

Radnor Memorial Library Collection Development Policy

I. Mission Statement

Radnor Memorial Library's (RML's) mission is to provide programs, collections, space, and other resources that enhance the quality of life for the entire community.

II. Purpose of the Collection Development Policy

The Collection Development Policy outlines the philosophies that create and shape RML's collections, the practices that maintain the collections, and the guidelines that help the Library respond to community needs.

III. Principles Guiding Collection Development

Radnor Memorial Library is guided by ALA's Library Bill of Rights (Appendix A), the [Freedom to Read Statement](#), and the [Freedom to View Statement](#).

As a public library, widespread interest and usage are the most powerful influences on RML's collections. Selections are made to provide depth and diversity of viewpoints and with an appreciation for all users. Materials are provided to support all individuals and do not place a value on one user's needs or preferences over another's.

A singular obligation of the public library is to reflect within its collection differing points of view on controversial or debatable subjects. The Radnor Memorial Library does not promulgate particular beliefs or views, nor does the selection of an item express or imply an endorsement of the author's viewpoint. Library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from damage or theft.

IV. Diverse and Inclusive Collections

Article I of the Library Bill of Rights (Appendix A) states, "Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves."

A diverse and inclusive collection should contain content by and about a wide array of people and cultures to reflect a variety of ideas, information, stories, and experiences. Radnor Memorial Library will continuously seek titles that exemplify this standard and acquire materials that reflect the diversity of our community, address collection gaps, and fulfill unexpressed information needs.

VI. Scope of Collections

The objective of the library's collection is to provide a wide range of cultural, informational, educational, and recreational materials for all ages of the general public.

Emphasis is placed on:

- Recreational reading, listening and viewing in a variety of formats
- Popularly written, general research in high demand
- Information and fact-finding materials
- Resources that foster a love for reading and increase early literacy
- Resources that support and promote lifelong learning
- Materials and formats that keep pace with advancing technology and trends
- Items that enhance the Library's special collections

VI. Responsibility for Selection

The Library Director, or staff designated by the Director, is responsible for the selection and acquisition of all materials. Collection development staff use their training, knowledge, and expertise, along with general criteria to select materials for the collection within space and budget constraints.

VII. Selection Criteria

The following criteria will be used to select materials:

- Relevance to the interests and needs of the community
- Extent of critical review and current or anticipated demand
- Reputation and qualifications of the creator and/or publisher
- Historical or current significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Suitability of format
- Date of publication
- Price, availability, and budget consideration
- Clear identification of the copyright holder through a copyright page
- Accessibility and availability of library licensing (for electronic resources)
- Accessibility and durability of equipment

Textbooks and academic materials are not generally added to the collection. Materials that support K-12 curricula and have a broader base of interest such as summer reading list titles, are regularly acquired for the collection.

VIII. User Recommendations

Users are welcome to request or recommend items that RML does not own using the online [Suggest a Purchase form](#). All requests will be reviewed for inclusion in the collection using the established selection criteria.

IX. Request for Reconsideration

RML selects materials using the established criteria. It gives consideration to the varying age groups and backgrounds of its users when making selections. Requests for removal of an item from the RML collection may be made by Radnor residents following the *Request for Reconsideration* procedure

outlined in Appendix B.

Requests for reconsideration of items at other Delaware County Libraries must be made directly to the Library that owns the item in question. The policies and procedures of the owning Library will govern any such request. Patrons may request ownership information of any item in the collection.

Radnor Memorial Library supports the right of users to make their own choices as to what they will read or borrow based on individual interests and concerns. This includes the right of each family to decide which items are appropriate for use by their own children. Responsibility for a child's use of library materials lies with his or her parent or guardian.

X. Donations for the Collection

Donated books and materials are generally given to the Friends of Radnor Library for inclusion in the bi-annual book sales and are rarely accepted for inclusion into the Library's collection. If a donation is accepted, it is evaluated for inclusion by the same standards required of purchased materials. Those that do not meet the criteria may be given to the Friends, to other organizations, sold, exchanged, recycled, or discarded. Use or disposal of any donated item is at the discretion of the Library.

Self-published books will be evaluated for inclusion into the collection based upon the same criteria used for purchased materials. Self-published books must include a copyright page before being considered.

XI. Collection Management

RML's collection is an ever-changing entity. Items are regularly reviewed for their ongoing value and withdrawn from the collection when they no longer meet the needs of library users. Care is taken to retain or replace items that have enduring value to users. Decisions are based on patterns of use, capacity, and the holdings of other Delaware County Libraries. Staff review the collection regularly to maintain its validity and usefulness.

a. Responsibility for Collection Management

The Library Director of RML, or staff designated by the Director, is responsible for the management of the collection.

b. Criteria for Weeding and Withdrawal

The following criteria will be used in selecting materials for withdrawal:

- Damage or poor condition
- No longer relevant to the needs and interests of users
- Infrequent use or lack of demand
- Obsolete information

- Availability elsewhere including other Delaware County Library collections

c. Criteria for Replacement

Lost or damaged items are not automatically replaced. The following criteria will be used in selecting materials for replacement:

- Availability elsewhere including other Delaware County Library collections
- Cost of replacement
- Popularity and demand
- Critical and/or historical significance
- Availability for re-ordering

Purchased or donated items are not accepted in lieu of monetary fines for lost or damaged materials.

XII. Book Displays

Book displays are a way to highlight the breadth and depth of the materials available in the Library's collection. As such, they are an extension of the collection and are governed by the same guiding principles. Any item in the Library's collection may be used in a display. Displays may cover a wide variety of topics and viewpoints that appeal to a range of ages, interests, and information needs.

XII. Review

The Library Board of Trustees shall periodically review this Policy and update as needed.

Attachments

Appendix A – American Library Association Library Bill of Rights

Appendix B – Reconsideration of Library Materials Policy and Procedures and Form

Approved by the Radnor Memorial Library Board of Trustees February 20, 2025

Appendix A

American Library Association 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 abridgement 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 that 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.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Appendix B

Reconsideration of Library Materials Policy and Procedures

A singular obligation of the public library is to reflect within its collection differing points of view on controversial or debatable subjects. Radnor Memorial Library does not promulgate particular beliefs or views, nor does the selection of an item express or imply an endorsement of the author's viewpoint. Library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from damage or theft.

Comments from members of the community about the collection or individual items in the collection frequently provide librarians with useful information about interests or needs that may not be adequately met by the collection. The library welcomes expression of opinion by patrons, but will be governed by the Materials Selection Policy in making additions to or deleting items from the collection.

Radnor residents may request the reconsideration of library materials and will be asked to put their request in writing by completing and signing the form entitled "Request for Reconsideration of Library Material."

Upon receipt of a formal, written request, the Director will appoint an ad hoc committee from the professional staff including, but not limited to the selector for the subject area of the item in question and the appropriate Department Manager. The committee will make a written recommendation to the Director who will then make a decision regarding disposition of the material. The Director will communicate this decision and the reasons for it, in writing, to the person who initiated the request for reconsideration at the earliest possible date. The Director will inform the Board of Trustees of all requests for reconsideration of library materials and their disposition.

In the event that the person who initiated the request is not satisfied with the decision of the Director, s/he may appeal for a hearing before the Board of Trustees by making a written request to the President of the Board. The Board of Trustees reserves the right to limit the length of presentation and number of speakers at a hearing. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Radnor Memorial Library. On the basis of this determination, the Board may vote to uphold or override the decision of the Director. All decisions of the Board are final.

Approved by the Radnor Memorial Library Board of Trustees November 19, 2015; updated February 20, 2025