



Materials Selection Policy

Vision

Atglen Public Library is a welcoming community center of knowledge, inspiration, and opportunity, contributing to a safe and vibrant community.

Mission

Atglen Public Library provides excellent opportunities to read, learn, create, connect, and contribute to a better quality of life.

Service Area

The Atglen Public Library is located in the Borough of Atglen at the western edge of Chester County, Pennsylvania. The Library's designated service area is the Borough of Atglen and the townships of West Sadsbury and West Fallowfield. The populations of the townships are counted as half, as we share them with Parkesburg Free Library. Atglen is an urban center surrounded by suburban West Sadsbury and rural West Fallowfield.

Preliminary data from the 2020 U.S. Census indicates a total population of the service area of 6208, but 3761 for the purposes of CCLS. The population has contracted in each of our municipalities compared to the 2010 U.S. Census. This is in strong contrast to Chester County as a whole, which grew 7.1% over the ten years. The age of the populations has shifted as well. While cohort data is not yet available, there is a marked decrease in the number of children under the age of 18 in our three municipalities.

| | <u>Atglen</u> | <u>West Sadsbury</u> | <u>West Fallowfield</u> |
|-------------------|---------------|----------------------|-------------------------|
| Total Population | 1313 | 2436 | 2459 |
| Population loss | -6.6% | -4.2% | -0.3 |
| Children under 18 | 27.1% | 26.4% | 25.0% |

Atglen is located in the Octorara Area School District, comprised of the Primary Learning Center, Elementary School, Intermediate School, and a combined Junior and Senior High school. West Fallowfield Christian School is also in the District, as well as several Amish schools. There are several preschool and daycare programs, and the area includes an active home-schooling population.

The Atglen Public Library serves diverse user groups. The area is predominately white, and there are small populations of African Americans and Hispanics. Preschool and school-aged children's programs are well attended, and children's materials account for 64.2% of circulation. Since our relocation to the main intersection in Atglen at the end of March 2022, helped by the coinciding relaxation of Covid mitigation protocols, all of our major usage statistics have increased. Circulation is on track for a 33% increase at year's end, helped by a strong increase in borrowing from cardholders in West Sadsbury.

Purpose

This policy provides the public with an understanding of the purpose and nature of the Library's collection. It documents the principles that guide the selection of materials to ensure that the collection is responsive to the needs of the residents of our service area and of Chester County at large, as we are a member library of the Chester County Library System.

Responsibility for Selection

The Library Director is responsible for materials selection in accordance with policies adopted by the Board of Trustees. Ultimate responsibility rests with the Board of Trustees, which has affirmed the Freedom to View, Library Bill of Rights, and Copyright Policy (attached).

Service Responses

The Atglen Public Library holds a collection of popular materials, including current topics and titles, early literacy materials, and local history resources. We lend our materials throughout Chester County through the shared catalog and van service, with the exception of library-use only local history materials.

Formats

The Atglen Public Library will collect a balanced mix of formats in accordance with our service responses and customer demand. Our collection is predominately print, but electronic resources are growing. Available formats will vary as technology trends change.

Criteria for Selection

The Atglen Public Library acquires and makes available materials that inform, educate, and entertain. Within its financial limitations, the Library provides a collection designed to provide the general public with timely materials on current issues and interests, materials that embrace broad areas of knowledge, and works of enduring value.

Materials are selected to satisfy the needs and interests of the community, support the service responses of the Library, and present balanced points of view within the collection.

Selection tools include borrowing trends, bestseller lists, publishers' materials, patron requests, and staff knowledge and expertise. Purchase suggestions and donations from the public are given consideration in the context of the selection policy.

Selection of materials does not constitute an endorsement of contents. Some materials may be controversial and may offend some patrons. Selection decisions are made on the merits of a particular item in relation to building the collection and fulfilling service responses.

Gifts

All books or other items given as gifts will be received in the context of the Selections Policy. Materials that are not added to the collection may be discarded at any time in any way deemed appropriate, including sold at a book sale, given to the public, or recycled. We are not currently accepting donations of books.

Collection Maintenance

Selection of materials for the library collection is an ongoing process. It includes the replacement of lost and worn materials that are still of value and the removal of materials no longer appropriate. Items that

are outdated, superseded, damaged, seldom used, or unnecessarily duplicated are removed on a regular basis according to CREW guidelines. Items in the Local Collection, whether fiction or nonfiction, are evaluated on their importance to the local community and should not be withdrawn solely based on low circulation or poor condition. Withdrawn materials may be sold at book sales, given to the public, or recycled.

