



ALEXANDER
HAMILTON
MEMORIAL
FREE LIBRARY

Alexander Hamilton Memorial Free Library

Collection Development Policy

Introduction

Alexander Hamilton Memorial Free Library (AHMFL) is a public library and nonprofit organization at 45 East Main Street, Waynesboro, Pennsylvania. The Mission of the Alexander Hamilton Memorial Free Library is to enrich the lives of the citizens of the greater Waynesboro area by providing free access to materials, information, programs, and services through well maintained collections, qualified staff, up-to-date technology, and partnerships with other libraries.

The library's collection contains over 35,000 physical items, including books, audiobooks, movies, magazines, and other materials such as laptops, Title 1 learning kits, hotspots, and more. In addition, the library also offers free access to e-books, e-audios, databases, and other electronic resources. Our total circulation numbers for 2022 totaled 46,863. In 2023, AHMFL has gained an average of 61 new patrons each month.

Characteristics of the AHMFL Service Area

AHMFL serves a population of 10,951 within the Borough of Waynesboro, based on the 2020 Census. AHMFL also serves residents of the wider Washington Township area, which has a total population of 14,837 according to the 2020 Census. Residents of other townships and communities are welcomed as patrons in compliance with ACCESS PA regulations. Our patrons vary in background, ideology, identity, languages, economic status, and lived experiences. As our local population increases and changes, AHMFL works to grow and diversify our collection of library materials, information, and programming as well.

Philosophy and Goals

AHMFL provides public library services, materials, and information in various formats to enrich the lives of all citizens of the greater Waynesboro area. AHMFL's goals are:

1. To provide resources that promote a culture of discovery and life-long learning, along with life-long use of the library.
2. To make readily available a wide range of materials in a variety of formats that meet the interests of all members the community.

3. To support individuals of all ages and backgrounds in their quest for independent learning.
4. To provide students, pre-school through post high school, with resources that will support their education.

As a member of the American Library Association (ALA), AHMFL affirms our commitment to embrace and celebrate diversity, equity, and inclusion as they pertain to accepting and respecting all patrons, staff, and community partners. AHMFL also affirms the ALA Library Bill of Rights, which states in part:

[A]ll 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.

The full ALA Library Bill of Rights is available at:

<https://www.ala.org/advocacy/intfreedom/librarybill>

AHMFL also supports the American Book Publishers' Council Freedom to Read Statement (<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>).

Responsibility for Collection Development

The Library Director, under the governance of the Board of Directors, is responsible for collection development at AHMFL, including:

1. Selecting fiction and nonfiction library materials for all age groups, in a variety of formats, including but not limited to: books, periodicals, and audio/video materials in accordance with the collection goals. The director may also delegate Collection Development responsibilities to program specialists.
2. Evaluating items in the collection in preparation for weeding.
3. Catalogue material or delegate to qualified staff member.

The Library Director must hold a Master of Library Science or Master of Library and Information Science degree, and must also be certified by Pennsylvania as a Professional or Provisional Public Librarian. The Library Director may designate other specialized staff members to select items for acquisition or deletion to their departments under the supervision of a certified librarian. Input from a variety of staff members is essential to broaden the scope of collections. Designated Collection Development staff members are encouraged to seek recommendations from other AHMFL staff members and library patrons. Collection Development staff will select materials that support the goals of AHMFL, adhere to accepted professional practices, and comply with the criteria listed below.

Criteria for Selection

The following criteria will be used to select library materials, whether the item is donated or purchased. The criteria influence the selection, but materials need not meet all criteria to be selected.

The main points considered in selection are:

- high standards of quality in content, expression, and format.
- authority and competence in presentation.
- authenticity of factual material presented.
- popular appeal and timeliness.
- ability to inform or entertain.
- existing holdings.
- budget.
- reputation and significance of author, illustrator, or publisher.
- flexibility to meet changing needs.
- ability to meet the needs of a diverse community.
- equitable coverage of subject or genre.
- physical limitations of the library facility.
- suitability of the format for library use.
- Materials will be selected for purchase:
 - Based on positive reviews in professional library journals or in other authoritative works in a particular field or
 - By actual examination and evaluation of the materials.
- Other acceptable methods for selection include:
 - Selection of materials due to high demand, such as best sellers; popular authors; videos, audios, & resources that support school projects; books of local interest (local history, local authors).
 - Selection of materials based on patron request, provided the work requested meets selection criteria.
 - Availability in other Franklin County or Pennsylvania libraries through ILL (Inter Library Loan)

Format

The library will attempt to have information available in a variety of formats including books, periodicals (paper and digital), audiobooks on CD, DVDs, e-books and e-audio. Other formats may be considered based on the above listed criteria. Regardless of an item's popularity, the library may choose not to select it because it does not support the library goals and objectives, because it is not durable enough for extensive use, or because it would require extensive staff to maintain.

