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100 E. Church Avenue Telford, PA 18969 215-723-9109 www.ivpl.org

Collection Management Policy

Library Vision Statement

The vision of the Indian Valley Public Library is to inspire lifelong learning for all.

Library Mission Statement

The mission of the Indian Valley Public Library is to:

- Build and serve the community;
- Enrich lives and minds by inspiring curiosity and advancing literacy; and
- Provide innovative collections, programs, and services.

Purpose

The Indian Valley Public Library provides a balanced and broad collection of materials in appropriate and varied formats to meet the educational, informational and recreational needs of the community. Qualified staff makes informed selection, replacement and withdrawal decisions as space and financial considerations allow in order to maintain a current and balanced collection.

Intellectual Freedom Statement

The Indian Valley Public Library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The library Board of Trustees affirms the American Library Association's Library Bill of Rights, Freedom to View, and Freedom to Read policy statements (see attached) in support of acquiring and managing collections.

Responsibility

The Library Director is responsible to the Board of Trustees for the selection of materials and development of the collection. Collection management, including decisions about selection, gifts, and weeding*, is done by librarians with an ALA-accredited Master's degree in Library Science, or by qualified staff under their supervision.

*Weeding in this context is defined as the process of evaluating a book to determine if it will be retained, relocated, or replaced.

Guidelines

1. Selection:

- Criteria: Literary merit; enduring value; accuracy; authoritativeness; social significance; importance of subject matter to the collection; timeliness; popular demand; cost; scarcity of material on the subject and availability elsewhere; quality and suitability of the format; other considerations may be applicable in specific subject areas. Selectors should choose materials that build a well-rounded collection reflecting various viewpoints and opinions. While the library does endeavor to support school curricula, textbooks are not collected.
- Tools: Professional journals; trade journals; subject bibliographies; publishers' catalogs and promotional materials; reviews from reputable sources; list of recommended titles; and sales representatives for specific materials. Purchase suggestions from patrons will be considered.

2. Replacement:

Items damaged beyond reasonable repair, as well as items lost or stolen, are evaluated for withdrawal or replacement. An item will be replaced if it is available, affordable, not out-of-date, and if it meets any one or more of the following criteria:

- It is considered part of a core collection, or
- It is in steady demand, or
- It is the best source for information on a relevant topic

Items not meeting the above criteria will be withdrawn.

3. Withdrawal/Weeding:

On a regular basis, library staff evaluate the Library's collections based on general wear and tear as well as on circulation statistics. Items that are worn out are evaluated for potential replacement according to the criteria in the preceding paragraph. Items not meeting those criteria are weeded in order to make room for other materials. The library reserves the right to dispose of weeded items in any manner deemed cost-effective by library staff, including selling, recycling or giving them away.

4. Multiple Copies:

While the library does not have the budgetary resources to buy multiple copies of every title it owns, it does buy multiple copies of titles that have high patron demand. Titles with reserves or with broad popular appeal are generally ordered in duplicate. For titles with many reserves additional copies are ordered.

5. Format:

- Materials should be purchased in a variety of formats for library patron use.
- Multimedia formats are considered and collections established when a significant portion of the community has access to the necessary technology to make use of the format.

Gift Materials

The Indian Valley Public Library accepts donations of books and other materials. Donated materials may be added to the collection in accordance with the Library's selection guidelines. Materials not added to the collection may be sold in used book sales to generate funds for the library, or shared with other local organizations. Donations are accepted on select days, which are determined by the Library. Donations are not accepted outside of those times.

Please see the Library of Things Section of this policy for information about donations to that collection.

The library also accepts monetary donations for the purchase of materials for the collection (a gift book or memoriam). The library's selection guidelines apply to any materials purchased with these funds. Suggestions for subjects are welcomed when memorial donations are given, but the final decision, based on this policy, rests with the Library. Any items purchased will be integrated into the general collection.

Because of limitations of space, money and staff, the library reserves the right to accept or discard, at its discretion, any donated materials.

The Library does not appraise or provide evaluations of gift materials for any purpose, but will acknowledge the receipt of gift materials in writing if requested by the donor at the time of donation.

Selection of Materials on Controversial Topics

A balanced collection attempts to represent all sides of controversial issues as far as availability of materials, space and budget allow. Selection is based upon the criteria stated in this policy. The race, religion, nationality, or political views of an author or creator; offensive language; depictions or descriptions of violence or sexually explicit activity; controversial content of an item; or endorsement or disapproval by an individual or group in the community does not cause an item automatically to be included or excluded from the collection.

All public libraries contain materials that some patrons may find objectionable. Libraries may omit from the collection materials that some patrons feel are important. In either case, the Library has procedures that patrons may use in requesting the reconsideration of materials. Please see our Statement of Concern for further information.

Electronic Resources/New Technologies

With new technologies developing at a rapid rate electronic formats will be considered with the following criteria in mind:

- patron demand
- relevance to the existing collection
- permanence of the format
- budgetary and space limitations
- compatibility with available equipment.