Reconsideration of Materials Form

The Reconsideration of Materials Form should be used when a customer has a concern about material found or not found in Atglen Public Library and wishes the Library to reconsider. The procedure is as follows:

- Customers with concerns about materials in Atglen Public Library's collections should initially be directed to talk with the Library Director to discuss the material in question.
- Active CCLS library cardholders who live, work, own property, or go to school in Chester County wishing to express their concerns in a more formal manner should be given a Reconsideration of Materials Form to complete.
- The completed form will be referred to the Library Director, who will send to the cardholder a letter acknowledging its receipt.
- Within a month of receipt of the Reconsideration of Materials Form, a review of the item will be completed by Atglen Public Library staff, which will make a recommendation to the Library Director. The Library Director will respond in writing within 10 working days of receipt to the concerned individual.
- If the individual is not satisfied with the decision made or action taken, the individual send a written letter of appeal to the President of the Atglen Public Library Board of Trustees.
- The Board of Trustees will discuss the appeal at their next regularly scheduled monthly meeting. The President will report the conclusion of the appeal in a written letter to the individual.

Principles

We are dedicated to the free and open distribution of ideas. The Library is an independent nonprofit organization that receives government funding. The First Amendment of the Constitution (*Appendix A*) insures that ideas, even ideas that some find offensive, cannot be restricted by the government. Furthermore, it is the responsibility of the Library to provide a wide range of ideas, opinions, and information necessary for the functioning of a democratic society.

We are dedicated to free and open use for all. No restriction, outside of the law, is placed on the use of the Library's collection based on age, race, sex, nationality, educational background, physical limitations, or any other criteria that may be the source of discrimination.

We are dedicated to protecting the individual's right to decide for themselves and for their children what library materials to use. We will not restrict what we add to the collection, or make decisions on what to remove from the collection, based upon protecting potential users from the contents of the material. We strongly encourage all parents to establish guidelines for their own children's use of library materials.

The inclusion of any item in the Library's collection does not constitute an endorsement by the Library of the item's contents.

The Atglen Public Library Board of Trustees upholds the principles of intellectual freedom as stated in the American Library Association's "Library Bill of Rights," (*Appendix B*), the Freedom to Read (*Appendix C*), and the Freedom to View Statements (*Appendix D*).

Adopted by the Atglen Public Library Board of Trustees March 2006.

Revised December 2016

Revised December 2018

Revised and adopted November 16, 2020

Revised and adopted February 16, 2023

Appendix A

First Amendment, U.S. Constitution

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

Appendix B

AMERICAN LIBRARY ASSOCIATION 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 18, 1948.
Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

Appendix C

AMERICAN LIBRARY ASSOCIATION **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:

1. *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.

2. *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.

3. *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.

4. *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.

5. *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.

6. *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.

7. *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; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by:

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

Subsequently endorsed by:

[American Booksellers Foundation for Free Expression](#)
[The Association of American University Presses, Inc.](#)
[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](#)

Appendix D

AMERICAN LIBRARY ASSOCIATION **Freedom to View Statement**

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the [First Amendment to the Constitution of the United States](#). In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed by the ALA Council January 10, 1990



COPYRIGHT POLICY

It is the intent of the Board of Trustees of Atglen Public Library that Atglen Public Library comply with the U.S. Copyright Law (Title 17, U.S. Code, Sect. 101, et seq.). Employees and volunteers are prohibited from copying copyrighted works unless the action is authorized by

- (a) specific exemptions in the copyright law,
- (b) the principle of fair use,
- (c) the fair-use guidelines, or
- (d) licenses or written permission from the copyright owner.

Any other copying must be approved by Atglen Public Library's Library Director on a case-by-case basis.

The Library Director shall assure that the following copyright warning is displayed on or near copying equipment:

Notice: The copyright law of the United States (Title 17 U.S. Code) governs the copying of copyrighted materials. The person using this machine is liable for any infringement.

Employees and volunteers who willfully disregard Atglen Public Library's copyright policy do so at their own risk and assume all liability, including the possibility of disciplinary action for persistent copyright infringements. If the Library Director is aware of activity that he or she, in his or her discretion, believes could constitute a copyright infringement, the Library Director shall take appropriate steps to stop the illegal activity.

Approved 16 November 2020

Atglen Public Library Request for Reconsideration of Materials Form

The Trustees of the Atglen Public Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

Atglen Public Library, 121 Main Street, PO Box 190, Atglen, PA 19310

Date _____

Name _____

Address _____

City _____ State/ZIP _____

Phone _____ Email _____

Do you represent yourself? ___ Or an organization? ___ Name of Organization _____

Resource on which you are commenting:

___ Book / eBook ___ Magazine ___ Digital Resource ___ Newspaper

___ Movie ___ Game ___ Audio Recording ___ Other

Title _____

Author / Producer _____

What brought this resource to your attention?

Have you examined the entire resource? If not, what sections did you review?

What concerns you about this resource?

Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

What action are you requesting the committee to consider?
