

COLLECTION MANAGEMENT & ASSOCIATED POLICIES

Spalding Memorial Library
724 South Main Street
Athens, PA 18810
www.spaldinglibrary.org

Prepared by Janet S. Gige

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2022 Update by Tiffany Robbins

COMMUNITY:

The Spalding Memorial Library serves a rural community of people living in the Athens Borough, Athens Township and surrounding areas. The library is dedicated to serving interested individuals and groups and to introducing our resources and services to others regardless of age, education, philosophy, occupation, economic level, ethnic origin, or personal identity. The library acquires, organizes and encourages the use of materials to:

- Stimulate thoughtful family and community participation in the world around them,
- To encourage use of the collections,
- To support educational, civic and cultural activities,
- To foster intellectual, artistic and spiritual growth,
- To promote enjoyment from the use of library materials,
- To provide supplemental enrichment materials for students. However, extensive duplication to fulfill assignments is not feasible.

The Spalding Memorial Library includes the Library Bill of Rights, The Freedom to Read and Freedom to View statements as part of this policy.

GENERAL POLICIES:

1. The library will provide materials that will help to meet its objectives. Materials may include: books, periodicals, pamphlets, newspapers, maps, CDs, DVDs, e-books and microfilm as needed and financially feasible.
2. Materials acquired will meet as high quality standards as possible in content, expression and format.
3. The library will provide materials to supplement area educational needs, including elementary, secondary, collegiate students and adult self-study.
4. All materials, except those that are in special demand and cannot be duplicated, such as rare and fragile items, and current reference materials, will be lent for home use under library regulations and procedures.
5. As a responsibility of library service, books and other materials selected shall be chosen for values of interest, information and enlightenment of all people of the community. In no case shall any book or other material be excluded because of race, nationality, or personal identity, or the social, political or religious views of the writer.

RESPONSIBILITY FOR MATERIAL SELECTION:

The Director will have the responsibility for material selection, subject to the policies of the Board of Trustees. The Director may delegate to other staff personnel the authority to interpret and define the application of this policy on a day-to-day basis.

SCOPE, EMPHASIS, AND LIMITS OF COLLECTION:

The library will acquire hard covers, paperbacks, large print, CDs, DVDs, e-books and other materials to serve the informational, educational and recreational needs of adults, young adults, children, elderly, handicapped and the disadvantaged. The library will purchase material for the local history collection when physically and financially feasible. Interlibrary loan will be used to supplement the library's collection. Textbook purchase is not the library's responsibility.

CRITERIA FOR SELECTION:

Certain factors will be taken into consideration when selecting print and non-print materials for the library collection. All acquisitions, whether purchased or donated are considered in terms of the following:

1. Format
2. Suitability of subject and style for intended audience
3. Relevance to community needs – present and future
4. Appropriateness and effectiveness of medium of content
5. Need in existing collection and relationship to other material on subject
6. Reputation and/or significance of author
7. Skill, competence, and purpose of author
8. Reviews of critics, reviewers and public
9. Availability in the library system or general area
10. Local interest shown
11. Authoritativeness
12. Accuracy
13. Cost – initially and for future maintenance

Reviews:

Whenever possible, materials will be selected based on review(s) in reputable sources, including (but not limited to) Booklist, Library Journal, Kirkus' Reviews, Publisher's Weekly, Hornbook, School Library Journal, Saturday Review, and New York Times Book Review. Individuals specially trained or knowledgeable in the materials' content or purpose may also, review materials.

Demands:

An individual demand for specific materials or subject areas is important and will always be considered. The request will be reviewed with the guidelines of this policy, the overall value to the collection and community needs taken into consideration.

GIFTS, DONATIONS, AND MEMORIALS:

The library will accept gifts, donations and memorials under the following conditions:

1. Gift, donation and memorial materials will be judged by the same selection criteria as purchased materials.
2. No gift, donation or memorial materials will be accepted on which restrictions or special conditions are placed.
3. Gifts of money will be accepted for purchase of materials subject to the materials selection policy.
4. Gift and donation materials will be accepted with the understanding that the library reserves the right to utilize them in accordance with this selection policy. Gifts and donations may be added to the collections, sold, given to other libraries or discarded.
5. Materials received by the library will be formally acknowledged, if requested by the donor.
6. Appraisals will not be made by the library for income tax purposes.
7. Gifts of money, real property, personal property, art works, antiques, stock, etc. will be accepted only if the conditions attached are acceptable to the Board of Trustees and are in accordance with all laws or on the condition that they may be sold, given away, or discarded at the discretion of the Trustees and the Library Director.

