



Franklin County LIBRARIES

Collection Development Policy

Introduction

Franklin County Library System (FCLS) is a nonprofit organization providing materials, information, and services to enrich the lives of Franklin County residents. It is headquartered at 101 Ragged Edge Road South, Chambersburg, and comprises five buildings and two mobile libraries. Since specific library staff representing all the facilities implement collection development, this policy addresses issues system-wide. Upon FCLS Board approval, the policy will be effective at all FCLS locations, including the Outreach department. FCLS also operates Chambersburg District Library Center at Coyle Free Library, which falls under this policy.

Characteristics of the FCLS Service Area

FCLS serves a population of 155,932, based on the 2020 Census. The population is highly diverse and changing. Our libraries serve the entire county, from remote mountainous rural regions to the urban hubs of Chambersburg and Waynesboro. Our patrons vary in background, ideology, identity, languages, and lived experiences. As the Franklin County population increases and changes, FCLS works to grow and diversify our collection of library materials, information, and programming alongside it.

Philosophy

FCLS provides public library services, materials, and information in various formats to enrich the lives of all Franklin County residents. Chambersburg District Library Center provides supplementary library services to residents of both Franklin and Fulton Counties. FCLS provides resources to promote a culture of discovery, reference information, items of current public interest, and, in some facilities, local history. This policy supports the FCLS's Mission, Vision, and Core Values, found on our website at <https://discovery.fclspa.org/about-us>.

FCLS regards its collection as one shared collection distributed between its various locations.

Responsibility for Collection Development

The Executive Director, under the governance of the Board of Directors, delegates the responsibility for collection development in FCLS outlets to individual employees. Those authorized by the Executive Director select materials for addition and deletion from individual library collections. Only employees certified by Pennsylvania as Professional or Provisional Public Librarians may approve purchase orders that are then sent to the Technical Services Manager or other ordering individuals or agencies. Where required by FCLS policy, purchase orders must be processed before actual ordering occurs.

The Executive Director may designate other specialized staff members to select items for acquisition or deletion to their departments under the supervision of a certified librarian. Input from a variety of staff members is essential to broaden the scope of collections, especially in the areas of youth services and outreach, where there are fewer certified librarians on staff. Designated collection development managers are encouraged to seek recommendations from all FCLS staff members and library patrons.

Criteria for Selection

The following criteria will be used to select library materials, whether the item is donated or purchased. The criteria influence the selection, but materials need not meet all criteria to be selected.

- High standards of quality in content, expression, and format.
- Authority and competence in presentation.
- Authenticity of factual material presented.
- Popular appeal and timeliness
- Ability to inform or entertain
- Professional reviews
- Reputation and significance of author, illustrator, or publisher
- Flexibility to meet changing needs
- Ability to meet the needs of a diverse community
- Equitable coverage of subject or genre
- Availability of similar material locally
- Physical limitations of the library facility
- Suitability of the format for library use

Special Considerations for Specific Areas of the Collection

Children's and Young Adult Collections

Selection will also be guided by the appropriateness of the material for the age level of the readers for which the material is being purchased. Materials will be placed in the sections that are deemed most appropriate. Parents or legal guardians are responsible for evaluating the suitability of reading, listening, and viewing materials for their children, no matter where the item is found in the library.

Scope of the Online Collection

The online collection represents the diverse viewpoints and interests of the entire community the Library serves. This collection includes citation and full-text databases; eBooks and other downloadable and streaming media; and instructional programs.

Reference Collections

Libraries will purchase a diverse collection of currently useful reference materials. Branch libraries and bookmobiles will house current ready reference collections of sufficient scope to meet the daily needs of their service areas. Other, more specialized reference needs should be forwarded to a Headquarters' Library or the District Reference Department, which will develop their collections in more depth.

Local History Collections

Within financial limitations, efforts will be made to collect materials concerning local history and genealogy. Works by local authors and illustrators and of local interest will also be given more significant consideration than others of a similar nature.

Mass-Market Paperbacks

While mass-market paperbacks meeting the general criteria above may be available for public use, some may not be cataloged and will circulate on the honor system.

Textbooks

As a general rule, FCLS libraries do not purchase textbooks used by local school districts. However, local or general interest textbooks for lifelong learning may be considered for purchase.

Magazines and Journals

Libraries will develop a diverse collection of periodicals to meet the current informational and recreational needs of the communities they serve. Gift subscriptions may be accepted at the library's discretion but cannot be cataloged.

Newspapers

Libraries may subscribe to any local newspapers. Out-of-town newspapers are selected based on quality and popularity. Newspapers are not cataloged and are for use within the library.

Pamphlets

Pamphlets are, for the most part, obtained free or for a nominal charge from government agencies. Libraries may develop pamphlet collections, where needed, to supplement other library materials.

Microfilm

Coyle Free Library may purchase microfilm copies of essential periodicals or documents to meet patrons' informational needs when the same information is unavailable in more cost-efficient and space-efficient formats.

Audio and Video Format Collections

Libraries may select materials in the visual formats that are most useful to their patrons. Priority will be given to materials of current interest but may also include items of timeless appeal.

Multimedia Kits

At times, kits or packets of materials of more than one format may best fill the needs of specific library patrons. Libraries may use their discretion in selecting kits containing books and audio materials, various enrichment materials, toys, STEM equipment, and other realia and formats.

