



# HALL MEMORIAL LIBRARY

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## COLLECTION MANAGEMENT POLICY

**PURPOSE OF POLICY** - This policy guides the development of the collection to reflect the Hall Memorial Library's mission of providing our community with the materials and experiences needed for their informational, educational, cultural and recreational needs. The collection is defined in broad terms as materials which are offered both physically and virtually by the Library for the use of the community. Physical materials may include books and other printed materials, and other items such as realia and equipment.

**INTELLECTUAL FREEDOM** - The Library's service commitment is to all people within its service area including people of every age, education, background, personal philosophy, religious belief, occupation, economic level, ethnicity and human condition. The Library has adopted the following guidelines of the American Library Association for public access to information:

- Library Bill of Rights
- Freedom to Read
- Freedom to View Responsibility

**RESPONSIBILITY FOR SELECTION** - The ultimate responsibility for selecting library materials rests with the Library Director. The Director may delegate selection responsibilities to other staff as appropriate.

**MATERIALS SELECTION** - For a well-rounded collection, materials are selected based on local and national demand, professional and popular media reviews, and recommendations from the public and library staff, while also ensuring adequate availability of literary staples. Budget and space limitations require a focus on materials that appeal to a broad range of users, rather than the academic and highly technical works collected by universities and other research institutions.

Criteria - All materials, whether purchased or donated, are subject to the criteria listed below:

- Current and anticipated needs and interests of the public
- Enduring value
- Treatment of subject for intended audience
- Physical durability
- Creative, literary or technical quality/merit
- Quality of the production
- Cost and availability
- Evaluations in review media
- Professional or literary reputation of the author, publisher or producer

- Relation to existing collection and other materials on the subject
- Space and budgetary limits
- Suitability of the format for library use
- Availability in other formats

An item need not meet all of these standards to be included in the Library's collection.

When possible and appropriate the Library makes materials in digital format available in the Library and remotely. In choosing to purchase or license digital materials the same standards for selection apply.

Resource sharing with other libraries and participation in State-sponsored or consortia collections are valid and necessary ways of meeting needs. While not chosen directly by Hall Memorial Library staff, items in these collections are chosen using the same professional criteria.

Materials selected are not an endorsement by the Hall Memorial Library of either content or viewpoint presented.

The choice of library materials used by patrons is an individual matter. Responsibility for the choice of materials of children and adolescents rests with their parents or guardians.

**PATRON REQUESTS** - Library patrons are invited to submit requests for the purchase of new items in person or using the recommendation form on the website. All requests will be considered, but a request for the purchase of an item will not automatically cause the item to be ordered. Patron requests must meet the same criteria as other selections.

**COLLECTION MAINTENANCE** - The library staff will be responsible for periodically reviewing the library's collection for the purposes of weeding, rebinding or repairing materials. Materials no longer suitable to the library's collection will be discarded.

The following general criteria will be used to select items for discard:

1. Dated material with little or no permanent value.
2. Rarely used material with little or no permanent value.
3. Misleading or factually inaccurate material.
4. Materials worn beyond reasonable mending or repair.
5. Material superseded by a new edition or a better title.
6. Trivial material of little or no permanent value.

Material of lasting value will be repaired, rebound or replaced if necessary.

**RECONSIDERATION OF LIBRARY MATERIALS** - If a library patron wishes the Library to reconsider inclusion or classification of a work (i.e. a proposal to change a Teen title to Adult), a "Patron Request for Reconsideration of Library Materials" form (attached) is available. The request must be completed in its entirety and returned to the Library Director in order to initiate a review of the item in question. Once such a request is received, the Library Director will review the item, using this policy and, as appropriate, the Library Bill of Rights, the Freedom to Read, the Freedom to View Statements, and the American Library Association's (ALA) guidelines on intellectual freedom. Once this process is completed, a written response, signed by the Director, will be mailed to the requester, stating the outcome of the

review. If still dissatisfied, the requestor may present their concerns to the Library Board of Trustees. Information on this process will be included with the written response from the Director. The final authority regarding removal or retention of library materials ultimately resides with the Library Board of Trustees.

**GIFTS AND DONATIONS** – Material Donations: The Hall Memorial Library accepts gifts for its collection that fall within needed subject categories as determined by the library staff. For an item to be added, it must meet the same selection criteria as purchased materials.

Donated materials are accepted with the understanding that the Library has the right to determine the disposition of the gift items. Donations become the property of the Hall Memorial Library. The Friends of the Library accept donations of materials in good condition which are sold to raise money for the Library.

Due to the volume of gifts received, the Library cannot track or return unsolicited items received. The Library can supply the donor with a letter of acknowledgment if one is requested at the time of donation. By law, the Library cannot determine the value of a donation for tax purposes.

Donors who wish to have an evaluation of their gifts for tax purposes are referred to the IRS Publication 561, Determining the Value of Donated Property, and Publication 526, Charitable Contributions.

Monetary Donations: To support the enhancement of library resources and/or to strengthen and promote the Library's quality services, monetary donations may be made by contacting the Library.