

**Community Library Association's Collection Development Policy
for
Cooper-Siegel Community Library and Sharpsburg Community Library**

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."](#)

Community Profile

- a. We serve six municipalities comprising the Fox Chapel Area School District.
- b. Library cardholders 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](#)).

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](#).

Selection Responsibility

- a. Physical materials are chosen by professional library staff at both libraries.
- b. Electronic resources are provided in the following ways:
 - 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](#).
 - Other online databases are provided by the [POWER Library](#), which is Pennsylvania's Electronic Library.
 - 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](#).
 - Our libraries are represented on the county-wide Downloadables Committee which evaluates and purchases e-books, e-audio, e-video and e-magazines.

Selection Criteria

- a. 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
 - 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
 - Provide inclusive materials that reflect our community and celebrate diversity
 - Current, historical, or local significance of the author or subject
 - Relevance to the existing collection's strengths and weaknesses
 - Suitability of format to Library circulation and use
 - Price, date of publication, availability, and our library's materials budgets
 - Nonfiction materials' focus on a general interest level
 - [Customer recommendations](#) (each one is evaluated for possible purchase)

- The availability of materials through the other libraries in the Allegheny County Library Association, as well as the local universities and colleges
- Self-published materials may be added if the author is local. See the full policy [here](#).
- For donations only, condition of the material is considered in addition to the criteria above

Collection Organization and Maintenance

a. Age Categories

- Our libraries use professional reviews, publisher age recommendations, and our expertise as librarians to determine where materials should be shelved. Due to our collections supporting very wide age groups, not every material is appropriate for every age or developmental level. Since parents and caregivers know their children best, we encourage parents and caregivers to select materials that are appropriate for their family.

b. Formats

- Our libraries offer a variety of formats, opinions, styles and levels of difficulty in order to meet the community's needs and to stay within our budget. We provide titles in a variety of formats including books, audiobooks, DVD/Blu Ray, music CDs/vinyl, ebook/eaudio, magazines, and digital databases.

c. Topic Organization

- Cooper-Siegel Community Library empowers patrons to find the materials they want and need through a Bookstore Model of organization. Several non-fiction categories are grouped by topic at CSCL. Sharpsburg Community Library empowers patrons through a Bookstore Model for adult fiction and non-fiction. Read more about the Bookstore Model at both locations [here](#).

d. Maintenance

- Our library staff evaluate our collections annually. Reviewing our collection regularly ensures that the collection as a whole stays relevant, accurate, diverse, and meaningful for our community. Our weeding process uses collection evaluation tools such as *Sierra Create Lists* and *Sierra Worklists* to review our collection.
 - Most important criteria for weeding and withdrawal of items include:
 - Current demand and frequency of use
 - Damage or poor condition
 - Relevance to the needs and interest of the community

- Accuracy and timeliness
- Meets the standards of our Equity, Diversity, and Inclusion goals
- Local interest (Local authors, history, etc.)
- Criteria also considered are:
 - Considered to be part of the core collection
 - Availability elsewhere including other libraries and online
 - Deemed to be of an enduring nature
 - Number of copies in the collection

Reconsideration of Library Materials

- a. CSCL and SCL firmly uphold the community's right to access information as stated in the [American Library Association Library Bill of Rights](#), even when the content is controversial, unorthodox, or unacceptable to others. In addition, our libraries uphold the American Library Association's statement on "[Access to Library Resources and Services for Minors](#)," which is an interpretation of the Library Bill of Rights with a focus on minors.
- b. 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 our libraries to reconsider the material, a [Materials Reconsideration Request form](#) can be completed. A committee of professional librarians will review the request, and a written response will be sent to the community member. Materials will remain accessible to the public while under review.