

COLLECTION DEVELOPMENT

The Oxford Library Company is a member of the Chester County Library System. The mission of the System is to provide the public with quality service and shared access to recorded knowledge and information and recreational materials in order to support practical information needs, lifelong learning, and intellectual development. The Oxford Library supports this mission through its collection, services and policies.

The Oxford Library supports the American Library Association's Freedom to Read and Freedom to View statements. (*Appendix*)

Materials Selection Policy

The responsibility of the selection of materials rests with the Oxford Library Director and reflects the policies of the Oxford Library Board of Trustees. It is the intent of the Board of Trustees of the Oxford Library to acquire materials that include the following specifications:

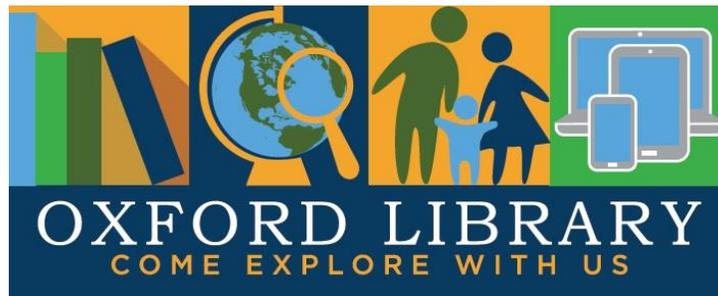
1. Every attempt will be made to select materials that are accurate and up-to-date.
2. The reading level of the material will be appropriate to the role(s) of the library.
3. An appropriate range of subject areas and authors will be included in the collection.
4. Materials on current issues and materials related to issues under discussion in the community should be collected as fully as budgetary restraints permit.
5. Materials should present a balanced point of view; an attempt will be made to acquire materials that present both sides of an issue.
6. Patrons with concerns about a material found or not found within the collection should be directed to speak with a staff member. A Reconsideration of Materials Form is available for patrons who wish to formally express their concerns. The material will be reviewed and the Library Director will respond in writing within 30 days to the concerned individual. If the individual is not satisfied with the decision made or action taken, the decision or action may be appealed to the Board of Trustees. (*Appendix*)

Formats

The Oxford Library will collect balanced materials in a variety of formats: print, non-print and online.

Gifts and Donations

The Oxford Library welcomes gifts or donations of books and other materials as space permits and with the understanding that they may be used or disposed of in accordance with the library's collection development policy. The cost of processing and the availability of shelving space are also factors in determining addition to the collection.



All suitable donations become part of the general collection and should not require special shelving or circulation procedures. No conditions may be imposed relating to any gift either before or after its acceptance by the library.

Items accepted by the library but not added to the collection will be given to the Friends of the Library for their book sale or donated to a non-profit agency.

Memorial and money gifts are welcomed with the understanding that the library has the final choice of which titles are purchased, although the donor may request a specific subject area or format. Bookplates may acknowledge the donor. (*Appendix*) form

Donors may be given a receipt for tax purposes, but the library cannot provide appraisals or evaluations of donations.

Collection Maintenance

In order to maintain the purpose and quality of the library's resources, removal of materials from the collection is given the same degree of attention as initial selection. Following weeding guidelines established by professional practice, titles that contain dated and/or inaccurate information, that are in poor condition and cannot be rebound or mended, or are no longer in high demand are systematically removed and disposed of in a suitable manner.

Titles, particularly reference materials, which are not outdated and which add to the literature of the field, but are no longer deemed appropriate or qualified for inclusion in the Oxford Library's collection may be offered to other libraries in the system.

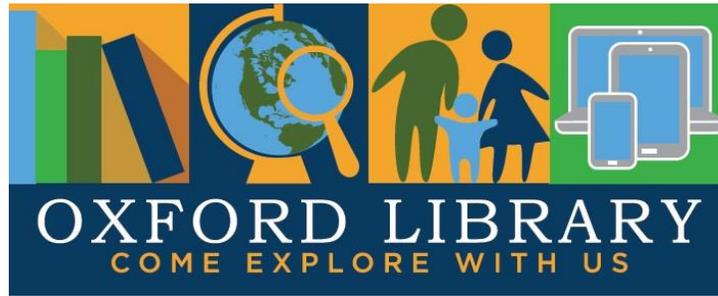
General practice is to give all weeded or discarded materials to the Friends of the Oxford Library Company for their book sale.

Weeding Guidelines

In order to maintain an up-to-date, useful collection, worn and obsolete materials are continuously weeded. Depth and breadth of varying degrees are desirable in various areas of the collection. The collection development policy serves as a guide to weeding and maintaining the collection as well as the selection of materials.

Materials are withdrawn and discarded because:

1. They are out-of-date, that is, no longer timely or accurate.
2. They are worn out or damaged.
3. It is cheaper to replace than to rebind them.
4. They have not circulated within the past three years.
5. Space considerations (in some cases these materials may be offered to other libraries).
6. They are not appropriate to the library's role(s).
7. The library has multiple copies of the title that are no longer needed.



Permanent Collections:

Books with location HC (Holcombe Collection), Art, Maps, Archived Collections and other Permanent Collection materials may not be withdrawn without consent of the Board of Trustees.

Revised and approved 07/25/2016 cb