



COLLECTION DEVELOPMENT POLICY

Approved by Board of Trustees Oct 13, 2023

OBJECTIVES

The goal of the Library is to select, organize, preserve, and make freely and easily available to all individuals in the community printed and other materials which will aid them in the pursuit of information, education, research, entertainment, and culture.

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 and specialized hardware

SELECTION CRITERIA

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

The decision to select any item for the collection is based on current and anticipated demand and the goal of maintaining a wide and balanced collection. 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.

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 to the Library staff under the general supervision of the Library Director. 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.

GIFTS

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.

COLLECTION MAINTENANCE

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.

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. Materials may be withdrawn based on specific criteria, including but not limited to: they are worn, damaged, outdated, duplicated, no longer accurate, and/or no longer used.

CONTROVERSIAL MATERIALS AND INTELLECTUAL FREEDOM

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.

The Library adheres to the principles of intellectual freedom adopted by the American Library Association as expressed in the following documents:

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

The Library also recognizes the right of individuals to question the presence or absence of materials in the Library's collection. Challenges of this nature should be addressed to the Library Director, who will discuss the matter with the individual. If not satisfied, the individual will be given a *Request for Reconsideration of Library Materials* form to complete. The completed form will be reviewed by the Executive Committee of the Board of Trustees to consider the complaint and evaluate the material in question. This committee will consider whether the material meets the selection criteria outlined in this policy and will provide a written decision with reasons explaining whether the item/s in question will be retained or added.

An individual dissatisfied with the decision or the written reply may appeal the decision to the Board of Trustees at a regularly scheduled Board meeting. The Board, after receiving public testimony from the individual, other interested parties, and from the Library Director, will decide whether or not Library policies have been followed and

whether to withdraw or add the material in question. Materials subject to complaint shall not be removed from use and circulation pending final action.

A resource that was previously reconsidered by request shall be exempt from additional requests for reconsideration for two years following being retained in the Library's collection despite a formal request for reconsideration. The Library Director shall summarize the previous decision in response to any new request for reconsideration during that two-year time period.