

Bucks County Public Library

Collection Management

SELECTION

Policy Statement

The Bucks County Free Library (BCFL) recognizes that within Bucks County there are groups and individuals with diverse cultural, recreational, educational, and information needs. BCFL strives to build and maintain a collection of user-focused materials to meet this wide variety of needs and interests of residents of all ages in Bucks County.

Materials selected will meet the library's vision to stimulate the imagination of all library users with programs and materials that provide pleasurable reading, viewing, and listening experiences, that satisfy their curiosity in areas from homework help to lifelong learning, and that enable young children to enter school ready to read, write and learn.

Community demographics and collection use data are reflected in management of the library collection, which is also governed by The Library Code, Act of June 14, 1961, P. L. 324, as amended through July 7, 2006.

With this in mind, BCFL will provide a collection that upholds the following principles:

- We provide free and open access to collections and services to promote the communication of ideas and information.
- We support the rights of library users to read, view, and listen to a wide-range of materials.
- We protect library materials from censorship.

RegulationsGeneral

The breadth and depth of a collection at a particular location are determined in light of the demographics of the community served, proven use patterns gained from statistical analyses, expectations for use of new items, and available shelf space.

Responsibility for Collection Management

The Board of Library Directors delegates to the Executive Director the responsibility for selection and purchase of all materials for the library. The Executive Director delegates the development and maintenance of the collection to the Collection Management Director and Collection Management Office (CMO) staff. CMO makes decisions about library collections with input from library users and staff.

Selection Criteria

Materials selectors use their knowledge, education, training, expertise, and the following criteria to select materials. An item need not meet all criteria to be selected.

- Popular interest/projected demand
- Currency of information
- Accuracy
- Reputation of author, publisher, producer, or illustrator
- Suitability for the intended audience
- Creative, literary, or technical quality
- Listing in professionally recognized selection tools
- Critical assessments in trusted review journals
- Format and ease of use
- Cost and availability
- Relationship to existing materials in the collection
- Space required to house the item
- Local emphasis

Additional criteria that are considered when selecting electronic materials are:

- Accessibility to multiple users
- Access to needed equipment
- Enhancement of the print equivalent (if any) in terms of speed, flexibility, cost, ability to combine search terms, or general utility
- Continued access to retrospective information when necessary or desirable
- Reduction of space requirements over print products
- Reduction in number of copies of a print source when purchased for multiple locations

User Recommendations

Library users are encouraged to request the purchase of items BCFL does not own. Each request is evaluated in light of the general selection criteria. CMO staff members determine the best method for delivery of materials and may elect to borrow materials from other libraries rather than purchase them for the library.

Self-Published/Self-Produced Materials

BCFL will only purchase or accept for donation self-published/self-produced materials that are positively reviewed in widely-distributed and high-regarded review sources. Self-published/self-produced materials are subject to the same selection standards as other materials.

Preview/Review Materials

BCFL does not accept unsolicited preview/review materials from any source. When BCFL receives unsolicited materials, the library considers these items donations (see Collection Management Policy, CM3: Gifts) and is under no obligation to add them to the collection, to return them to the donor, or to inform the donor of any decisions regarding their status.

Vendors

Materials are purchased through a variety of local, regional, and international vendors. Criteria for the selection of vendors include:

- Discount
- Speed of delivery
- Reliability
- Stock Availability
- Availability and quality of vendor-supplied services including processing and cataloging records

Vendors will be evaluated regularly to ensure they are meeting the above criteria.

Duplication of Material

Multiple copies of materials are purchased in anticipation of or in response to user demand as evidenced by the number of reserves, anticipated popularity, repeated requests, and monitoring of the collection.

BCFL supports school curricula by buying multiple copies of titles on school reading lists. It does not purchase these more aggressively than other titles. Materials are purchased that support the reading lists of local book clubs or other organizations only as they support the needs of library users in general.

Review and Revision

This collection management policy will be reviewed when a new strategic plan is approved and updated.

Adopted by the Board of Directors January 18, 2000
Revised 2/17/09