



Collection Development Policy

I. Introduction:

- Hub Mission: The West View Hub enables, empowers and encourages lifelong discovery.
- Hub Vision: The West View Hub will be a community connection for residents of west View
- Strategic Priorities:
 - West View Hub Funding;
 - West View Hub Programs, Collection and Services;
 - West View Hub Space;
 - West View Hub Promotion;
 - West View Hub and Community Partnerships;
 - West View Hub Technology
- Philosophy of Librarianship: West View Hub endorses the principles expressed in “The Freedom to Read Statement” and applies them in managing its collection. The Hub also follows the “Library Bill of Rights”.

II. Community Profile:

- The West View Hub will primarily serve the population of the Borough of West View.

III. Community Needs Assessment

- The West View Hub will work closely with neighboring community agencies and educational centers to determine the Library and services needs of the population.

IV. Collection Evaluation & Assessment:

- The West View Hub’s collection contains materials in a wide variety of formats and levels of difficulty. It includes, but is not limited to print, audio, video, and digital (downloadable and read-only). For the purpose of this document, “the collection” refers to items that have been selected by The West View Hub. Selected items may be physically available in the library or available through the Internet. In general, the collection is current and popular; not scholarly or archival. The library does not generally go beyond sophomore year of college in difficulty level. The West View Hub strives to reflect the interests of the community that it serves. The vast majority of the collection is in English, but if the need arises we will make every attempt to accommodate requests.

V. Collection Goals:

- Collection Development Philosophy: There are two main schools of thought regarding collection development philosophy. The one extreme is that the library should have only “good” books, carefully chosen to present a perfect balance between subject areas and between varying schools of thought within subject areas, and chosen to nurture, sustain and preserve the intellectual capital of our society. On the other hand, the “on-demand” theory says that a book of outstanding quality is not worth the price if no one will read it, and items should be purchased based solely on what patrons want. Northland’s current goal is to strike a balance between these two extremes, and provide current, high-demand materials and programs in a variety of formats while also providing materials that reflect the intellectual capital of our society.
 - Basic Collection: would include only the most basic important titles providing foundational works or introductions to the subject. Treatment is overview in nature or popular in approach and is geared to the understanding and taste of the general public. Materials would require no specialized knowledge or training to appreciate.
 - Working Collection: includes all basic items plus goes to greater depth and scope including all recognized standard works in the field with emphasis on current titles. The collection would include a broad selection of works of the most important writers in the field and the classics (items having recognized permanent value and/or enduring interest and/or appeal).
- Based on the above definitions, The West View Hub’s goal is to maintain a collection representative of the communities’ needs and interests.

VI. Selection Responsibility:

- Adult Materials: Reviewed by the library committee and entered into circulation at their discretion.
- Children’s Materials: Children’s and young adult materials are chosen and entered into circulation based on the library committee’s discretion.

VII Selection Criteria:

- Collection development staff use their training, knowledge and expertise along with the following general criteria to select materials for the collection:
 - Relevance to interests and needs of the community
 - Extent of publicity, critical review in mainstream media, review journals, or websites, and current or anticipated demand
 - Current or historical significance of the author or subject
 - Local significance of the author or subject
 - Relevance to the existing collection’s strengths and weaknesses
 - Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
 - Suitability of format to Library circulation and use
 - Date of publication
 - Price, availability and Library materials budget
 - Customer recommendations (each one is evaluated for possible purchase)
 - Standing orders & subscriptions
 - Adherence to holds ratio guidelines

- For donations only, condition of the material is also considered
- Scope of collection:
 - Collection levels currently range from minimal level to study level (college sophomore) in all subjects. The collection will be evaluated yearly in order to make purchasing decisions based on the needs and desires of the community.

VIII Acquisitions:

- Physical materials are purchased through a variety of vendors and by the Library Committee

IX Gifts:

The West View accepts donations of books and other materials. The Library retains the authority to accept or reject gifts. Gifts are evaluated by the same criteria that are applied to purchased items. The Library Committee make all decisions as to the use, housing and final disposition of donations. The Library does not evaluate or appraise gift materials for tax purposes.

X Maintenance:

The West View Hub Library Committee will evaluate the Hub's collection periodically to ensure that the collection is current and being utilized by the community.

XI Reconsideration of Library Materials:

- In order to represent the diversity of thought within the community, it is very important that the public library's collection contain materials representing differing points of view. The West View Hub does not endorse particular beliefs or views, nor does the selection of an item express or imply an endorsement of the viewpoint expressed by the author.
- There may be occasions when a member of the community objects to a particular item in the Library's collection. If a library user wishes the Library to reconsider material that is in the collection, a [Request for Reconsideration of Library Material form](#) can be made available.

XII Policy Adoption, Review & Revision

- Draft of Policy will be sent for board approval.
- Revisions made if necessary then given back to West View Hub Board of Directors
- Once the West View Hub approves the policy, the final draft is submitted and will be made available at the library and on the web site.

Approved _____ By _____