

# Hawley Public Library

## Collection Development Policy

### ***Vision Statement***

The Hawley Public Library envisions a future in which everyone has free access to a diversity of resources needed to lead productive and fulfilling lives.

### ***Mission Statement***

The Hawley Public Library strives to enhance the lives of all individuals by offering free access to materials and programs designed to satisfy the informational and recreational needs of our community.

Our Mission Statement is based on the following values and goals.

The Hawley Public Library

- Preserves and promotes our local, cultural, and historical heritage.
- Furnishes a safe, welcoming and comfortable gathering environment.
- Offers relevant materials, services and programming to patrons throughout their lives.
- Employs a professional, caring, dedicated and knowledgeable staff.
- Facilitates the joy of learning and the pleasure of reading by supplying tools of discovery and investigation.
- Fosters creative and imaginative ideas and actions.
- Advances all forms of knowledge to meet the educational, cultural and professional needs of our community.
- Provides and promotes the means to build a literate community.
- Collaborates, cooperates and partners with community agencies, organizations and institutions towards the improvement of society.
- Values and protects patron privacy.
- Remains neutral, unbiased and non-judgmental in the selection process.

### ***Community Served***

The direct service area for the Hawley Public Library includes the Borough of Hawley, Hawley, Lackawaxen, Lakeville, Paupack, Rowland, Tafton and White Mills. As part of both the Wayne Library Alliance and the Wayne/Pike Consortium, the library offers free services to all Wayne and Pike County residents. As an Access Pennsylvania library, free services are also provided for any Pennsylvania resident with a library account in good standing at another Access Pennsylvania library.

### ***Collection Development Policy Purpose***

The Collection Development Policy Purpose is designed to support the library's Mission Statement and serves as a guide for the selection, acquisition, maintenance, and retention of materials.

### ***Selection Criteria***

Library staff utilize professional judgment and expertise in making collection development decisions, including decisions about choosing titles, identifying quantities for purchase, and selecting locations for materials. Anticipated demand, community interests, strengths and weaknesses of the existing collections, system-wide and regional availability, physical space limitations, acquisitions procedures, and fiscal resources are all factors taken into consideration. Materials are acquired in multiple formats when appropriate, including print, audiovisual, and digital resources. Highest selection priority is given to those materials in all formats having the broadest appeal.

### ***Material Selection***

Materials will be selected based on, but not limited to, the following criteria:

- Public demand, interest, or need.
- Contemporary significance, popular interest, or permanent value.
- Attention of critics and reviewers.
- Prominence, authority and/or competence of author, creator, or publisher.
- Timeliness of material.
- Relation to existing collections.
- Need to present alternate viewpoints or balance on a specific subject matter in the collection.
- For non-fiction, accuracy of information as determined by reviews in reputable review sources.
- Accessibility for multiple users of electronic formats.

### ***Intellectual Freedom***

The Hawley Public Library supports and is supported by the American Library Association's Library Bill of Rights.

The Hawley Public Library maintains a diverse collection of materials designed to satisfy the needs and interests of the community.

In no case will library materials be excluded because of race, nationality or social, political, or religious views of the authors, nor will materials be proscribed or removed from the library because of partisan or doctrinal disapproval.

### ***Reconsideration of Materials***

The Hawley Public Library recognizes that the choice of library materials by library users is an individual matter. While an individual may reject materials for themselves, they cannot exercise censorship to restrict access to the materials by others. Recognizing that a diversity of materials may result in some requests for reconsideration, individuals may complete a Library Resource Challenge Form which includes a description of reconsideration procedures.

### ***Donated Materials***

The Hawley Public Library welcomes donated materials, but accepts them with the understanding that it has the right to handle or dispose of them in the best interest of the library. Such material may be added to the collection provided it meets the standards of selection or instead be sold at the library's book sales. Once given to the library, they cannot be returned to donor. We do not accept encyclopedia sets, outdated media formats, magazines, college textbooks, or musty or soiled materials.

### ***Purchase Requests***

The Hawley Public Library welcomes purchase suggestions from library users. Although we may not be able to acquire everything that is suggested, all suggestions receive serious consideration.

### ***Material Display***

The Hawley Public Library creates displays of collection materials for the purpose of providing ease of access to and increased visibility for items that:

- Promote literacy and learning.
- Relate to popular topic(s), title(s), and author(s).
- Relate to current events.
- Are relevant to current or planned library programming.
- Pertain to historical, holiday or other celebrations and events.
- Provide an opportunity for representation of marginalized populations within our community.

The library may modify the above at their discretion.

### ***Collection Maintenance***

A strong collection requires ongoing evaluation and maintenance. Materials will regularly be weeded from the collection based on the following criteria:

- Accuracy and currency of information.
- Physical condition of materials.
- Availability of newer, more comprehensive, or more accessible material.
- Relevance to collection and scope of collection.
- Ease of borrowing materials from another library.
- Relevance to community needs.
- Date of last circulation and number of circulations.
- Number of copies in the collection.