

# **BARRINGTON PUBLIC LIBRARY**

## **Collection Development & Material Selection Policy**

### **Selection, Weeding & Challenges**

1. The ultimate responsibility for the selection policy lies with the Board of Trustees. They delegate the Library Director the authority and the responsibility for selection of library materials and for the development of the collection. This responsibility may be shared with other members of library staff; however, the Director has the authority to make final decisions on all purchases. The Director is tasked with providing the community with a collection that is balanced, meets popular demands, and provides accurate and timely information on a wide range of topics and interests.
2. Materials will be purchased which further the current mission and service goals of the library. Materials are judged by standards appropriate to their purposes and nature, governed by the following guidelines: accurate information, reputation and significance of the author, extent of coverage, literary quality, originality and imagination, timeliness, local significance, quality of production and/or reputation and standards of the publisher. The Director shall base purchases on reviews found in professional journals such as Library Journal, Booklist, Publisher's Weekly, and Voice of Youth Advocates. Online review resources, including crowd sourced reviews, may also be utilized to determine popularity and worthiness for addition to the collection. The Director shall also consider patron requests for purchase of materials. Inter-Library Loan (ILL) requests will also be evaluated to determine if items being obtained by this service are better suited for purchase. The Director will take into account funding and space limitations when selecting materials. Formats will also be considered as they evolve with technology and patron needs.
3. In selecting materials, the library shall consider local schools and home school families' curricular needs and will work towards providing resources for them which are also deemed useful to the community as a whole.
4. Electronic materials and services such as Hoopla and Overdrive are, in general, subject to the same selection criteria as above in #2, although some services may include items that typically wouldn't be purchased in physical format due to space and financial constraints. Some services may be consortia based; the selection policy and decisions of the consortia members will be followed. Some services may give access to a catalog of items and not allow for full selection of each item by library staff; these services may be offered in total and allow for self selection of items by patrons. Should the consortia's policy be in conflict with the library policy, the Director and Library Trustees will need to decide if continuation of the service is in the best interests of our patrons. Criteria for electronic resources will include ease of access by patrons, compatibility with the library's current hardware and software systems, and totality of content offered.
5. Withdrawal of materials is necessary to maintain the vitality, currency, and attractiveness of the collection for patrons. Materials that are no longer useful to the community will be systematically withdrawn from the collection according to professional practices (the library currently utilizes the CREW method) and may be sold, distributed to other institutions or destroyed. Reasons for discarding an item include: bad physical condition (not repairable), out of date material, duplicate copies of materials that rarely circulate, a newer edition has been purchased or more timely items have been added to the collection, insufficient use, and lack of physical space within the library. Circulation reports will be utilized to determine how the collection is being used and where additions and/or deletions should occur. Even if an item meets the withdrawal criteria above, it may be retained if it is unique in nature.

6. In the event that a patron objects to an item or items in the collection, he/she will first speak to the Director in an attempt to solve the problem. If they still object to the material after hearing the reasons for its inclusion in the collection they will be asked to put the objection in writing on the form provided for that purpose. (See challenged materials policy) At the next regular meeting, the Library Trustees will review the written objection and the patron will receive a written reply. The Library endorses the American Library Association Library Bill of Rights and the Freedom to Read Statement. (Attached to the Request for Reconsideration Form) The following are actions the board is not willing to take to respond to an objection: selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the principles stated in this policy. Selection of materials will not be inhibited by the possibility that children may come into contact with them, and, materials will not be marked or labeled with anything that shows approval or disapproval of their contents. No materials will be sequestered except to protect them from theft or damage.

7. Donation of materials to the library will be accepted at the discretion of the Director and with the condition that the library has the authority to make whatever disposition it deems advisable. In keeping with the guidelines of the American Library Association, the library cannot place a monetary value on these items. Materials will only be added to the collection if they meet the selection criteria in this policy and are deemed necessary to the collection by the Director. A donor may request a book plate be placed in donated items which the Director deems suitable for inclusion in the collection. Monetary gifts to purchase materials will be accepted, and the library shall honor the wishes of the donor regarding the nature of materials or services to be purchased, provided that such purchases are in accordance with the current needs of the library.

### **Development**

1. The Director, or an approved staff member in conjunction with the director, shall yearly assess the library's collection for any gaps in information and sources that need to be updated. From this assessment the director and staff will plan for the upcoming year. Certain areas that are determined to be most crucial will receive more funds.
2. The library does not purchase or collect textbooks in general. The library also does not currently collect cassettes, VHS Tapes, vinyl records, government documents, and art prints, materials in languages other than English (some sub-titled films excluded), filmstrips or microfiche/film.
3. Reference sources and non-fiction titles shall be updated regularly to provide current and factual information for our patrons. Electronic resources for most reference materials are preferred due to space constraints.
4. The library shall purchase the titles listed on the Great Stone Face, Flume, Isinglass Teen Read and Ladybug Picture Book Awards lists that are compiled by New Hampshire's Children's librarians as a service to our younger patrons who are eligible to vote on these lists.
5. The library shall purchase, or subscribe to, audio/visual and e-book materials to serve the public need. Unabridged editions will take precedence over abridged materials. We do not collect Playaways, or other portable single title media players.
6. The library shall assess the need for new formats or alternate collections on a yearly basis. Collections such as creation kits or other "alternate" items the library may choose to provide to the community fall under this category.

7. The library shall purchase periodicals and newspapers (in paper and online) to provide current information to our patrons. Due to space issues, only 6 months-1 year of back issues are kept for periodicals and only 2 weeks of newspapers.
8. The library will maintain a small collection of large print materials to meet the needs of the community.
9. The library will utilize the SILC (Suncook Interlibrary Cooperative) to extend our collections of DVD and audio books.

### **Collection Maintenance**

In order to maintain our collections certain guidelines should be followed pertaining to their physical characteristics and handling.

1. Books purchased shall be hard cover edition or library bound whenever possible.
2. Books purchased shall adhere to current publishing standards for paper quality in order to avoid brittle books in the future.
3. Paperback books will be accepted as donations to the collection. If a book is only available for sale in paperback format and the library deems its purchase necessary according to the selection criteria it shall have a laminate cover applied when it is processed.
4. Books of lasting historical value that are kept should be boxed appropriately in non-acidic containers or phase boxes.
5. Any items of historical value or items that are in bad condition should be removed from circulation and put in the office for safekeeping and staff photocopying only. Patrons may access the information but may not take the item out of the library. These items may be sent for professional photocopying to provide patrons copies if need is determined high enough.
6. Proper storage shall be provided for library materials including adequate shelving, book towers, magazine racks, and plastic cases for audio books, DVD, and music CDs to circulate.
7. Proper housekeeping (dusting, vacuuming, washing floors, and garbage removal) shall be practiced regularly.
8. Pest management will be done regularly through proactive cleaning and monitoring and extermination if necessary. Any books with infestations of mold or insects will be immediately removed from the collection.
9. To the best of our ability in the current facility, climate control shall be maintained to avoid large swings in temperature and relative humidity that can damage books.
10. Proper fire safety and disaster plans shall be implemented, updated regularly, and staff trained in carrying out these plans.
11. Lost and missing items will be replaced or withdrawn from the collection in a timely manner.