



## **Collection Development and Maintenance Policy**

### **Purpose and Scope of Collection**

The purpose of Beardsley Library's Collection Development Policy is to provide guidelines for the day-to-day collection development and withdrawal decisions made in order to ensure the collection meets the community's needs and supports the library's mission.

The library makes every effort to provide library materials for the interest, information, and enlightenment of all residents. Library materials should represent a wide range of varied and diverging viewpoints in the collection as a whole. The library recognizes the importance of the public library as a place for voluntary inquiry, the dissemination of information and ideas, and promotion of free expression and free access to ideas by residents. All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.

### **Responsibility of selecting library materials**

The Library Director and librarians are professionally trained to curate and develop a collection that provides access to the widest array of library and educational materials. Responsibility for the selection, maintenance, replacement, and weeding of materials rests with the designated professional staff under the overall direction of the Director.

### **Intellectual Freedom and Censorship**

The library recognizes not all users will welcome all materials with the same degree of enthusiasm and regard. Therefore, some materials selected for the collections may seem controversial and even distasteful to some Library users. It is the right of the individual not to read, view or hear materials that the individual considers objectionable. It is never the right of any Library user or users to deny access to Library materials to others. The freedom to choose from a broad range of informational and artistic materials will not be abridged. When evaluating library materials the Library Bill of Rights, Freedom to Read, and Freedom to View statements from the American Library Association are used as guiding documents.

### **Selection Criteria**

Beardsley Library serves a broad and diverse demographic, and the collection aims to be accordingly diverse. Selection criteria consider the needs and interests of the patrons we serve and reflect a global perspective.

Collection development librarians review library and educational material within a public library using professionally accepted standards:

- Material relevance
- Physical condition
- Availability of duplicates
- Availability of age appropriate or grade-level material
- Continued demand for materials
- Relationship with the existing collection
- Reviews from trusted resources
- Physical space limitations and anticipated long term use
- Cost and availability through inter library loans or other sources
- Current or historical significance of subject or author

The Board of Library Trustees has ultimate responsibility for all library policies. Selection and development of the collection is the responsibility of the Library Director and the Library Staff in accordance with this policy.

The library will collect most types and formats of materials. The best format of the material will be chosen. A sample of some of the formats the library will collect follows:

1. Books (hardcover, paperbound, and electronic/digital)
2. Audiobooks
3. Newspapers
4. Periodicals (magazines, journals)
5. Video-recordings (DVDs)

### **Gifts and Donations**

Gifts of all kinds to the library will be accepted without conditions or restrictions and with the understanding that they will become the property of the library to do with as the Trustees or their agents see fit. The library reserves the right to reject any gift, grant or bequest that does not meet these guidelines, is not to determine to be in the best interest of the library, does not advance its mission, or does not meet the standards set forth in the Library Bill of Rights. Book donations must be in good condition and must not be dusty, musty, mildewed, or smoky. Book donations that are not added to the library collection will be given to the Friends of the Library for book sales, which directly benefits the library.

### **Digital Collections/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 to 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 help and ensure that the public learns how to use its electronic databases.

## **Controversial Materials**

A. 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.

B. 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 inadvertently come into the possession of children. The removal, exclusion or censoring of any book on the sole basis that an individual finds such book offensive is prohibited.

C. 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.

D. 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.

### **Library Material Review and Reconsideration Policy**

The Beardsley Library Board of Trustees recognizes the importance of hearing from the public regarding material selection. The library limits consideration of requests to reconsider materials, displays or programs to residents of Winsted. The completion of the Request for Reconsideration form does not guarantee either accession to the collection or removal from the collection but does ensure the attention of Library Staff to user opinion, interests, and concerns. Please see our Library Material Review and Reconsideration Policy and form further information on this process.

