



TORRINGTON LIBRARY

ENGAGING • ENRICHING • EMPOWERING

Collection Development Policy

Philosophy

It is the goal of the Library to build a balanced collection characterized by books and other materials of current popular as well as materials of permanent worth. While popular demand is a significant basis for selection, many works of scholarship and literature are keystones of modern knowledge and culture but may not necessarily be high demands. It is the Library's policy to select, along with popular demand items, books and other materials of permanent value regardless of whether or not they will be widely used.

The Library has a responsibility to provide books and other materials presenting diverse points of view concerning the problem and issues of our time. However, ownership of library materials does not in any way constitute an endorsement by the Library of the idea and viewpoints expressed within those materials.

Purpose

This policy sets broad guidelines for the selection of books and other library materials that correspond to the library's mission. It may also be used to inform the public and staff about principles upon which selections are made. Basic to the policy are the *Library Bill of Rights* and *Freedom to Read* statement as adopted by the American Library Association. The policy is directed toward building and maintaining, within the limits imposed by available funds and space, a collection of library materials representing a compressive range of interest, tastes, viewpoints, values and levels of ability. The intent is that the collection be balanced in order to serve the greatest number of library users, and potential library users, within the community.

Types of Materials

The Library provides access to information in a wide variety of print and non-print formats. Presently, the Library's resources include: books, periodicals, newspaper, pamphlets, government documents, microforms, video and audio books, in currently available formats, computer software, and online database. The Library may also purchase access to information through additional database, information services and online services. In the future, different forms of information resources will be considered as new technologies becomes available.

General Selection Criteria

Authority and responsibility for selection of books and other materials is delegated by the Library board of Trustees to the Library Director's designated staff whose knowledge includes familiarity with all types of materials, familiarity with the strengths and weaknesses of the existing collections, and awareness of the needs of the community. The Library Collection Advisory Committee will provide suggestions for consideration by the Library Director. Suggestions from Library patrons are welcome and are given serious consideration.

The selection of books and other materials is characterized by flexibility, open-mindedness, and responsiveness to the changing needs of the community. 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.

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

- Present and potential relevance to community needs.
 - Suitability of subject, style and reading level for the intended audience.
 - Importance as a document of the times.
 - Reputation and/or significance of author, publisher, or producer.
 - Positive review in one or more appropriate professional journals.
 - Positive critics' and staff members' reviews.
 - Contribution of the material toward strengthening the existing collections and/or expanding its scopes.
 - Budgetary limitations.
 - Local author or illustrator.
 - Availability of similar materials through interlibrary loan.
 - Format is appropriate to library use and is not easily damaged.
 - Insight into human and social condition.
 - Author or illustrators is already represented in the collection.
 - Relevance to library programs and presentations.
 - Value of the material for educational, informational, cultural, and recreational purposes.
 - Popularity by library users as sustained by numerous requests.
- materials of a controversial nature will be eligible for inclusion in the collection if one of the above criteria are met.

Selections of books and other library materials are not made on the basis of any anticipation approval or disapproval by specific individuals or groups, but solely on the merits of the works in relation to building the collection and serving the needs and interests of the library users and the community as a whole. While the Library is aware that one or more persons may take issue with the selection of a specific items, the Library does not have to remove from the collection items purchased in accordance with the criteria specified above, nor will materials be marked in such a way as to indicate approval or disapproval. Items are not separated from the general collections except for purpose of protecting them from damage or theft.

Children's Room

The Children's Room provides books and other materials for children of varying ages and abilities from infancy through sixth grade. The primary objective of the collection is to provide books and materials that excite and promote a child's desire to read. The Parent Resource Center provides materials that help parents, teachers and other caregivers to understand and support the physical, emotional and intellectual development and well-being of children.

Juvenile materials are selected with the same care and judgement as adult materials and are kept on open shelves where they are available to all children. Children may borrow materials from the adult collection when limited resources on a topic are available in the Children's Room. Ultimate responsibility for children's reading mater rests with their parents or guardians.

Young Adults

Young Adult books and other materials are those most suited to the abilities and interests of library users from grade 7 through 12. Young Adult materials are selected with the same care and judgement as adult materials.

Relations to Schools

The Library is designed to complement curriculum study. The Library fosters cooperation and coordinated efforts with the schools such as providing the Teacher's toolbox resource accessible through the Library's website. It is not the responsibility of the Library to supply textbooks or curriculum material used in the local schools, nor multiple copies of a title sufficient to meet the simultaneous need of every student in a class.

Local History

The Library maintains a local history collection and will acquire local and state historical materials as space and budget allows.

Gifts

- Gifts shall meet the same selection criteria as purchased materials. The Library shall retain unconditional ownership of all donations and shall make the final decision on acceptance, use or disposition.
- The Library cannot give a dollar valuation for gifts of materials, but will provide the donor with a statement verifying the number and type of materials, donated and accepted, upon request. The appraisal of the gift for tax purposes shall be the responsibility of the donor.
- When the library receives a cash gift for the purpose of materials, whether as a memorial or for any other purposes, the general nature of the subject area of the materials to be purchased shall be based upon the wishes of the donor. However, the library staff, in accordance with the needs and selection policies of the library, shall make the selection of specific titles.
- Special collections and memorial collections shall not be shelved as a separate physical entities and collections shall be accepted only with the donor's understanding that such collections shall be integrated into the general collection. A gift plate may be used for memorial identification.
- Current magazine subscriptions may be accepted with the approval of the Library Director.
- Gift material may be added or withdrawn as deemed necessary and without consulting the original donor.
- The Library staff reserves the right to only selected items from a donation.

Collection Maintenance

The Library has an obligation to discard books and other materials that are obsolete or in poor condition, as well as duplicate copies of titles no longer in demand. Weeding the collection is the responsibility of the Library staff. Worn out materials are to be replaced if needed. Weeded materials are offered for sale at the Library's Used Book Corner or Annual Book Sale, or are discarded.

As materials become worn, dated, damaged or lost, replacement will be determined by the Library Director or designated staff members who will determine whether or not:

- The item is still available and can be replaced.
- There remains sufficient need to replace the item.
- Updated, newer or revised materials are available to replace them.
- The item has historical value.
- Another lending source could better provide that or a comparable item.

The Library Board will be consulted, at the discretion of the Library Director, regarding the disposition of materials thought to have historical or intrinsic value.

Reconsideration of Materials

The choice of library materials by users is an individual matter. Responsibility for the reading material children and adolescent's rests with their parents or legal guardian. While a person may reject materials for themselves or for their children, they cannot exercise censorship to restrict access to the materials by others.

Patrons requesting reconsideration of material must complete a *Statement of Concern about Library Resources* form and submit it to the Library Director. The request will be considered by the Library Director, the staff, and the Board of Trustees. The decision, based on the principle in this materials selection policy, will be forwarded to the patron.

The Library Board of Trustees reserves the right to amend this policy at any time.