



Collection Development Policy

We are selecting written and other materials for a wide variety of patrons, from diverse backgrounds. Our patrons expect us to purchase current materials. Union Library Company of Hatboro (“ULCH”) serves as a source of popular reading materials as well as research. We purchase materials in a variety of formats – e.g. books, periodicals, movies, audio materials, etc., to serve our patrons.

The Library Director is the designated selector. The Director may consult with library staff in cases where staff have expertise that may aid selection decisions. Development of the library’s collection is limited by budget constraints, availability of open space, and availability of materials.

Here are some guidelines we follow in selecting current fiction and non-fiction.

- Library staff making selections consult review publications which may include: The New York Times Book Review and Best Seller list, Philadelphia Inquirer book review, Publisher’s Weekly, Baker & Taylor and Ingram preview publications, and others.
- Patrons may submit requests for book purchases. Such requests will be given serious consideration, especially for new publications. Requests and recommendations by library staff are likewise given serious consideration.
- In general, we do not purchase textbooks.
- We are working carefully to provide all political, religious, and other points of view. We do not decline to purchase materials because of personal disapproval or political or philosophical disagreement.

All staff members contribute to the development of a collection driven by customer needs and expectations by:

- Anticipating customer needs
- Engaging in open communication with customers and other staff
- Interacting with understanding, respect, and responsiveness to all
- Handling requests equitably
- Understanding and responding to changing demographics, as well as societal and technological changes
- Balancing individual and community needs
- Seeking continuous improvement through ongoing measurement

The community has a role in shaping library collections by participating in the collection development process through suggestions and feedback. Circulation is also examined to see what items and subjects are the most popular.

Collections are current and popular, and titles and quantities are selected to reflect the characteristics of the community and provide general coverage of subjects.

The collection is reviewed on an ongoing basis and materials are withdrawn from the collection to maintain its usefulness, currency, and relevance.

The collection will be managed to support lifelong learning for a diverse population.

Collection Development and Management Criteria

Library staff use their knowledge, education, training, expertise, and the following criteria when making collection building decisions. A selection need not meet all criteria.

- Popular interest/projected demand
- Demonstrated potential for use as evidenced by collection statistics
- Currency, accuracy and reliability of factual information
- Reputation of author, publisher, producer, or illustrator
- Creative, literary, or technical quality
- Listing in professionally recognized selection tools
- Critical assessments in trusted review journals
- Format and ease of use
- Cost and availability
- Representation of diverse points of view
- Representation of important movements, genres, or trends
- Space required to house the material
- Local emphasis
- Accessibility to multiple users

Collection Guidelines for Books by Local Authors

- Local authors are those who reside in Hatboro.
- Items must have been published within two years and must be in new or like-new condition.
- The Library will accept only one copy of any title.
- Author donations are limited to one title per year.
- The Library will only accept print bound books for this collection, excluding pamphlets, spiral bound items, textbooks, and workbooks.
- A library selector for the relevant collection area will review all materials for possible inclusion. Materials offered for the Local Author collection will be treated with the same selection and retention guidelines as our current print collections.
- Materials selected for inclusion into the collection become property of ULCH. ULCH reserves the right to include or exclude any title from the collection for any reason. Materials donated to the library may be removed for any reason, at any time. Materials that are not added to the collection will be returned to the author.
- Materials selected for inclusion will be marked with a special Local Author label acknowledging the donation, and will be searchable in the library catalog.

Intellectual Freedom

ULCH supports the rights of individuals to secure information, even when the content may be controversial, unorthodox, or unacceptable to others.

ULCH upholds the principles in the American Library Association's "[Library Bill of Rights](#)," "[Freedom to Read](#)," and "[Freedom to View](#)" statements.