

Scoville Memorial Library

Collection Development and Maintenance Policy

Purpose:

The Library serves an essential role in the community as a place for voluntary inquiry, the dissemination of information and ideas, and the promotion of free expression and free access to ideas by its residents. One of the goals of the Library is to select, organize, preserve, and make freely and easily available printed and other materials for the interest, information, and enlightenment of all residents.

Collection development includes the planning, selection, acquisition, cataloging, and withdrawal of the Library's collections in all formats. The primary goal of collection development is to provide the best possible collection within the financial resources available.

The purpose of this policy is to establish the guidelines by which the Library develops and manages its collections.

Scope:

This policy applies to all areas of the Library's collection, including collections for patrons of all ages. The Library provides materials and services that reflect the diverse informational, educational, and recreational needs of its users. In doing so, the Library provides access to content through print, multimedia, and digital resources, including but not limited to:

- Print – such as hardcovers, paperbacks, magazines, and newspapers
- Non-print – such as audio and visual formats
- Digital resources – such as online databases, digital and audiobooks, recordings, images, and digital historical archives
- Equipment – such as new technology, specialized hardware, tools, games, and useful household items

Responsibilities:

The Library Director is responsible for selecting materials and developing the Library's collection, subject to the policies approved by the Board of Trustees. The actual selection of materials may be delegated by the Library Director to the librarians who are professionally trained to curate and develop a collection that provides the widest array of library and educational materials. Consortium-level collections may be governed by an additional set of collection criteria. Consortium level collections include, but are not limited to, shared digital collections and items borrowed from other libraries.

Selection Criteria and Collection Maintenance:

The decision to select any item for the collection is based on current and anticipated demand with the goal of maintaining a balanced collection representing a wide range of varied and diverging viewpoints. The following general criteria are used in selecting materials for addition to the collection:

- Importance and value to the collection and Library users
- Significance of the subject matter
- Current appeal and popular demand
- Authority, accuracy, and artistic quality based on favorable reviews in professional journals
- Local interest
- Cost and budgetary constraints

Library patrons are an important part of the selection process. A patron's request for a title is usually honored if the request conforms to the guidelines outlined in this policy.

In order to provide the best service to the community, both the physical and digital collections are regularly evaluated to keep them fresh and relevant. Maintenance of the collection includes withdrawal, replacement, rebinding, and repair. Materials are evaluated using professionally accepted standards, including the material relevance, physical condition, availability of duplicates, availability of age or grade-level appropriate material, and the continued demand of the material.

The withdrawal of materials, also called weeding, is a process directly related to collection development. At the Library, weeding is performed as a regular, ongoing process by qualified staff and the Library Director in the interest of keeping all collections current and useful.

Gifts And Donations:

The Library welcomes gifts of books and other materials for the collection and applies to them the same standards of selection that govern purchases. Gift materials are accepted with the understanding that those that meet the Library's selection criteria may be retained and those that do not may be redistributed to the Friends of the Scoville Library or other non-profit organizations. See the Library's Gifts Policy for more information.

Digital Collections and Databases:

Wherever possible, the Library makes electronic information available in the Library and remotely. In choosing to purchase or license electronic databases, the Library applies the same

standards for selection as for print materials. However, the Library recognizes that it does not have the same control over electronic databases as it has over its in-house print materials. The Library will make every effort to provide assistance and ensure that the public learns how to use its electronic databases.

Intellectual Freedom and Censorship:

A library's collection includes a wide range of materials, and some may be considered controversial or offensive to certain users. While every person has the right to choose not to read, view, or listen to materials they find objectionable, no user has the right to prevent others from accessing these materials. The Library is committed to ensuring everyone's freedom to choose from a diverse selection of information and adheres to the principles of intellectual freedom adopted by the American Library Association (ALA) and as expressed in the following documents:

- The First Amendment of the Constitution
- The Library Bill of Rights
- The ALA Freedom to Read Statement
- The ALA Freedom to View Statement

Controversial Materials:

The inclusion of an item in the collection does not imply the Library's endorsement of the author, publisher, or subject matter. The Library provides materials representing a wide variety of opinions and perspectives, which can apply to important, complex, and controversial questions, including unpopular and unorthodox viewpoints. Language, situations, or subjects that may be offensive to some community members do not disqualify material, the value of which is determined in its entirety and measured against the selection guidelines described in this policy by the Library in its sole discretion.

The Library recognizes parents and legal guardians as the parties responsible for the reading and viewing habits of their children. The Library maintains several age-appropriate collections for children and teens. The selection of materials for the adult collection is not impacted by the possibility that children may obtain materials their parents or guardians consider inappropriate.

Procedures for the Questioning of Library Materials by Patrons:

The Library limits consideration of requests to reconsider material, displays, or programs to individuals who are residents of the Town of Salisbury. Please refer to our Material Review and Reconsideration Policy for more information on this process.

All library materials, display, and programs are evaluated and made accessible in accordance

with the protections against discrimination set forth in Section 46a-64 of the CT General Statutes.

APPROVED BY CT STATE LIBRARY 9/9/2025

APPROVED BY BOARD OF TRUSTEES 9/19/2025