

Community Library Association's Collection Development Policy
for
Cooper-Siegel Community Library and Sharpsburg Community Library
(Staff Version)

I. Introduction

- a. Mission Statement: Our mission is to cultivate a community of lifelong learners.
- b. Values:
 - i. We are service-oriented and knowledgeable.
 - ii. We value innovation and embrace curiosity to grow with an ever-changing world.
 - iii. We are welcoming and friendly.
 - iv. We value free access to resources and information for everyone.
 - v. We strengthen community through inclusivity and collaboration.
- c. Guiding Principles: Community Library Association (CLA) endorses the philosophy of librarianship expressed through the American Library Association's "Freedom to Read Statement" and "Library Bill of Rights."

II. Community Profile

- a. We serve six municipalities comprising the Fox Chapel Area School District.
- b. Library card-holders from throughout Allegheny County also use the library through its membership in the Allegheny County Library System.
- c. The district is racially, ethnically, religiously, and socioeconomically diverse. We strive to offer materials, programs, and services that reflect our diverse communities. Read more about area demographics here ([ACLA 2019 Study](#)).

III. Collection Development Philosophy

- a. Collection development is the systematic and cost-effective building and evaluation of the Library collection. Its goal is to support the mission of Cooper Siegel Community Library & Sharpsburg Community Library and involves both selection and weeding.
- b. Our libraries strive to provide quality materials that entertain and educate. Purchases are made based on industry reviews, award committees, countywide hold lists, and patron suggestions. Our local collection is supported by the 45 other public libraries in our county which allows us at CSCL/SCL to focus on materials with wide-ranging interests more than those that are archival or academic in nature. The library's collection is reviewed and revised on an ongoing basis to meet the changing needs of this community.
- c. Cooper-Siegel Community Library recognizes the importance of selecting materials that act as windows and mirrors for our patrons. Materials created by

OWN voices writers (those belonging to the group the material is about) will be selected when available. This includes BIPOC (Black, Indigenous and People of Color), LGBTQ+, neurodivergent, and disabled creators. Read more about the library's [EDI \(equity, diversity, and inclusion\) policy here](#).

IV. Selection Responsibility

- a. Physical materials are chosen by professional library staff at both libraries.
- b. Electronic resources are provided in the following ways:
 - i. The Allegheny County Library Association (ACLA) coordinates with all county libraries to purchase and maintain a wide variety of electronic resources. These can be accessed [here](#).
 - ii. Other online databases are provided by the [POWER Library](#), which is Pennsylvania's Electronic Library.
 - iii. Some electronic resources are purchased by the Community Library Association directly and are only accessible with a library card from Cooper-Siegel or Sharpsburg Community Libraries. These can be accessed on our website [here](#).
 - iv. Our libraries are represented on the county-wide Downloadables Committee which evaluates and purchases e-books, e-audio, e-video and e-magazines.

V. Selection Criteria

- a. Collection development staff use their training, knowledge and expertise along with the following general criteria to select materials for the collection:
 - i. Relevance to interests and needs of the community
 - ii. Use of professional reviews to determine reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
 - iii. Provide inclusive materials that reflect our community and celebrate diversity
 - iv. Current, historical, or local significance of the author or subject
 - v. Relevance to the existing collection's strengths and weaknesses
 - vi. Suitability of format to Library circulation and use
 - vii. Price, date of publication, availability, and Library materials budget
 - viii. Nonfiction materials focus on a general interest level
 - ix. [Customer recommendations](#) (each one is evaluated for possible purchase)
 - x. Selection of materials considers the availability of materials through the other libraries in the Allegheny County Library Association, as well as the local universities and colleges
 - xi. Self-published materials may be added if the author is local, [here](#) is the full policy

- xii. For donations only, condition of the material is considered in addition to the criteria above

VI. Maintenance

- a. Use collection evaluation tools such as *Sierra Create Lists* and *Sierra Worklists* to review our collection on an ongoing basis
- b. Criteria for weeding and withdrawal:
 - i. Damage or poor condition
 - ii. Number of copies in the collection
 - iii. Relevance to the needs and interest of the community
 - iv. Current demand and frequency of use
 - v. Accuracy and timeliness
 - vi. Local interest
 - vii. Meets the standards of our Equity, Diversity, and Inclusion goals
 - viii. Availability elsewhere including other libraries and online
 - ix. Deemed to be of an enduring nature
 - x. Considered to be part of the core collection

VII. Reconsideration of Library Materials

- a. Cooper-Siegel Community Library & Sharpsburg Community Library firmly uphold the community's right to access information as outlined by the [Library Bill of Rights](#), even when the content is controversial, unorthodox, or unacceptable to others. Each member of the community can determine what is most appropriate for their needs. If a member of the community is concerned with an item in our collection, we invite them to have a conversation with our staff. If they still wish the Community Library Association to reconsider the material, a [Materials Reconsideration Request form](#) can be completed. A committee of professional librarians will review requests and a written response will be sent to the community member.