Hotspots

Hotspots that provide wifi access to the internet are available for patrons who need internet access. Please refer to the [Wifi Hotspot Directions and Guidelines](https://discovery.fclspa.org/Files/28/ViewPDF) (<https://discovery.fclspa.org/Files/28/ViewPDF>) for more information.

Electronic Sources of Information

FCLS will consider electronic subscriptions as an alternative to and an extension of paper and audiovisual resources, subject to the general selection criteria.

Additional Guidelines

Gifts

Libraries accept gift materials, understanding that they may be used as the libraries see fit. Gifts must be in durable formats, in like-new condition, and meet the general selection criteria to be cataloged. As a general rule, items published more than five years before the current date will not be cataloged. The library will not evaluate the gifts for tax or other monetary purposes. Donations may be added to collections, sold to benefit the libraries, or discarded according to the criteria and needs.

Local Author Requests

Authors and creators who live in Franklin County or whose works are based in Franklin County may donate one copy of their material for possible inclusion in the library's collection.

FCLS will review donated materials but does not guarantee their inclusion in the collection. Once donated, items become the property of the Library and will not be returned. Items not included will be repurposed per our gift policy.

Duplication

The library may purchase additional copies when items are in unusually high patron demand.

Weeding

Weeding is the process of removing materials from the library collection, which provides space for new materials, keeps the collection up-to-date and relevant, and ensures that damaged materials are not circulating. De-selection is another term used for weeding.

Collections are weeded regularly to eliminate worn, out-of-date, and non-circulating items. Weeding should be implemented according to the criteria in the CREW method found here:

<https://www.tsl.texas.gov/ld/pubs/crew/index.html>

Intellectual Freedom

FCLS subscribes to the [American Library Association Library Bill of Rights](#) and the [American Book Publishers' Council Freedom to Read Statement](#). FCLS recognizes that some of its materials are controversial and may offend some patrons. The items were selected based on their value and usefulness in the community based on the Criteria for Selection; they were not chosen to reflect impending approval or disapproval by individual patrons. The freedom to read, hear, and view is protected by the First Amendment to the Constitution of the United States of America. These freedoms are essential to our democracy and will be upheld and supported in selecting and providing access to all library information resources.

Library materials will also not be labeled to show approval or disapproval of the contents. Labeling implies that a reader cannot judge the value of the material. Library materials will be kept on open shelving except when deemed especially susceptible to theft or injury or when demand for the material and open shelf space is limited.

The selection of materials for adult collections will not be restricted by the possibility that children may use the materials. Since many library materials are helpful to all ages, library staff will not attempt to censor or monitor the circulation of adult or young adult library materials to children. Parents or legal guardians are responsible for evaluating the suitability of reading, listening, and viewing materials for their children.

Patron Recommendations

Patrons may request items that the Library does not own. Each request is reviewed for inclusion in the collection or loan through Interlibrary Loan. Staff members determine the best method for materials delivery using the selection criteria.

Submitting a Statement of Concern

FCLS was established to serve the public and welcomes public opinion. It is the right of any registered and local patron to express concern for materials that they feel do not meet the "Criteria for Selection." Only residents in FCLS's funding jurisdiction may initiate the process.

A procedure has been established to allow for opinions to be formally submitted:

1. The borrower is asked to complete the attached form for "Patron's Statement of Concern about Library Materials." The Director or Manager of the facility that houses the material reviews the form, a copy is submitted to the Executive

Director of the Library System, and the Director or Manager at the local library files the original.

2. The Executive Director reviews the request and contacts the patron to let them know of our process. They will also inform them that they will have a response to their request within 30 days. The Executive Director appoints a committee to assist in rendering a decision. The committee often comprises the Executive Director, the local director or manager, and a librarian specializing in the area from which the material originated. The material in question will remain on the shelves and available to the public during the procedure.

3. The committee's decision will be sent to the patron by letter by the end of the 30-day review process.

4. A statement of concern will not be revisited if the item has been reviewed in the past three years. The patron will receive a response by letter of the previous decision.

PATRON'S STATEMENT OF CONCERN ABOUT LIBRARY MATERIALS

Statement submitted by: _____

Patron's Card Barcode Number: _____

Address: _____

Telephone Number: _____ Today's Date: _____

E-mail Address: _____

Type of material (book, video, CD, etc.): _____

Title: _____

Author: _____

Publisher: _____

Copyright Date: _____

1. Have you read, viewed, or listened to the entire item?

Yes _____ No _____

If "no," why not?

you will be affirming that you have fully read, viewed, or listened to the item

2. What do you object to in the material? (Please be specific and cite examples with pages, paragraphs, etc.)

3. What do you believe is the theme or purpose of this material?

4. Is there anything of value in this material?

5. Do you think this material is harmful to the community? If so, how or why?

6. If this is classified as material for children or teens, do you think it has been assigned to the correct age level? If not, what age level do you think is appropriate?

7. Would you rather have this material moved to another library section or removed permanently from the collection?

8. If you have read, viewed, or listened to any other items by this author, illustrator, producer, or musician, please list them here. Did you find anything objectionable in these other materials? Please explain.

9. Do you represent any organization? If so, please indicate its name.

10. What do you think should be added to the collection to replace this item should it be removed? Please cite examples. Use an additional page if necessary.

I affirm that I have read, viewed, or listened to the item in its entirety and live in Franklin County, PA.

Signed: _____ Date: _____

Please submit this form to your local Franklin County Library System staff member.