

## **Freedom Public Library**

### **COLLECTION DEVELOPMENT POLICY**

#### **Purpose**

The purpose of the Freedom Public Library Collection Development policy is to provide guidelines for the Library Director in the selection of materials for the library, and to acquaint the general public with the scope of the collection and the principles of selection used to acquire library materials.

#### **Selection objectives**

Materials selection is carried out to support the Library's mission "to provide a variety of resources, services, and programs to meet the informational, cultural and recreational needs of year-round and seasonal residents of Freedom." The emphasis of the collection is on acquiring materials of wide-ranging interest to the general public, and offering a choice of subjects and perspectives which represent varied points of view on topics which are open to interpretation, within current budget and space limitations.

#### **Responsibility for selection**

The Library Board of Trustees has delegated the responsibility of collection maintenance to the Library Director, who is responsible for the selection and weeding of materials for the collection.

#### **Selection criteria**

Selection of materials is based upon the community's current needs and interests, and anticipated future use.

Materials are evaluated as complete works and not on the basis of a particular passage or passages. A work will not be excluded from the library's collection solely because it represents a particular aspect of life, because of frankness of expression, or because it is controversial. The selection of material is not meant to express or imply an endorsement of the author's work or viewpoint.

All acquisitions, whether purchased or donated, are evaluated by the following standards. An item need not meet all the below criteria to be acceptable, nor will any single criterion be decisive.

- Patron demand or interest
- Appeal and relevance to community interests and needs
- Need/relationship to other material in the collection
- The reputation and/or significance of the work, author, publisher, or producer

- Quality (including accuracy, authority, and currency, in the case of non-fiction; production quality, in the case of audiovisual material; quality of illustration and reproduction in the case of picture books and art books, etc.)
- Appropriateness of format
- Price and availability of funds
- Space
- Accessibility through interlibrary loan
- Professional judgment

### **Selection aids**

Because it is not possible to personally view/listen to/read the large number of books and audiovisual materials published annually, the Library Director relies on reviews, lists of award winners, and standard bibliographies to guide them in their selections. Reviews found in professional and general periodicals and in regional newspapers are the primary tools used to determine the degree to which a particular title meets the selection criteria.

The library welcomes suggestions from patrons for the purchase of new library materials, especially those which reflect popular interests or a gap in our collections. All requests are evaluated in accordance with this Collection Development Policy and with consideration of need, space, and availability of funds. The decision to acquire material is at the discretion of the Library Director, who retains the right to not purchase requested material if it does not meet the selection criteria outlined in this policy.

### **Gifts of materials**

Gifts from the public are welcome and encouraged; however, the materials donated are subject to the same policies that govern the selection of new materials. The Library Director is authorized to refuse to accept and/or to dispose of, in any way they choose, items which do not meet these criteria. Likewise, gifts accepted by the Library Director will be shelved, classified, and circulated using the same criteria applied to purchased materials.

The Library Director is authorized to accept books and other materials only if there are no conditions attached, and to sell, give away, or otherwise dispose of donations not added to the collection. If the only reason for a donation is to add it to the Library collection, the donor must make this wish clear upfront, and the library Director must approve the gift. If the item cannot be added to the collection, the donor will be contacted and the gifts returned if necessary. The Library will not determine the value of any gift accepted for income tax purposes; this is the responsibility of the donor. The

library will, however, on request, acknowledge the gift by letter and specify the type, quantity, and condition of the gift for the donor's records.

Donors may request that a gift be purchased from within a subject area, but title selections will be made by the Library Director in accordance with this Collection Development Policy and based on need. Memorial gifts and other donations will be evaluated as part of the library collection, and may be withdrawn if at some point deemed appropriate according to the library's weeding guidelines. When gift items are withdrawn from the collection, the library will not notify the donor of the withdrawal. The library will not automatically replace worn-out or lost gift items.

### **Collection maintenance: weeding and replacement**

The library is limited in the size of the collection it can maintain. In order to keep the collection current and to be of greatest usefulness to its patrons, it will be necessary to discard materials that are deemed no longer of value to the collection.

Weeding and replacement activities, like selection decisions, are based on the overall goals and mission of the Library, and are intended to keep the collection vibrant and useful. The Library Director will withdraw items from circulation following accepted professional weeding guidelines.

Materials may be withdrawn based on multiple considerations, including condition, accuracy and timeliness, past use, perceived current or future interest, or the need to make room for more materials. The library does not attempt to preserve old editions except in rare cases when an item is deemed to be of local interest. Materials removed from circulation may be placed in storage, donated to another institution, sold, discarded, or given away. Weeding decisions will not be based on controversy about the material in question or its creators.

### **Intellectual Freedom**

The Freedom Public Library is committed to supporting intellectual freedom, providing access to diverse viewpoints, and protecting the privacy of library users.

The Board of Trustees endorses the [Library Bill of Rights](#), the [Freedom to Read Statement](#) and the [Freedom to View Statement](#). Materials selected under this Collection Development Policy are considered protected under the First Amendment of the United States Constitution. The Board of Trustees believes that anyone is free to reject for himself/herself library materials of which he or she does not approve, however, the individual cannot restrict the freedom of others to read, view, or hear.

Although library materials are arranged for age appropriateness, any library user may use any materials. Parents or legal guardians have sole responsibility for the use of materials by their minor children.

The selection of materials for the Library's collection will not be inhibited by the possibility that materials may come into the possession of children.

### **Reconsideration of materials**

The Board of Trustees recognizes the right of patrons to question materials in the library collection. Whenever a library cardholder in good standing objects to the presence or absence of any library material, the complainant will be given hearing and consideration. All complaints to staff members and volunteers will be referred to the Library Director, who will discuss the matter with the complainant. If not satisfied, the patron will be given a *Request for Reconsideration of Library Materials* form to complete, as well as copies of this Collection Development Policy, the Library Bill of Rights, the Freedom to Read Statement and the Freedom to View Statement. An integral part of the library's Collection Development Policy is that materials are evaluated as complete works and not on the basis of a particular passage or passages. Therefore, only those requests in which the patron has read/listened to/viewed the entire work will be considered.

The completed form will be given to the Library Director, who will consider whether the material meets the selection criteria outlined in this policy. A decision will be made regarding whether or not to add or withdraw the material within a reasonable amount of time, with the philosophy and criteria used to be explained in writing to the patron.

If the patron is dissatisfied with the decision, he or she may appeal to the Board of Trustees, which will review the request at an upcoming board meeting. Patrons are welcome to express their concerns directly to the Board of Trustees at this time. The Board of Trustees will then vote on the request based on whether the questioned material is compliant with this Collection Development Policy and whether to add or withdraw the material in question. The Board of Trustees will notify the requesting patron within ten days after such board meeting of their final decision.

**Approved 5/12/11. Revised 4/14/22.**