

Cooper-Siegel Community Library Collection Development Policy

The Cooper-Siegel Community Library's collection contains educational, informational, recreational and entertaining media for all our patrons and we strive to create a collection that reflects the racial, ethnic and cultural diversity of our community.

We offer a variety of formats, opinions, styles and levels of difficulty in order to meet as many needs as possible while keeping within our current budget parameters. By encouraging interlibrary cooperation with other Allegheny County libraries, our collection is wonderfully supplemented by 45 other public libraries in our federated library consortium. Because of this, we emphasize materials with wide-ranging interest more than those that are archival or academic in nature.

We also want to evaluate and incorporate emerging trends and technologies that enhance and expand resources available to the staff and the public. Services such as [3D printing](#), [digitization software and equipment](#), [Library of Things collection](#), internet hotspots, and coding software are all examples of emerging trends and technologies the Library has recently provided to the public.

The community is a powerful influence on the Library's collection. We strive to be a net lender in the County, meaning that our patrons are able to find what they need on our shelves more often than they need to request materials from other libraries. Our collection is reviewed and revised on an ongoing basis to meet ever-changing needs. What our patrons checkout, what our patrons ask us to buy and what our patrons request from other libraries are all closely monitored, triggering the purchase of new items and additional copies of high demand items. We also align our purchases with our strategic plan.

The Cooper-Siegel Community Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others. The Library also strives to offer a balance of viewpoints in collections that include both current materials and those that provide historical perspective.

Requests for purchase of items may be made through the Library's website's "Suggest a Purchase" form available [here](#) or available as a paper copy [here](#), or at the Library.

"Bookstore Model" for non-fiction collection

The Cooper-Siegel Community Library wants to improve both the circulation and browsability of its current non-fiction collection. We believe most patrons often browse by topic instead of searching by call number. We started by arranging some of the non-fiction by topic first, which mimics the style of bookstores and gives patrons the ability to browse for materials much easier than with call numbers alone.

Materials will be reviewed and placed in the section they fit with best, and then once in the correct section, will be arranged in call number order. Now patrons can browse by topic or still search the catalog and find materials by using the call number. Below are our current sections arranged by topic first.

Cooking: Includes cookbooks and recipe books except those dealing with diet and exercise.

DIY Creative Arts: Materials that describe how to make or create items that are decorative or wearable in nature. Some topics include fiber arts, paper crafts, painting, drawing, sculpting, scrapbooking and photography.

DIY Home: Materials in this section focus on DIY projects for the home. Some topics include interior decorating, home repair and maintenance, and home landscaping.

Gardening: All materials on gardening and gardens.

Health and Wellness: This section is comprised of materials that focus on spiritual, mental, and physical health. Topics included self-help, diet, fitness, disease treatments, and natural cures.

Other Special Collections

Featured Non-Fiction: A small focused nonfiction collection of hand-picked titles aimed at attracting younger adult readers: Gen Z, Millennials and Gen X. The selections fall into (but aren't limited to) several main categories: lifestyle, politics, feminism, race, memoir, pop-culture, LGBTQ+ and self-help. The titles here remain for 3-6 months and are then absorbed into the main nonfiction collection.

Graphic Novels: Book length collections of sequential art containing a single story, or a set of interrelated stories or compilations. This collection concentrates on titles that have won awards or otherwise received critical and/or scholarly notice or are popular among genre readers.

Western Pennsylvania: This collection is comprised of non-fiction items that cover the history, people, places and things pertaining to Allegheny County and its surrounding counties and fiction materials with settings in this same geographical area.

Travel: Up-to-date travel guides for the United States and the world. Also includes a section on local Pennsylvania destinations.

College & Career: Includes guides for college entrance exams, graduate school testing, job testing, college guides, and how-to materials for resumes, cover letters, interviews, and other job finding skills.

Policy for the acceptance of self-published books

The Cooper-Siegel Community Library welcomes the growing number of opportunities for authors to publish their works and will accept self-published materials only if they meet the following criteria:

1. Authors must be residents of Western Pennsylvania or the book must be about or take place in Western Pennsylvania.
2. Books must be bound. We will accept both hardcover and paperback but will not accept spiral bound items.
3. Books must be donated to the Library. The library will consider purchasing self-published items if they are reviewed in standard sources: library journals, national or local newspapers or magazines.
4. Self-published items will not be purchased at patrons' requests unless they have been reviewed or featured as described above.
5. Self-published materials will be reviewed by the appropriate librarian to determine the appropriateness of the material for possible inclusion in the library's collection.
6. Materials that are donated to the library become the property of the Cooper-Siegel Community Library and will not be returned. In addition, the library may sell or dispose of items if they are removed from the collection.

Materials that are selected for inclusion in the Library's collection will be cataloged and can be viewed in the On-line Public Access Catalog (OPAC).

Self-published books will be placed in the appropriate classification, and local authors will be identified by a "Local Author" label.

Self-published books will be subject to the same criteria for removal as purchased items.