



# HALL MEMORIAL LIBRARY

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## COLLECTION DEVELOPMENT AND MAINTENANCE POLICY

### PURPOSE OF POLICY

This policy guides the development and maintenance 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, in recognition of the importance of the public library as a place for voluntary inquiry, the dissemination of information and ideas and the promotion of free expression and free access to ideas by residents. The collection is defined in broad terms as materials which are provided both physically and virtually by the Library for the interest, information and enlightenment of all residents and represent a wide range of varied and diverging viewpoints. Physical materials may include books and other printed materials, and other items such as realia and equipment.

With a devoted focus on encouraging the love of reading, lifelong learning, and creativity, we work to establish responsive connections between the diverse needs of our community, our varied collections, our digital services, an array of engaging programming and thoughtfully curated displays.

### 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
- Code of Ethics
- Access to Electronic Information, Services and Networks statements

All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in the section 46a-64 of the Connecticut General Statutes.

### 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, acknowledging that librarians are professionally trained to curate and develop a collection that provides residents with access to the widest array of library and other educational materials.

## **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.

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

## **DIGITAL MATERIALS AND DATABASES**

When possible and appropriate the Library makes materials in digital format available in the Library and remotely. These materials include databases, e-Books, e-Audiobooks, digital magazines, and downloadable and streaming media. In choosing to purchase or license digital materials the same standards for selection apply. Additional consideration is given for ease of use, uniqueness of content, technology requirements, vendor reputation and customer service, availability for remote access, and cost. Certain digital collections the Library makes accessible to users are governed by the vendor's specific terms of service, including patron residency and minimum age requirements. Some material available in a broader digital collection might not be considered appropriate by all adults for all children. Only each child and their parent or caregiver can decide what material is suitable for that child to read or view. It is the responsibility of the parent or caregiver to ensure appropriate access to broader digital collections. The fact that children possibly may access materials their parents or guardians consider inappropriate does not impact the selection of databases and digital platforms.

Resource sharing with other libraries and participation in State-sponsored or consortia digital 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.

## **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 materials for the purposes of weeding, rebinding or repairing materials, to maintain a relevant and balanced collection. Materials no longer suitable to the library's collection will be discarded.

The following professionally accepted standards will be used to review materials:

- the material's relevance,
- the physical condition of the material,
- the availability of duplicates or copies of the material,
- the availability of more recent age-appropriate or grade-level-appropriate material
- the continued demand for the material

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

## **CONTROVERSIAL MATERIALS**

The Library recognizes that some materials may not be considered appropriate by all patrons. Selections will not be made based upon anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of the overall library patron community.

Responsibility for the reading, listening and viewing habits of children rests with their parents or legal guardians. The Library maintains several age-appropriate collections for children and teens. Materials may be reassigned among these sub-collections based on the age appropriateness of the content. Selection of adult material will not be inhibited by the possibility that books may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of the contents, and no catalogued book or other item will be removed from the open shelves except for the express purpose of protecting it from damage or theft.

The decision by an author, publisher, or other content creator to withdraw their work from the market and stop selling or publishing it will not be considered sufficient reason alone for the Library to withdraw it from the collection.

## **REVIEW AND RECONSIDERATION OF LIBRARY MATERIALS, DISPLAYS OR PROGRAMS**

If an Ellington resident wishes the Library to reconsider inclusion or classification of a work in the collection (i.e. a proposal to change a Teen title to Adult), materials contained in a library display or the content of a library program, a "Patron Request for Review and Reconsideration of Library Materials, Display or Programs" form (attached) is available. The request must be completed in its entirety and returned to the Library Director in order to initiate a review. 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.

This policy is available for public review on the library website and in the Library.

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