

POLICY: Library Materials Selection Policy

APPROVED/REVIEWED: July 10, 2023

Mission

West Chester Public Library provides all community members equal access to information, ideas, and knowledge through books, programs, and other resources to support lifelong learning.

Purpose

The purpose of the materials selection policy is to state clearly the principles for selecting materials for the West Chester Public Library (Library).

Responsibility for selection

Responsibility for materials selection rests with the Library Director or designee and reflects the policies adopted by the Board of Trustees of the Library. The Board of Trustees has affirmed the Library Bill of Rights, Freedom to View Statement, and WCPL Copyright Policy. (attached)

Service Responses

The Board of Trustees of the Library has identified three service responses for the Library.

- Lifelong Learning
- Current Topics and Titles
- General Information

Formats

The Library will collect balanced materials in a variety of formats in support of the above stated service responses.

Criteria for Selection

The Library acquires and makes available materials that inform, educate and entertain. The Library provides, within its financial limitations, a collection designed to provide the general public with timely materials on current issues and interests, materials that embrace broad areas of knowledge, and works of enduring value.

The materials are selected:

- To satisfy the needs and interests of the community
- To support the service responses of the library
- To present balanced points of view within the collection

Consideration is given to:

- Accuracy
- Authoritativeness
- Availability of funds
- Availability within the Chester County Library System
- Enduring value
- Existing Library collections and holdings
- Interlibrary loan availability



- Literary merit
- Other community resources
- Public interest
- Social significance
- Timeliness

Selection tools include professional and trade journals, general media, subject bibliographies, publishers' materials, and staff knowledge and expertise. Purchase suggestions and donations from the public are given consideration in the context of the selection policy.

The selection of materials for the collections does not constitute an endorsement of contents. The Library recognizes that some materials may be controversial and that any given item may offend some patrons. Selection decisions are made on the merits of a particular item in relation to building the collection and fulfilling the service responses of the Library. The Library cannot remove a resource because an individual or group finds the material objectionable. Materials are considered in their entirety, not judged solely on portions taken out of context.

Gifts and Memorials

See Gifts Policy

Weeding

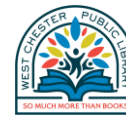
Weeding, the quality control of a collection's usefulness, is an integral part of collection development and management. To maintain the vitality of the collection, the removal of outdated, superseded, damaged, seldom used, and excess copies is done on a regular and systematic basis. Weeded materials may be sent to an online used book seller (the Library receives a portion of those proceeds), be donated to other area institutions, or be recycled.

Statement of Concern

The Statement of Concern Form should be used when a customer has a concern about material found or not found in the Library and wishes to register this concern in writing. The customer must have an active Chester County Library System library card and account in good standing to submit a Statement of Concern Form. "Good standing" means no outstanding fines and no record of noncompliance with Library policies.

The procedure is as follows:

1. Customers with concerns about materials in the Library collection should initially be directed to talk with appropriate senior Library staff, e.g., Youth Services Librarian, Adult Services Librarian, to discuss the material in question.
2. Customers wishing to express their concerns in a more formal manner should be given a Statement of Concern Form to complete or may download a form from the Library's website. The completed Statement of Concern Form will be delivered to the Library Director or designee. The material in question will remain on library shelves and in circulation until a formal decision is made.
3. Within 10 working days of receipt of the Statement of Concern Form, a review and recommendation of the matter will be made by the appropriate senior Library staff. "Working days" means any day the Library is open to the public according to the schedule posted on the Library's website.
4. The Library Director or designee will respond in writing to the customer within 10 working days of receipt of the review and recommendation of the Library staff.



5. If the customer is not satisfied with the decision made or action taken, the customer may appeal in writing the decision or action to the Board of Trustees of the West Chester Public Library. The written appeal must be made within 10 working days from the date of delivery by the Library Director (or designee) of the response to the customer set forth in Paragraph 4 above. If a written appeal is not received within the time period set forth in the previous sentence, then the matter will be closed by the Library Director.
6. If a written appeal is received by the Board of Trustees within the time period set forth in Paragraph 5, then the Board of Trustees will review the decision of the Library Director or designee, as applicable, and will affirm (or not affirm) that the decision complied with the Library Materials and Selection Policy. The Board of Trustees does not determine the suitability of any materials for the collection. The Board of Trustees' decision will be final and non-appealable.

Appendices

The documents contained in the appendices:

- Library Bill of Rights;
- Freedom to View;
- Copyright Policy;

have been affirmed by the Board of Trustees of the West Chester Public Library.



LIBRARY BILL OF RIGHTS*

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

*Adopted by the West Chester Public Library Board of Trustees, 21 April 1997, "...to the extent that it is legal and consistent with West Chester Public Library policies." Reviewed 11/18/02



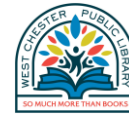
Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council



POLICY: COPYRIGHT COMPLIANCE

APPROVED/REVIEWED: 17 June 2019

It is the intent of the West Chester Public Library (WCPL) Board of Trustees that the WCPL comply with the U.S. Copyright Law (Title 17, *U.S. Code*, Sect. 101, et seq.). This policy represents a sincere effort to observe the copyright law.

Employees and volunteers are prohibited from copying copyrighted works unless the action is authorized by (a) specific exemptions in the copyright law, (b) the principle of fair use, (c) the fair use guidelines, or (d) licenses or written permission from the copyright owner. Any other copying must be approved by the institution's Copyright Officer (WCPL Director or designee) on a case-by-case basis.

The Copyright Officer shall assure that the following copyright warning is displayed on or near copying equipment:

Notice: The copyright law of the United States (Title 17 U.S. Code) governs the copying of copyrighted materials. The person using this machine is liable for any infringement.

Employees and volunteers who willfully disregard the Library's copyright policy do so at their own risk and assume all liability, including the possibility of disciplinary action for persistent copyright infringements. If the Copyright Officer is aware of copyright infringements by an employee, he or she shall take appropriate steps to stop the illegal actions.