

The Mission of the Emmaus Public Library is to enrich our community and inspire lifelong learning by uniting people, ideas and information.

Collection Development Policy

An informed and literate citizenry is essential to the future. The Emmaus Public Library functions as an information source for the community and provides a broad and relevant collection of materials for informational, educational, cultural, religious, and recreational purposes to people of differing ages, ethnic groups, lifestyles, and points of view, both in English and in other languages.

Collection Description

The collection is divided into three main sections: adult, young adult, and juvenile materials, both print and non-print.

The adult print collection is divided into sub-sections including: new materials, non-fiction, fiction, large print, biography, short stories, paperbacks, oversize, periodicals and reference.

The young adult print collection is divided into sub-sections including fiction, non-fiction, and biography.

The juvenile print collection is divided into sub-sections including: fiction, non-fiction, biography, picture books, board books, easy readers, and paperback series.

AV materials include DVDs, audiobooks, kits, VOX books, the Great Courses, and music CDs.

Other collections include the language collection, the Shelter House collection, puzzles, museum passes, seeds, online databases, e-books and e-audiobooks, and e-magazines.

Mission and Vision Statement

The Materials Collection Development Policy supports the mission statement of the Library.

General Selection Criteria

For a well-rounded collection, librarians select materials based on local and national demand, professional and popular media reviews, recommendations from the public and other library staff, while also ensuring adequate availability of literary staples. Budget and space limitations require a focus on materials that appeal to a broad

range of users, rather than the academic and highly technical works collected by universities and other research institutions.

The Library strives to select materials based upon the needs and interests of the community it serves. The following criteria apply to the overall selection of print and non-print materials:

- Author's reputation or significance
- Favorable review in one or more appropriate sources
- Long term value to the collection
- Significance of subject matter
- Suitability in size and relevance to the existing collection
- Relevance to community needs and interests
- Format and physical durability
- Cost

An item need not meet all of these standards to be included in the Library's collection. The choice of library materials by users is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or guardians.

Responsibility for Collection Development

Direct selection of materials is delegated to the members of the staff who are qualified by education, training, and/or job classification to perform this duty such as the Adult Services Librarian and the Youth Services Librarian. The responsibility for the collection rests with the Library Director, subject to the policies and mandates of the Board of Trustees.

Collection Format

Budgetary and spatial constraints play an important role. The library is required to spend 12% of its annual budget on library materials to receive state aid. Emmaus Public Library will purchase formats that are in demand and within the budget.

Material Donations

The Library will accept donations of materials and gift funds to be used toward the purchase of materials. All selection criteria will be applied to the items prior to its addition to the collection. The Library reserves the right to refuse donations if they do not meet the Library's selection guidelines or objectives as seen in the Materials Donation Policy (see Appendix A). The Library also reserves the right to dispose of any donations at its discretion.

Gift Books to be designated as memorial or honorary will be purchased by the library to meet the requirements of the donor and the needs of the library at the discretion of the Director (see Appendix B).

Collection Maintenance

Deselection: Deselection of material from the circulating collections is a vital part of successful collection maintenance. The same guidelines used for selection of library materials provide the underlying principles for deselection, for which EPL uses industry-standard MUSTIE (from the CREW Method Guidelines for Weeding).

Continuous evaluation is necessary to ensure that the Library's materials are useful and accessible. Items are regularly removed by librarians to keep the collection current, accurate, and appealing.

Authority of the work and author, quality of the publisher, currency of the material, condition of the item, number of additional copies of the title, availability of the materials from other libraries, relevance to the needs of the community, and format are all considered when removing materials from the collection.

Weeding will be done on a continual basis.

Preservation and Conservation

The Library will take steps to prolong the life of materials when appropriate. Conservation and prevention steps will be taken to ensure the continuation of intellectual content and format of material and its optimal use. Steps taken will be:

- Minor repair
- Reinforcement
- Rebinding
- Cleaning of media
- Digitalizing

Adopted April 18, 2017

Amended January 21, 2020

Amended November 15, 2022

Appendix A: **Materials Donation Policy**

The EPL welcomes donations of books, DVDs, music CDs, and Books on CD that meet the needs of the library to either add to the existing collection or to be sold at the Friends of the EPL Book sales. Unfortunately we cannot accept all materials. Sometimes we need to turn away items which may still have value to someone, but not to us. We appreciate your understanding.

The following are guidelines for gifts and donations:

1. The Emmaus Public Library will gladly accept your donation of print and non-print items, 5 boxes at a time, if space allows.
2. Items must be donated during library hours. Items left unattended or in the book drop will be discarded.
3. Materials are evaluated based upon the Library's collection development standards. Selection decisions for donated material are at the discretion of Library staff only.
4. Once donated items are received by the Library, they become the property of the Library and cannot be returned; regardless of collection decisions.
5. The library is a 501C3 tax exempt organization. Receipts will be given for items donated and will be designated into 4 categories (Hardcover, Paperback, DVD or CD); however, the Library is prohibited from placing a monetary value on any donated material.
6. All donated items must be in good condition. Items stored in basements or attics are most likely unsuitable. Do not bring us damaged, dirty, moldy, worn, torn or in otherwise poor condition books; books marked with notes or highlights, books with detached covers or missing pages are also not accepted.

The Allentown Recycling center is open to all Lehigh Valley residents for disposal of items the library cannot accept (for more information please visit <http://www.allentownpa.gov/Public-Works/Recycling-Solid-Waste/Recycling-Drop-off-Center>)

MATERIALS WE CAN ACCEPT:

Fiction hardcover and paperback books, Nonfiction hardcover or paperback books, Music CDs, Audio books on CD, DVDs.

MATERIALS WE CANNOT ACCEPT:

Condensed books, Textbooks, Research Texts, Audio Cassettes, Videotapes, Magazines or Periodicals, newspaper and Encyclopedia sets.

Appendix B: Gift Book Form

Emmaus Public Library Gift Book Donation Form

- ❖ Celebrate a special person with the gift of a book donation.
- ❖ Books can be given in honor of any special occasions; birthdays, holidays, school events, graduations and more.
- ❖ With your donation, the library will purchase an age-appropriate title to add to the juvenile, teen or adult collections.
- ❖ We will place a special bookplate in the book to honor your donation.

Please fill out this form and bring it to the library's circulation desk or mail it with your donation check.

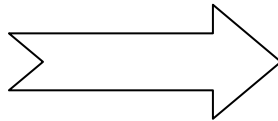
Your Name: _____

Your Address: _____

Your Phone Number or Email: _____

In Memory Of

In Honor Of



Name of Individual: _____

Choose a collection: Juvenile Teen Adult Topic of interest: _____

Please notify Name: _____

Please notify Address: _____

Please make checks payable to "Emmaus Public Library" – we do not accept credit cards for gift books. For a minimum \$25 donation, a bookplate is placed in the material acknowledging the honoree and the donor. Contributions are tax-deductible. Thank you for your support and interest in donating!

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