- Materials in the English language will be preferred. Materials in other languages will be considered if a demand is evident and resources are available.
- In general, hardbound books will be preferred over paperback books. In the case of juvenile series and large print books, hardbound and paperback will be equally considered and purchases made based on availability.
- Mass-market paperbacks meeting the general criteria above may be available for public use, but most are not cataloged and will circulate on the honor system through AHMFL's Community Collection.
- Textbooks will not be purchased.

Special Considerations for Specific Areas of the Collection

- *Children's and Young Adult Collections*

Selection will also be guided by the appropriateness of the material for the age level of the readers for which the material is being purchased. Materials will be placed in the sections that are deemed most appropriate. Parents or legal guardians are responsible for evaluating the suitability of reading, listening, and viewing materials for their children, no matter where the item is found in the library.

- *Online Collection & Other Electronic Resources*

The online collection represents the diverse viewpoints and interests of the entire community the Library serves. This collection includes citation and full-text databases, e-books, instructional programs, and other downloadable and streaming media. For example, the Overdrive e-book & e-audio collection is shared by all of the Franklin and Fulton County libraries, including AHMFL. AHMFL also subscribes to Hoopla to provide additional e-content to our patrons. Other electronic resources such as Mango, NoveList, Ancestry, and WorldBook are shared by the Franklin County Library System and AHMFL. Power Library databases are provided by Pennsylvania to all library patrons in the state.

- *Local History Collections*

Within financial and space limitations, AHMFL maintains a collection of local history and genealogy materials. Works by local authors and illustrators and of local interest will also be given more significant consideration than others of a similar nature.

- *Newspapers*

AHMFL subscribes to both local and out-of-town newspapers, based on quality and popularity. Newspapers are not cataloged and are for use within the library.

- *Pamphlets / Free Magazines*

Pamphlets are, for the most part, obtained free or for a nominal charge from government agencies. AHMFL maintains several pamphlet display areas, including one focusing on financial literacy, as a supplement to other library materials. As a courtesy to our patrons, AHMFL also offers a limited supply of free monthly *BookPage* magazines. *BookPage* is an independent recommendation guide for readers, with book reviews across all genres, written by *BookPage* editors. Patrons may choose to take pamphlets and/or a monthly copy of *BookPage* if they wish, at their own discretion.

- *Hotspots*

Hotspots that provide WiFi access to the internet are available for patrons who need internet access. Please refer to the Wifi Hotspot Rental Policy and Contract (<https://static1.squarespace.com/static/5caf7124809d8e52b0d5e013/t/6418a1a50cc06e5f881d54da/1679335845137/WIFI+Hotspot+Rental+Policy+and+contract.pdf>) for more information.

- *Other Materials*

AHMFL also offers various enrichment materials, toys, STEM equipment, and other realia and formats. Some of these may be available for in-library use only.

Replacements

Replacement of lost or damaged materials will be considered based on the following criteria:

- Availability of the item for purchase.
- Coverage the library has on that subject.

- Age of the item. If the item has an old copyright date, the library may choose to replace the title with something more current.
- Demand for material in that subject area. If there is demand for that particular title or for titles in that particular subject area, the library may choose to replace the item.
- Significance of the work in its subject area (authoritative works)

Interlibrary Loan

AHMFL shares its collection with other library patrons in Franklin County and across Pennsylvania through the Inter Library Loan (ILL) service. We also use ILL to borrow books for our patrons. Patrons may submit up to five (5) ILL Requests at one time. AHMFL will only ILL request items that have a publication date of one year prior to the request, or older. (For items published more recently, patrons may submit a Purchase Request.)

Purchase Requests

Patrons may submit a Purchase Request for items published within the past year. (Items with older publication dates may be requested through Inter Library Loan.) The decision to purchase the requested item is up to the Library Director, or Collection Development staff members appointed by the Library Director. The decision will be based on AHMFL's Criteria for Selection.

Donations

AHMFL accepts donated materials in good condition, understanding that they may be used as the library sees fit.

Accepted: books, audiobooks, DVDs, and Blu-rays

Not accepted: textbooks, magazines, Reader's Digest Compilations, VHS tapes, encyclopedias, dictionaries

Collection Development staff may choose to add donated materials to the library's collection at their discretion, if the items are in durable formats, in like-new condition, and meet AHMFL's Criteria for Selection. As a general rule, items published more than five years before the current date will not be cataloged. The library will not evaluate donated materials for tax or other monetary purposes. Donations may be added to collections, sold to benefit the library, or discarded, according to the criteria and need. Gift periodical subscriptions may be accepted at the library's discretion.