DUPLICATION:

The library will attempt to duplicate classics and selected standard works. Due to limited shelf space and financial considerations, duplication will be kept to a minimum.

SPECIFIC AREAS:

1. DVDs: Selection will be limited to "family entertainment", "children's", and "how-to" films. They will be chosen using the following criteria: (1) Quality of tape, (2) Audience, (3) Price, (4) Length of production and (5) format. "R" rated films will be considered if they are award winning or nominated for awards.
2. Paperbacks: Books may be purchased in the paperback form when the book cannot be acquired in hard cover or is intended for short-term usage. They must also meet the other selection criteria included in this policy.
3. Microfilm: The Evening Times/Morning Times newspapers will be available to library patrons on microfilm. Other newspapers will be made available when physically and financially possible.

4. Serials: The library will maintain a collection of a minimum of 10 paid paper subscriptions offering a broad range of information to the patron. Each subscription will be evaluated once a year for quality standards, circulation and value to the existing collection. If the periodical rates poorly, another magazine or journal will be chosen to replace it. With certain exceptions, magazines will be stored and made available to patrons for one year.
5. Large Print: Large print titles will be provided for vision-impaired adults and children as available and financially feasible. Selection will be based on the same criteria as other print titles acquired for the collection. Special emphasis will be placed upon selecting award winning books and classics for the children's collection.
6. E-books: E-books will be selected according to the standards set for other print materials.

REPLACEMENT:

The library will make attempts to replace standard, important, and popular materials that have been withdrawn from the collection because of loss, damage, and wear. Replacement will be considered using the following criteria:

1. Extent of library collection on the subject
2. Obsolescence of material
3. Historical value
4. Indexing or listing in a standard library tool
5. Amount of public interest
6. Availability of replacement
7. Price

MAINTAINING THE COLLECTION:

Materials that are no longer useful must be systematically withdrawn from the collection. Materials will be withdrawn following the guidelines of a standard weeding method, CREW. It will be based on physical condition, usage, relevance of information, and the extent of remaining material in the subject area. The same criteria used in acquisition will be used in weeding materials.

The bibliographic information of the weeded materials will be removed from the appropriate catalogs and files.

CONFIDENTIALITY:

The registration and circulation records of the Spalding Memorial Library are confidential. The Library believes in and supports the confidentiality statutes of the state of Pennsylvania and will uphold the patron's freedom and right to read and view materials of their own choosing, regardless, of age or beliefs.

The Library will not disclose any information about a patron without consent of the patron or a court order in a criminal proceeding.

CENSORSHIP AND RECONSIDERATION OF LIBRARY MATERIALS:

The Library believes that censorship is an individual matter and that no one may exercise the right of censorship to restrict the freedom of others. Individuals are free to select or reject materials for them. The selection of library books and materials is based on the library patron's right to read and his freedom from censorship from others. Many books are controversial and any given item may offend some persons. Selections for this library will be based solely on the merits of the material in relation to the collection and in fulfilling the patron's needs and interest.

What a child may read is the responsibility of his parent or guardian. Selections will not be rejected because of the possibility of inadvertent possession by a minor.

Individuals or groups may request that a particular library material be reconsidered for exclusion from the library collection. A form is included with this policy. The completed form will be acknowledged by a library staff member and then given to the Library Director. The Director will present the reconsideration request at the next regular meeting of the Board of Trustees. Complainants will be notified of the decision of the Board within two months' time. If a complainant feels the problem has been dealt with inadequately, a final appeal may be made to the Board of Trustees. Thereafter, the decision of the Board of Trustees is final, except in the case of removal by court order.

POLICY REVISION:

This collection management policy should be reviewed and updated at least every five years by the Library Director and the Board of Trustees. The policy may be updated more frequently, if necessary.

LIBRARY POLICIES

Prepared by Janet S. Giguee

2022 Update by
Tiffany R. Robbins

January 1995
Updated June 1997
Updated April 2003
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LIBRARY HOURS:

September – June:

Monday – Thursday	12 – 8 P.M.
Friday	9 A.M. – 3 P.M.
Saturday	9 A.M. – 4 P.M.

July – Labor Day:

Monday – Thursday	12 – 8 P.M.
Friday	9 A.M. – 3 P.M.
Saturday	9 A.M. – 1 P.M.

Closed legal holidays.

Pennsylvania State Standards allow libraries to be closed 3 hours for a maximum of 10 weeks during the year as approved by the State Librarian.

