

Collection Development and Maintenance Policy

Purpose and Scope

The purpose of this policy is the development and maintenance of an outstanding, well-balanced collection containing the best and most useful materials available to meet the needs of the Killingworth community within the limits imposed by funds and space. A comprehensive range of the interests, tastes, viewpoints, values, and levels of ability will be represented. This policy will guide the librarians and inform the public of the principles upon which selections are made.

Materials will be selected to provide information, education, cultural enrichment and leisure time activity. 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.

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.

The library's resources include, but are not limited to, books, periodicals, newspapers, pamphlets, documents, video and audio materials, and computer software. Additional forms of information and communications are considered as they develop. The library supplements its collections with the Interlibrary Loan Program.

Responsibility of Selecting Library Materials

This policy shall be the responsibility of the Board of Directors and is to be administered by the Library Director. Material selection is the responsibility of the Library Director and, under their direction, members of the library's professional staff in accordance with the selection policies as adopted by the Board of Directors. Librarians are professionally trained to curate and develop a collection that provides access to the widest array of library and education materials.

Selection Criteria

Selection of materials is based on the professional knowledge and judgment of the library staff, whose expertise includes familiarity with a broad range of materials, appreciation of the strengths and

weaknesses of the existing collection, and awareness of the needs and standards of the community. Staff members consult standard bibliographic works and published reviews in professional and general periodicals for evaluation of available materials. High standards of quality are maintained in the selection of materials, with application of one or more of the following criteria:

- Reputation or significance of author
- Skill, competence, and/or purpose of author
- Value as a resource material
- Suitability of physical form for library use
- Appropriateness of subject and style for intended audience
- Relation to existing collection and other materials on the subject
- Price and availability of funds
- Timeliness, reflecting new areas of knowledge or changing conditions of the contemporary scene
- Attention of critics, reviewers and/or public
- Heavy demand for popular items
- Literary or artistic merit

Suggestions from patrons are welcome and will be given consideration within the limits of the policies of the library.

Juvenile materials are selected with the same care and judgment as adult materials and are kept on open shelves where they are available to all children. Children may borrow materials from the entire collection, including the adult collection. Ultimate responsibility for children's choice of reading matter rests with the parents or guardians.

The library is not designed to furnish material for curriculum study in schools, but to complement that study. The library will support the school curriculum in a general way, choosing materials of interest for the whole community. Multiple copies for class study will not be purchased. Textbooks may be purchased when the subject content constitutes the best available source of needed information.

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 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.

Collection Maintenance

Maintenance of the collection includes discarding, replacement, rebinding, and repair. Records for missing materials will be periodically reviewed. Titles that are still deemed to be suited for the collection will be replaced, unless they have become prohibitively difficult or costly to re-acquire. Titles no longer considered useful – in accordance with the deselection criteria below – will not be replaced, and their records withdrawn from the catalog.

An attempt will be made to repair damaged materials, if it seems possible to return them to a satisfactory condition. Materials damaged beyond repair will be removed, and a decision to replace them made using the same process as for missing materials.

Weeding

Weeding, or deselection, is a procedure for a librarian to 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, and continued demand of material. Materials are weeded on a regular basis to maintain the usefulness of the collection, and to free up shelf space for newer items. The following factors are also taken into consideration when determining whether an item should be subject to deselection:

- Circulation statistics
- Publication date
- Currency of information
- Availability of newer or more valid materials
- Availability of the item from other sources
- Relevancy to the local community

Titles of permanent value and materials of local significance may be spared weeding even if they otherwise meet the criteria for so doing.

The Library Director is responsible for approving the deselection of materials. Items which are the subjects of materials complaints will not be deselected based on this policy, but will follow the separate removal procedure outlined in the Collection Reconsideration Policy.

Gifts and Donations

The Killingworth Library Association encourages gifts of books, other printed materials, works of art, computers, audio or video materials, or money for the purpose of enhancing the library's collection.

The library will accept gifts of the above list with the understanding that those gifts which meet the standards set forth in this policy or enhance the library collection in some unique way will be retained. Other gifts will be disposed of in whatever manner the library determines to be the most suitable, including but not limited to the following:

- gifts to other libraries or nonprofit institutions
- exchanges for needed materials of equal value
- sales, with the proceeds to be used in support of the library.

Gifts of non-book materials such as art or equipment are considered on an individual basis. The Board of Directors, the donor, and the Library Director will be involved in any discussions, negotiations, and decisions concerning the gift.

The library discourages gifts with extensive restrictions because those restrictions may make it impossible or impractical for the library to fulfill its function of appropriately serving the Killingworth community. A gift will be accepted if it is of sufficient value to the library, its patrons, and its programs.

Because of function and space, the library cannot promise to maintain a collection of books as a single entity segregated from the circulation and reference collections. The library reserves the right to make decisions as to the most appropriate use and housing of a gift collection or group of books.

Under no circumstances will the library act as an appraiser. All gifts, monetary and otherwise, become the property of the Killingworth Library Association. The donor will be asked to sign an authorization form so stating. The form may be obtained from the Library Director.

Controversial Materials

The library recognizes that some materials may offend some patrons. Selections will not be made on the 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 library patrons.

Responsibility for the reading, listening, and viewing habits of children rests with their parents or legal guardians. Selection of adult material will not be inhibited by the possibility that books may inadvertently come into possession of children. Library materials will not be marked or identified to show approval or

disapproval of the contents; to indicate their political, religious, or social point of view; or to indicate that an item is or may be controversial. No catalogued book or other item will be removed from the open shelves except for the express purpose of protecting it from mutilation 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.

Intellectual Freedom and Censorship

The library recognizes not all users will greet 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.

Material Review and Reconsideration Policy

A patron objecting to any part of the collection should first be offered a copy of this Collection Development Policy to read. If the patron still questions the material, they should fill out the attached form, "Request for Reconsideration of Library Materials," and submit it to the librarian, who will forward it to the Board of Directors. The decision of the Board of Directors will be based on the principles set forth in this Collection Development Policy. The library limits reconsideration requests to residents of Killingworth.

Please see our Library Material Review and Reconsideration Policy and form for further information on this process.