



COLLECTION DEVELOPMENT POLICY

The Collection Development Policy guides the decisions made by the Dauphin County Library System (The Library) in collection development, including the selection, management, and deselection of The Library's materials collection.

The Library collections include, but are not limited to, books, audiobooks, DVDs, large print materials, graphic novels, magazines, newspapers, music CDs, board games, video games, and a wide range of online resources such as eBooks, eAudiobooks, eMagazines, streaming movies and music, and online databases.

The Library is committed to applying all policies in a neutral, nondiscriminatory, and empathy-driven manner to ensure equitable access to resources and services.

OBJECTIVE

The Library provides free access to resources that support our community's informational, educational, recreational, and cultural needs. The selection of resources does not imply endorsement of the content or viewpoints expressed within those resources. The Library welcomes a broad range of topics and materials. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, political or social views of the author. In addition, The Library embraces new technologies and is responsive to the evolving ways information is created, disseminated, accessed, and used.

INTELLECTUAL FREEDOM

The Library supports and upholds the American Library Association's (ALA) [Library Bill of Rights](#), [Freedom to View](#), [Freedom to Read](#), [Access to Library Resources and Services for Minors](#) statements.

In addition, The Library fully endorses and affirms the following guiding principles:

- Uphold the principle of free speech and oppose the restriction or suppression of ideas, information, or artistic expression.
- Serve all individuals, regardless of age, race, religion, gender, physical ability, or economic status.
- Provide free basic services to everyone and make thoughtful, responsible decisions about those services.
- Ensure full accountability for all funds entrusted to The Library.
- Promote a lifelong love of learning.

The Library supports the right of individuals to access information and ideas freely and to form their own opinions about the resources they choose to read, view, listen to, or otherwise use. To support this right, The Library provides equitable and unrestricted access to its collections.

Responsibility for a minor's use of library materials rests with the minor's parents or legal guardians.

COPYRIGHT

The Library recognizes and respects intellectual property rights and strives to conform to legislative mandates regarding copyright protections.

CRITERIA FOR SELECTION

When selecting materials, library staff will consider the following:

- The needs and interests of the service population
- Professional and popular media review and the quality of the publisher or producer
- Popularity, timeliness, relevance of the topic, author, or title
- Requests from Library members
- Contribution to the diversity and balance of the collection
- Support for school assignments and curriculum needs
- Cost in relation to anticipated use and value to the collection
- Alignment with The Library's mission and roles
- Local or regional significance and notable awards
- Space, budget, and item availability
- Suitability of format for library use and circulation

SHELVING OF PHYSICAL LIBRARY MATERIAL

The Library will shelve items in the appropriate section of the library for which the material was intended. Library staff will consider the following criteria for shelving decisions:

- Publisher and independent professional reviews
- Subject matter and overall topic
- Author, writing style, and intended audience
- Series information
- Publisher or imprint
- BISAC topics or categories commonly used in the publishing and bookselling industries
- Information provided within the item, including cover descriptions, table of contents, introduction, foreword, prologue, acknowledgements, endnotes, bibliography, glossary, and afterword
- Awards received
- Vocabulary and complexity of language
- Typeface size
- Illustrations, images, or artwork

- Suggested age ranges and reading levels
- Applicable industry rating systems, including the Entertainment Software Rating Board (video games), Motion Picture Association film ratings, and Recording Industry Association of America advisories (music)
- Cataloging records and classification standards
- Placement practices of other libraries
- Professional listservs, blogs, and review sources
- Cost and format considerations

COLLECTION MAINTENANCE

Once materials are added to The Library's collection, they are subject to an ongoing assessment and evaluation process to ensure that collection priorities are met, materials remain current, balanced, and appealing, and space limitations are addressed.

Through this process, materials may be identified for retention, replacement, repair, or de-selection (removal from the collection). Library staff apply professional judgment and expertise when making these determinations.

Materials may be considered for de-selection based on the following criteria:

- The format is no longer suitable for library use
- The content is available in multiple formats
- The item's age or physical condition makes it unsuitable for circulation
- The information is no longer accurate, timely, or relevant
- Insufficient use or lack of member demand
- No long-term or historical significance
- Space limitations
- A sufficient number of copies already exist in the collection
- Ready availability through Interlibrary Loan or other library collections

Titles determined to be falsified or plagiarized will be evaluated for de-selection on a case-by-case basis.

DONATIONS & GIFTS

The Library welcomes gifts and donations in the form of materials or monetary contributions. Donations of materials are accepted with the understanding that they will be evaluated according to The Library's established selection criteria and collection development procedures.

Accepted donations become the property of The Library. The Library reserves the right to determine the final disposition of any donated materials.

REQUEST FOR RECONSIDERATION

The Library welcomes expressions of opinion regarding materials selected or not selected for the collection. Members who question the content, tone, or placement of an item are encouraged to first discuss their concerns with library staff. If the concern is not resolved through initial discussion, A Request for Reconsideration Form must be completed and submitted to the Executive Director.

Upon receipt, the request will be reviewed by a designated committee, and a written response will be provided within 60 days. During the reconsideration process, the material will remain accessible to the public. Should the individual find the committee's decision unsatisfactory, they may appeal to the Board of Trustees within 30 days. The decision rendered by the Board of Trustees shall be considered final.

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