In addition to the criteria listed above, the Library will select electronic materials by the following criteria:

- replaces standard printed texts
- provides greater accessibility and currency
- provides new resources of information in an efficient and economical manner
- provides ease of use and access
- demonstrates the ability to be accessed remotely, via passwords or barcodes
- is backed by on-site or immediately available technical support (including updates and training)
- presents no licensing or usage restrictions deeming it unsuitable for library purposes
- allows for usage statistics if deemed necessary or optimal
- is validated by the reputation of vendor, publisher or supplier
- enhances the existing collection

AI-generated or Narrated Content

IVPL is committed to maintaining a collection that respects the intellectual property, knowledge, and creativity of human authors. In order to uphold this standard, IVPL will make reasonable efforts not to purchase materials that have been authored, generated, or narrated by artificial intelligence (AI). When there is a special circumstance in which AI-generated materials are intentionally added, they will be labeled as such in the catalog. If materials already added to the collection are identified later as AI-generated, they will be labeled as such.

Library of Things & Museum/Attraction Passes

IVPL's Library of Things (LoT) and Museum/Attraction Passes are collections of items that can be borrowed by IVPL cardholders, such as tools, games, musical instruments, kitchen items, and more. The LoT is an extension of traditional library materials and is intended to provide items that will save individual's resources for items that they might only need to use on occasion or in specific, limited circumstances. The LoT can also help individuals try new things before committing to an individual purchase. Museum/Attraction passes are purchased by IVPL for a variety of places in and around the IVPL area. These purchases are based on available funds, donations, and patron requests (if possible). Each purchase is approved by the Director/designee.

Donations to the Library of Things may be accepted with the understanding that ownership passes to the Library. The Library reserves the right to discard or recycle materials as necessary. Items donated must be able to be used by multiple people without the need for replenishment or replacement of parts/pieces.

Donations will be accepted if the item:

- Is determined to be of relevance to the collection
- Is in new, like-new, or very good condition
- Can reasonably be accepted to circulate for a year
- Is clean and rust free
- Has all of its required parts and accessories
- Is less than 5 years old (exceptions at staff discretion)
- Will be easily stored and fits the space allocated for the LOT

InterLibrary Loan & Reciprocal Borrowing

Items not held in the Library's collection may be available to library users through InterLibrary Loan (ILL) or Reciprocal Borrowing. Users may search for and request most titles in SPARK available through our agreement with the Lansdale Public Library and the North Wales Area Library. (tr note: this is coming, most likely this fall.) Materials may also be requested through the Access Pennsylvania Database, a statewide run union catalog available through POWER Library.

Users are limited to six (6) active requests on an account at any time. Requests for items published/released within the past twelve (12) months of the request date will be denied per District rules. These requests can be re-submitted once the item has been available for at least six (6) months.

In return, IVPL will lend most of its materials through the same ILL and Reciprocal Borrowing networks, except special collections with limited titles, rare or fragile materials, and reference works. Titles marked as NEW may be loaned through Reciprocal Borrowing, but not through Access Pennsylvania. Library staff reserves the right

to not loan other materials. Most items can be borrowed without a charge, but occasionally the lending library will charge a fee. Users will be notified of any fees before the items are sent. Loan periods and renewal options are determined by the lending library.

Indian Valley Public Library is not responsible for the selection of materials and items obtained through ILL or Reciprocal Borrowing.

Statement of Concern

The Indian Valley Public Library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association (see attached). Materials available in the Library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The Library also selects a wide variety of library materials that satisfy the diverse interests of our community. The Library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The Library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

Patrons with an objection or complaint about an item in, or not in, the Library's collection and who wish to request the withdrawal or reclassification of materials currently owned by the library, such as books, journals, films, videos, music, and databases; displays; programs; or other services should follow the steps outlined below. This is the official process by which IVPL will entertain concerning changes to the collection.

1. The Librarian will share a copy of this policy, which has been approved by the Board of Trustees, and explain the process of library selection.
2. If the patron wishes the library to review formally its selection of an item, program or display, the Librarian will provide a Statement of Concern form to complete and submit.
3. The identities of those submitting a Statement of Concern will not be shared beyond the Director and Department Supervisor unless they opt to appeal a decision to the Board of Trustees.
4. Once the form has been submitted, the Department Supervisor will review the appropriateness of the item in light of the Library's Collection Development Policy and professional reviews. The Director will notify the patron of the Library's decision about the item in writing.
5. If the patron is not satisfied with this decision, they may appeal the decision by submitting a written response to the Board of Trustees.
6. The appeal will then be added to the agenda of a Board of Trustees meeting and the patron will be notified of where and when this meeting will take place.
7. The Board of Trustees:
 - Will be provided with a copy of the Statement of Concern form.
 - Will be provided with Librarians justification documentation (reviews, articles, etc.)
 - Will be provided with a copy of the item in question or a description of the program and any supporting documentation)
 - May meet with the Director prior to the BOT meeting.
8. The decision of the Board is final. Once a decision has been made, the Board will not reconsider the same title or program for at least three years.

The Library Bill of Rights

The American Library Association affirms that all 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.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.
Inclusion of "age" reaffirmed January 23, 1996.

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

- *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

- *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

- *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

- *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.* To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.
- *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

- *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group

has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

- *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

[American Library Association](#)
[Association of American Publishers](#)

Subsequently endorsed by:

[American Booksellers for Free Expression](#)
[The Association of American University Presses](#)
[The Children's Book Council](#)
[Freedom to Read Foundation](#)
[National Association of College Stores](#)
[National Coalition Against Censorship](#)
[National Council of Teachers of English](#)
The Thomas Jefferson Center for the Protection of Free Expression