

Collection Development Policy

Summary

The purpose of this policy is to help patrons understand how and why we choose materials for our collection. It also serves as a guide to the staff in the selection of materials for the Library.

Policy

In accordance with its mission, the Nesmith Library subscribes to the Library Bill of Rights, Access to Electronic Information, Services and Network (an interpretation of the Library Bill of Rights), and other policies on intellectual freedom authored by the American Library Association, and available in the latest edition of the Intellectual Freedom Manual, published by the ALA.

Goals of Service

The following goals will fulfill the Library's mission:

1. To provide sufficient materials to meet current and projected community needs.
2. To assure open access to all library materials for all patrons.
3. To obtain a diversity of materials of varying viewpoints.
4. To meet the needs of patrons having a variety of reading and educational levels.
5. To expand library usage to those in the community who are not now library users.
6. To contribute constructively to the individual's awareness of self and community while providing insight into a wide range of human and social conditions and varying cultural heritage.
7. To encourage informal self-education.
8. To measure the effectiveness of the collection in meeting the needs of our community.

Responsibility for Collection Development

Responsibility for collection development coordination and supervision lies with the Library Director, who is accountable for the growth and maintenance of the collection. Selected staff members have collection development responsibilities for specific collections, subject areas, or formats. All staff members make suggestions for new and replacement materials.

Collection Areas

Adult Collection

A selection of works highlighting a wide range of materials in different formats for all ages and levels of interest is available. Many points of view on current and controversial issues should be included to provide information needed for democratic decision-making.

A mix of classic, basic, and traditional works are provided, as well as materials presenting contemporary ideas, formats and styles.

Young Adult Collection

A selection of fiction materials straddling the children's and adult collections, the Young Adult collection contains materials geared to those in the middle school and early high school years. It attempts to address the reading interests and concerns of those going through a period of rapid growth and development.

Children's Collection

The Children's collection serves the needs of children and their parents, from infancy through the elementary and middle grades. The variety of materials in this collection provides for the development of literacy skills, creates an appreciation of the Library during the formative years, responds to recreational needs, and supports the educational process with materials complementary to those in the Windham schools.

Reference Collection

The Reference collection is targeted to provide timely, accurate information for users to aid in their pursuit of personal and professional interests, support the educational process with informational materials for those requiring quick response to inquiries, assist those pursuing independent learning and make available local historical and community resource information. The collection contains resources to support the local business community, enhance career development and provide information on educational institutions.

Reference materials are collected in a variety of formats, including book, periodical, microform, and electronic.

Criteria for Selection of Library Materials

Materials selected may meet only a small number of selection criteria if their inclusion is seen as important enough to fill a serious gap in the collection, or, due to popular demand.

The following criteria serve as the backbone of materials selection:

- Library's mission and service goals
- User requests that fall within the scope of this policy
- Formal and independent educational needs
- Recreational needs
- Potential use
- Local significance
- Impact of item on collection diversity

The following are also considered in materials selection:

- Funding
- Critical reviews
- Space limitations
- Authority, accuracy and interest level of material
- Currency of information
- Reputation of author, publisher, or editing body

Selection Journals and Other Review Sources

The following journals are the standard first source to assist in the selection process: *Library Journal*; *School Library Journal*; *Booklist*; *Kirkus Review*; and *Publishers Weekly*. *Public Library Catalog, Fiction Catalog*, and *Children's Catalog* are standard bibliographic sources also used in selection.

Other review sources of a specialized nature are used for specific collections.

Non-Print Materials and Periodical Collections

Non-print materials (e.g., audio books, DVD's, CD's etc.) and periodicals (e.g., newspapers, magazines, and journals) are subject to the same selection criteria as printed books.

Electronic Format

In general, materials in electronic formats are subject to the same selection criteria as print materials. Other non-content criteria such as ease of access and hardware compatibility also play a role in selecting electronic media.

Public Internet access is covered by the Library's *Public Internet Access and Appropriate Use Policy*.

Gifts

The Library accepts gifts of materials, but reserves the right to evaluate them in accordance with the criteria applied to purchased materials. Gifts which do not meet the objectives of this policy may be refused. Bookplates may be provided for gifts, and a letter for tax purposes may be sent to the donor. No other conditions may be imposed relating to any gift either before or after its acceptance by the Library.

Withdrawal of Materials

The withdrawal of materials from the collection is known as weeding. Weeding of all library collections is a continuous process. It is carried out in order to provide the most current, useful information available, as well as to maintain the vitality and attractiveness of the collection. Weeding also helps to prevent the overcrowding of shelves, and to free up needed space for new and highly desired materials.

The following criteria are used to determine which materials are subject to weeding from the collection:

Out of date or inaccurate information

Badly worn or damaged physical condition

Insufficient use—

 Works no longer of popular interest (e.g., older fiction)

 Multiple copies of previously popular works

 Topic no longer relevant

 Lack of physical space

 More current treatment in collection

Even though meeting the above criteria certain materials may not be weeded because of their unique nature.

Controversial Material

The Nesmith Library subscribes to the *Library Bill of Rights* of the American Library Association which encapsulates the library profession's belief in freedom of access to information. The Library does not believe in the practice of censorship. Serious works which portray various aspects of life are not excluded because of their frankness.

The Library encourages the examination of diverse opinions. Therefore many points of view may be included in the collection. Materials selection will not be determined by pressure from outside groups and organizations, or by the individual prejudices of any person or persons. The Library will apply established professional standards in the selection and retention of its materials.

Reconsideration of Materials

Materials which have been accepted into the collection prior to the acceptance of this *Collection Development Policy* will not be removed unless they are weeded according to, or are in violation of, this policy.

The procedure for users who wish to petition the Library to reconsider any part of its collection is as follows:

1. A Windham resident receives a *Request for Reconsideration of Library Materials* form (available at the circulation desk). A copy of the form is included with this policy.
2. The form must be completed and submitted to the Library Director.
3. If the petitioner wishes to pursue a formal request, the Director will arrange for the request to be added to the agenda at the next regularly scheduled Nesmith Library Board of Trustees meeting.
4. The Board of Trustees will consider the request, and determine whether or not the library's selection criteria have been adhered to. The petitioner is free to attend the Board meeting which is open to the public.
5. A representative member of the Board of Trustees will contact the petitioner with a determination. The Nesmith Library Board of Trustees will have final say on any request for the removal of materials from the Library or addition of suggested materials.

Adopted on this 13th day of May, 2003 by the Nesmith Library Board of Trustees.

Reviewed and approved: October 20, 2015 by the Nesmith Library Board of Trustees