PATRON CARDS:

Library patron cards are available to anyone five years of age and older. A current form of I.D. may be required. Library materials may be checked out on the same day that the card application is submitted. A maximum of three items may be borrowed with a new card. Fines must be paid on all cards within a family group to maintain good standing with the library.

FINES AND FEES:

Patron cards:

Pennsylvania resident	No Charge
Out-of-state resident	\$5.00 per year

Overdue fines:

DVDs,	\$ 1.00/day/item
Mobile Hotspots	\$ 1.00/day/item
All other materials, including books, periodicals, ILLs, audiobooks, puzzles or backpacks	\$.25/day/item

Interlibrary loans made to a requesting library No charge

If a certified overdue letter is sent to a patron, a fee of \$7.50/notice will be incurred.

Recovering Cost Fees:

Copies	\$.25/side
Microfilm copies	.25/page
Printer	.25/page
Fax machine (outgoing)	1.00/first page and .50/additional page

Replacement Costs:

Adult Best Sellers	Replacement cost or \$32.00
Adult Fiction and Non-Fiction	Replacement cost from current sources or \$25.00
Juvenile Fiction and Non-Fiction	Replacement cost from current sources or \$18.00
Magazines	Cover price
DVDs	Replacement cost
Audiotapes	Replacement cost
Puzzles and backpacks	Replacement cost
Service charge for acquiring and processing	\$7.50/item

BORROWING MATERIALS:

Items may be borrowed by any patron in good standing. The following limits apply:

- 5 DVDs per household. They may be borrowed for 7 days and renewed for two additional 7-day periods.
- Up to 50 items total per household. Books, audiobooks, magazines, backpacks, and puzzles may be borrowed for 14 days and renewed for two additional loan periods.
- 1 Mobile Hotspot per household. They may be borrowed for one month's time with renewals allowed as demand for the device allows.
- All ILLs are subject to loan periods that are determined by the owning library.

RETURNING MATERIALS:

The return box located on the porch is intended for the return of books only. The following items should not be placed in it and must be returned inside:

- DVDs
- Audiobooks
- Magazines
- Donated materials of any kind.

Fees of \$1/item or replacement cost/damaged item may be assessed if any disallowed items are left in the box.

INTERLIBRARY LOAN:

Library materials that are not included in the Spalding Memorial Library holdings may be interlibrary loaned from another library using the AccessPA format.

Title, author and ISBN number if possible are needed for book requests.

Most periodical and journal articles will be accessed through the Pennsylvania Power Library database. Power Library is a database provided to Public libraries and their patrons. The article may be printed for a charge of \$.25/page or e-mailed to the patron's e-mail address for no charge.

Title, publication, issue day and page numbers are needed for magazine articles not on Power Library. Photocopied articles will be faxed to the Spalding Memorial Library rather than the actual magazine.

The time required from time of ordering to the time of the material arriving cannot be guaranteed. It depends upon availability of the material requested. If there is a time limitation for the material, it should be noted on the request and it should be requested as soon as possible.

AccessPA and Power Library are available to patrons from home with Internet access through the Spalding Memorial Library's homepage.

Interlibrary loans requested from the Spalding Memorial Library from another library will be loaned for 14 days with renewals to be determined on an individual basis.

ACCESS PENNSYLVANIA:

The Spalding Memorial Library is part of the Access Pennsylvania patron card program. This program allows patrons of one Pennsylvania library to use another Pennsylvania library as if they are patrons of that library. The patron may borrow circulating materials at one library and return them at another Pennsylvania library. The patron must abide by the participating library's policies. Circulating materials may be interlibrary loaned from another participating Pennsylvania library.

CITIZEN'S REQUEST FOR RECONSIDERATION OF ANY LIBRARY MATERIAL

All requests will be given serious consideration. Complainants will have a response within two months of the request whenever possible. Whenever a longer review period is needed, the complainant will be notified of the delay.

Title _____

Author/Artist/Producer _____

Publisher _____

Request Initiated by _____

Address _____

Telephone _____

Complainant represents himself/herself?

Name of organization _____

1. What part of the material do you find objectionable? (Please be specific; cite pages or sections.)

2. What do you feel might be the result of reading this book, viewing this film or art reproduction, etc?

3. Would you recommend this for any age group or for no one?

4. Is there anything good about this book, film, recording or framed art reproduction?

5. Did you read the entire book / view the entire film / listen to the entire recording? What parts?

6. Are you aware of the judgment of this book/film/recording/work of art by critics?

7. What do you believe is the theme of this book, film, recording, work of art?

8. What is your recommendation for this material?

Signature of Complainant _____ Date _____

Signature of Acknowledging Staff Member

_____ Date _____