

HILLEL JUC KANN LIBRARY

COLLECTION DEVELOPMENT POLICY

Approved by the Hillel JUC Kann Library Committee

2/14/07

Purpose

The purpose of this policy is to guide the student volunteer library director in selection and collection maintenance decisions, and to inform the Hillel community of the library's collection procedures.

Mission

The mission of the Hillel JUC Kann Library incorporates Hillel's organizational mission of enriching the community spiritually, religiously, and intellectually by providing access to quality Judaica books.

Scope and Collection Arrangement

The Hillel JUC Kann Library collects Judaica books to serve the needs of the Hillel community, which consists primarily of undergraduate, and graduate students, and other members from the Jewish Community of Pittsburgh, PA. The books are classified according to the Elazar Classification System for Libraries of Judaica. The library has Judaica books ranging from Jewish Cooking to Jewish History. The library has special collections, a reference collection, which includes a number of Conservative, Reform, and Orthodox prayer books.

Selection Responsibility

The student volunteer library director will be responsible for book selection with the help of the library committee and review sources.

Selection Criteria

The library strives to meet the needs of the community. Therefore, each book will be evaluated to see if it meets at least one of the following criteria.

*Currency *Cost *Popular Demand *Relevance to the existing collection *Authority

Suggestions to Purchase

The library will consider book suggestion requests based on budget constraints and selection criteria used to purchase books. A suggestion sheet will be available in the library to note your request.

Gifts and Donations

The library welcomes gifts of Judaica books that meet the selection criteria used to purchase books. A separate policy titled gifts and donations is included in Appendix A.

Collection Maintenance

A. Weeding

The library will weed the books when there is limited shelf space based on these factors:

- *Physical condition
- *currency
- *seldom-used
- *Superseded by a new edition or better work on the same subject

B. Withdrawal of Books

The library will give the withdrawn books to the Hillel community, a used-book store, or an agency.

C. Damaged and Lost Books

The library will try to replace lost and damaged books. If the library cannot find an exact replacement for the book, then the library will try to find a similar book. The library will repair damaged books.

Review

The policy will be reviewed annually, or as needed, to keep it current.

Appendix A

Gifts and Donations Policy

Books that the library may use are:

1. Jewish, Yiddish, and Israeli Fiction books published within the last 10 years.
2. Nonfiction Judaica books published within the last 5 years.
3. Encyclopedias published within the last 3 years.
4. Judaica textbooks published within the last 3 years.
5. Seforim books, such as the Talmud.

Materials that the library cannot use are:

1. Artwork
2. Books in bad physical condition
3. Magazines

4. Newspapers
5. Children's Judaica Books
6. Non-Judaica books
7. Media that is not a book, including audiovisual, videos, DVD's, or music CD's.
8. Books that require special housing restrictions.

The library reserves the right to dispose of the donated books that the library cannot use. The library will evaluate donated books based on the selection criteria for purchased books.

Gifts will be acknowledged by a thank you letter. However, the library cannot appraise the book's value; the responsibility for the assessment lies with the donor.

If you would like to donate money to the library for the purchase of library books, please contact the Associate Director of Hillel for more information.