

C. C. Mellor Memorial Library

Collection Development Policy

Purpose

This policy describes the nature of C.C. Mellor Memorial Library's collection and provides guidance to staff in developing and maintaining the collection. The continuous review of the Library collection, one of the Library's major assets, is necessary as a mean of maintaining an active collection that meets the interests and needs of its users.

Definitions

Collection Development: includes the planning, selection, acquiring, cataloging, and weeding of the Library's collection of all formats.

Library Materials: includes the physical and electronic items that the library provides for patron use.

The Collection: Library materials as a whole

Weeding: the regular, on-going, and systematic evaluation process whereby Library materials are withdrawn from the collection based on specific criteria such as outdated, worn, damaged, and/or duplicated material.

Statement of Concern: the method patrons use to express concern over an item in the collection.

Objectives

CCM curates and provides open access to library materials to meet patron needs.

- CCM is limited by both financial and spatial constraints
- All materials are available for use by all customers unless superseded by a state regulation
- The collection is reviewed on an ongoing basis to meet current needs
- The collection is current and popular, not archival, and provides general coverage of subjects that reflect the characteristics of the community
- Selection of materials by the Library does not mean endorsement of the contents or views expressed in those materials.
- The library will provide materials of interest to patrons of all backgrounds, ages and educational needs
- CCM will develop inclusive collections that reflect and represent identities and experiences that include, but are not limited to, race, ethnicity, gender identity, sexual

orientation, ability, culture, language, socioeconomic status, level of education, religion, age and size.

- In compliance with the American Library Association's Library Bill of Rights, its Freedom to Read Policy, and its Freedom to View policy, Member Libraries do not limit any points of view on topics of public interest and importance.
- The library promotes continued cooperation and sharing of materials with other libraries in Allegheny County

Method

C. C. Mellor Memorial Library selects material for its collection in accordance with accepted professional guidelines. Ultimate responsibility for selection materials lies with the Library Director within the framework of this policy. Specific selection responsibilities are delegated to appropriate staff members.

The community has a role in shaping the Library collection by participating in its development through requests, purchase suggestions, and statements of concern.

Criteria

CCM will consider these and other factors in selecting materials. Not every factor will apply to every purpose:

- Accuracy and impartiality
- Appropriateness for age of intended audience
- Availability of the subject in the Allegheny County Library Association catalog and/or through Interlibrary Loan
- Cost and value
- Currency of information
- Merit of the author, publisher or producer
- Permanent value as a standard work
- Popular interest or demand
- Quality of organization, readability and style
- Relevance
- Technological compatibility for material format
- Uniqueness or special features
- Content created by and representative of marginalized or underrepresented groups
- Residence area of the author
- Historical value to one of the five municipalities served by CCM

Gifts

Items donated to the Library or given as a memorial or in honor of an individual must meet the same standards as other items selected for inclusion in the collection. If a donated item is not added to the Library's collection, it will be placed in the Library's Annual Book Sale. No other conditions may be imposed relating to any gift, donation, or memorial either before or after its acceptance by the Library.

Local History

Local historical material will be retained in the collection that is relevant to the five municipalities served, and that CCM has the means (time, space, staff) to catalog store and preserve in a manner that will uphold the integrity of the original state of the item, object or record.

Weeding

An active and continuous weeding program is essential in maintaining a viable and useful collection. The following criteria are used in deselection of materials:

- Physical condition of material
- Current usage of material
- Accuracy or currency of information within material

The Library does not automatically replace all materials due to loss or damage.

Patron Concerns

C.C. Mellor Memorial Library recognizes the right of individuals to express concerns over materials in the collection. The Library Director and staff further believe that reading is an individual, private matter. While an individual is free to select or reject materials for themselves, an individual cannot restrict the freedom of others to read or inquire. Responsibility for children's choice of reading materials rest with their parents or legal guardians. The Library does not stand "in loco parentis".

Community members may express concern for a particular library material by submitting a written Statement of Concern to the Library Director.

E-resources are selected on a county-wide basis and are not under direct control of this policy. If a community member would like to express concern with an e-resource they should fill out this [help form](#) and a member of the county-wide selection committee with reach out to them directly.

Statement of Concern

Material Information:

Author/Producer _____

Title _____

Publisher and Year of Publication _____

Patron Information:

Name _____

Phone _____ Email _____

Street Address _____

City _____ State _____ Zip _____

Concern:

Please explain your concern about the material. -

Did you read/view/listen to the entire item? Yes _____ No _____

What is your desired outcome?

Signature _____ Date _____

Procedures for Statements of Concern

Patron fills out Statement of Concern form and submits to Library Director.

Library Director receives the form, reaches out to the patron and acknowledges the receipt and talks with them about the process moving forward.

Library Director convenes a committee to read and review the material in question. Committee to include:

- CCM Library Director
- Appropriate CCM Staff Member
- CLP Collection Development Staff Member
- Member of WHSD School Library Team
- CCM Board Member

Committee reads the material and meets to discuss the material and decide appropriate reaction to the Statement of Concern.

Item remains in circulation throughout the process.

CCM reaches back out to the person who submitted the form to communicate the outcome.