Local Author Requests

Authors and creators who live in Franklin County or whose works are based in Franklin County may donate one copy of their material for possible inclusion in the library's collection. AHMFL will review donated materials but does not guarantee their inclusion in the collection. Once donated, items become the property of the Library and will not be returned. Items not included will be repurposed per our donation policy.

Patron Concerns About Material

AHMFL was established to serve the public and welcomes public opinion. It is the right of any registered patron to express concern about material that they feel does not meet the Criteria for Selection. (1) A patron must be an AHMFL library card holder in order to

submit a Statement of Concern about an item in the collection, and (2) A patron may submit a maximum of 2 Statements of Concern within 1 calendar year.

The process is as follows:

1. Concerns about items in the collection must be submitted to the Library Director on the "Patron's Statement of Concern about Library Materials" form. The form must be completed in full. The item in question must be returned to the library before the review process can begin.
2. The Library Director reviews the form, files the original, and submits a copy to the Library Board of Directors.
3. The Library Director reviews the request and contacts the borrower to let them know of our process, and informs them that they will have a response to their request within 30 days.
4. The Library Director appoints a committee to assist in reaching a decision. The committee often comprises the Library Director, a member of the Library Board, and a librarian specializing in the area from which the material originated. The material in question will remain on the shelves and available to the public during the review process.
5. A title under concern will not go into the review process if that title has already been challenged and reviewed in the past three (3) years.
6. After review the item will be returned to the shelf, re-assigned to a different shelving location, or removed from the collection. The patron filing the request will be informed in writing of the committee's decision.

De-selection

Materials may be withdrawn from the collection at the discretion of the Library Director based on the criteria outlined in the CREW Method

<https://www.tsl.texas.gov/ld/pubs/crew/index.html>

This includes:

- physical condition of the materials
- obsolescence of information
- user demand (based on circulation records)
- duplication of resources in the same format or subject area

Generally, materials that date rapidly will be replaced on a regular basis. Books and other materials that are considered antique or classics may be maintained in the library despite age and physical condition.

Items withdrawn from the collection may be:

- Offered for sale to Library employees at used book sale prices
- Sold at the Friends of Library used book sales
- Disposed of in accordance with local law, which permits recycling and/or discarding in the trash
- Donated to a social service agency or nursing home at the discretion of the Library Director

No items will be removed from the collection for the benefit of a particular individual or group.

Intellectual Freedom

AHMFL subscribes to the American Library Association Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill>) and the American Book Publishers' Council Freedom to Read Statement

(<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>). AHMFL recognizes that some of its materials are controversial and may offend some patrons. The items were selected based on their value and usefulness in the community based on the Criteria for Selection. They were not chosen to reflect impending approval or disapproval by individual patrons.

Library materials will not be labeled to show approval or disapproval of the contents. Labeling implies that a reader cannot judge the value of the material. Library materials will be kept on open shelving except when deemed especially susceptible to theft or injury or when demand for the material and open shelf space is limited.

The selection of materials for adult collections will not be restricted by the possibility that children may use the materials. Since many library materials are helpful to all ages, library staff will not attempt to censor or monitor the circulation of adult or young adult library materials to children. Parents or legal guardians are responsible for evaluating the suitability of reading, listening, and viewing materials for their children.

PATRON'S STATEMENT OF CONCERN ABOUT LIBRARY MATERIALS

Request submitted by:

Patron's Card Barcode Number (Patron must be an AHMFL card holder):

Address:

Telephone Number: _____ Today's Date: _____

E-mail Address:

Type of material under concern (book, video, CD, etc.): _____

Title:

Author:

Publisher:

Copyright Date:

1. Have you read, viewed, or listened to the entire item about which you are concerned?

Yes _____ No _____

If "no," why not?

2. What do you object to in the material? (Please be specific and cite examples with pages, paragraphs, etc.)

3. What do you believe is the theme or purpose of this material?

4. Is there anything of value in this material?

5. Do you think this material is harmful to the community? If so, how or why?

6. If this is classified as material for children or teens, do you think it has been assigned to the correct age level? If not, what age level do you think is appropriate?

7. Would you rather have this material moved to another library section or removed permanently from the collection?

8. If you have read, viewed, or listened to any other items by this author, illustrator, producer, or musician, please list them here. Did you find anything objectionable in these other materials? Please explain.

9. Do you represent any organization? If so, please indicate its name.

10. What do you think should be added to the collection to replace this item should it be removed? Please cite examples. Use an additional page if necessary.

Please submit this form to the Library Director at Alexander Hamilton Memorial Free Library, 45 East Main Street, Waynesboro, PA 17268.

THANK YOU.



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