs
- Seeking continuous improvement through ongoing measurement.

The community has a role in shaping library collections by participating in the collection development process through suggestions and feedback.

Scope of the Collection

The collection offers materials in various formats, languages, and levels of difficulty. "Materials" includes print, audiovisual and electronic formats. "Collection" is defined as materials that are selected for Warminster Library; those materials may be physically owned by the library or may be accessed via the internet. "Selection" refers to the decision to add a given item to the collection and make it accessible either in a physical location or via the internet. Not all materials and information accessed over the internet are part of the collection.

Warminster Library selects, organizes and makes available a collection of user-focused materials to meet the wide variety of needs and interests of residents of all ages. Collections are current and popular, and titles and quantities are selected to reflect the characteristics of the community and provide general coverage of subjects. Online resources will satisfy general information inquiries and branches will also have small reference (non-circulating) collections. The collection is reviewed on an ongoing basis and materials are withdrawn from the collection to maintain its usefulness, currency, and relevance.

Warminster Library recognizes and respects intellectual property rights and conforms to legislative mandates regarding copyright protection.

Collection Development and Management Criteria

Materials selectors use their knowledge, education, training, expertise, and the following criteria when making collection building decisions. A selection need not meet all criteria:

- Popular interest/projected demand
- Demonstrated potential for use as evidenced by collection statistics
- Currency of information
- Accuracy
- Popularity of author, publisher, producer, or illustrator
- Suitability for the intended audience
- Creative, informational, or technical quality
- Listing in professionally recognized selection tools
- Critical assessments in trusted review journals
- Format and ease of use
- Cost and availability
- Representation of diverse points of views and cultures

- Representation of important movements, genres, or trends
- Space required to house the material
- Local emphasis

Gifts, donations, and self-published/self-produced materials may be considered using the same selection criteria listed above.

Materials are purchased through a variety of local, regional, and international vendors. Vendors will be evaluated regularly using a competitive bidding process. Criteria for the selection of vendors include:

- Discount
- Speed of delivery
- Reliability
- Stock availability
- Availability and quality of value-added services including processing and cataloging

Bucks County Library District

Warminster Library is part of the Bucks County Library District and by mutual agreement provides access to the materials at all other libraries in the District, including independent libraries and the seven agencies that make up the Bucks County Free Library. Likewise, Warminster Library's collection is accessible at other District libraries through the shared online catalog and material delivery coordinated by District Administrators at the Bucks County Free Library in Doylestown. The District also coordinates purchasing of materials from contracted vendors and, by agreement, selects some of the material that is added to the Warminster Library collection. These selections follow the same criteria as material selected by Warminster Library librarians.

Access

The library provides access to the collection in the library building during open hours. Access to online resources is through the Bucks County Free Library website and the Warminster Township Free Library website.

Access to materials is ensured by the way materials are organized, managed, and displayed, through staff interaction, and through the delivery of materials housed at other libraries.

Warminster Library organizes its collection through a standards-based cataloging and classification system. Staff members are available to assist customers in the selection and location of materials of interest. Materials which are not on the shelf can be placed on hold.

The library participates in interlibrary loan networks to assist customers in obtaining materials not in the collection. Some of those items will be considered for immediate purchase.

Intellectual Freedom

The public library is an instrument of democracy, encouraging an informed citizenry by providing an impartial environment and offering free access to ideas. Warminster Library supports the rights of individuals to secure information, even when the content may be controversial, unconventional, or unacceptable to others. Warminster Library upholds the principles in the American Library Association's "Library Bill of Rights," "Freedom to Read," and "Freedom to View" statements.

Warminster Library seeks to meet the needs of all the residents of the county and recognizes that some materials may be controversial and that any given item may offend someone. The inclusion of an item in the library collection in no way represents an endorsement of its contents. Library materials are not marked or identified to show approval or disapproval or the contents, nor are materials sequestered. Only individuals can determine what is most appropriate for their needs and can define what material is consistent with their personal or family values. Library users may not restrict the freedom of others to read, view, or hear what they desire. The responsibility for children's use of library materials rests with their parents or legal guardians.

A library user who requests the reconsideration of library material will be referred immediately to the Director of Library Services or the manager in charge. This staff member will discuss the Warminster Library Collection Management Policy and the application of selection principles. If a library user persists in requesting that an item be withdrawn from the collection, the Library's procedure for reconsideration will be carefully explained and followed. A separate Request for Reconsideration of Library Materials Form must be filled out for each item.

The procedure for the reconsideration of library materials consists of the following:

1. The library user must complete the Request for Reconsideration of Library Materials Form and submit it to the Director of Library Services. This request may not be submitted anonymously.
2. The Request for Reconsideration will be referred to a committee consisting of the Director and Adult Services Librarian or Youth Services Librarian, depending on subject matter, to determine whether retention of the item would be in violation of the Warminster Library Collection Management Policy.

3. The committee will reconsider the item using the general criteria of the Warminster Library Collection Management Policy and reviews from recognized sources, and then make a written decision.
4. The Director will inform the Library Board of the committee's decision.
5. The Director will respond in writing to the library user regarding the committee's decision. Committee members' comments will not be attributed, although brief quotes may be used in the Director's response.
6. An appeal of this decision may be made to the Library Board. Such appeal shall not exceed two pages and should include copies of the original Request for Reconsideration of Library Materials Form and the committee's written recommendation. The Library Board will reconsider the decision based on whether or not the particular item conforms to the General Criteria outlined in the Warminster Library Collection Management Policy. A decision will be made based on a majority vote by the Board. The Board shall then make the final determination of the matter, notifying the library user in writing of this action, in a timely manner.
7. The Decision of the Board will be final. The completed decision on reconsideration of a specific title shall remain in effect for three years.

During the review process the Library will take appropriate action to ensure that the item will continue to be available.

Approved by the Director and Library Advisory Board on October 15, 2022.