

DEEP RIVER PUBLIC LIBRARY Collection Development Policy

Purpose and Mission:

The purpose of this Material Selection Policy is to inform all library stakeholders, including staff, patrons, the library board, and donors, of the frameworks and principles underlying the Library's selection decisions. The Library strives to select, acquire, curate, and provide free and easy access to materials, in all formats, that meet the varied needs and interests of the community.

The Library makes every effort to provide the community with a collection that reflects a wide range of views, expressions, opinions, and interests. This may include items that are unpopular or controversial in nature. The Library's acquisition of such items does not constitute endorsement of their content but rather allows for free expression as designated in the United States Constitution. Further, the Library's Material Selection Policy allows our mission to be carried out in our practices.

Our mission at the Deep River Public Library is as follows:

"The Deep River Public Library strives to be the welcoming heart of our Town where all come to learn, discover, create and connect. Our mission is to provide opportunities to enrich the lives of our community members in a safe and welcoming environment"

We also strictly adhere to the following:

- The First Amendment of the Constitution of the United States of America
- The Library Bill of Rights and Interpretations as adopted and revised by the American Library Association (ALA)
- The Freedom to Read Statement as adopted and revised by the ALA
- The Free Access to Libraries for Minors Statement by the ALA
- The Core Values of Librarianship by the ALA
- The Code of Ethics by the ALA

Copies of these documents are available at the Deep River Public Library's circulation desk and can be accessed online.

Scope:

The current collection consists of approximately 25,000 items within the library including adult, children's, and young adult books, DVDs, audiobooks, and other materials. Additionally, a multitude of digital materials are available for Deep River residents to borrow electronically. Selection titles and formats are based on continuous assessment of community needs and are chosen for the educational, informational, and recreational needs of the Deep River community. Collection development decisions will also be based on utilizing the allocated funds within the annual budget.

Responsibility:

Ultimate responsibility for materials chosen and resource access rests with the Library Director, who operates with the framework of this policy. Selection of materials is based on the professional knowledge and judgment of Library staff whose expertise includes familiarity with all types of materials, knowledge of the strengths and weaknesses of the existing collection, and awareness of the needs and interests of the community. Designated selectors and material specialists may work collaboratively with the Director and staff to ensure a robust, relevant, and inclusive overall collection. Reputable selection aids may also be used, including general reading lists, special bibliographic magazines, and professional library journals.

Selection Criteria:

Selections will be made that continuously aim towards the goal to make the collection as a whole: more well-rounded, balanced in opinions, and diverse in viewpoints. We aim for a collection that reflects both the diversity within our town community and the larger global community.

Materials will not be excluded because of race, nationality, sexual orientation, gender identity, or the social, political, or religious views of the author. Choices will not be influenced by the beliefs of any individual or group.

Other criteria for selection include:

- Enduring value and literary merit
- Content
- Authority
- Relation to existing collection and other materials on the subject
- Diversity of viewpoints and experiences
- Accuracy, effectiveness, objectivity, and credibility of author and publisher
- Popular demand and community interest
- Timelessness and historical significance
- Availability in consortium
- Space and cost limitations
- Format

Collection Maintenance and De-selection:

Ongoing review and de-selection are essential to the maintenance of a collection that meets the needs and interests of the community it serves. The following criteria will be considered:

- Non-circulation of 3 years or more
- Literary merit
- Currency of information and publication date
- Historical merit
- Availability of alternate sources
- Condition of the material
- Duplicate copies no longer needed

- Demand
- Accuracy of information
- Diversity and subject matter
- Space limitations
- Local interest and community importance

Magazines are retained for 3 to 6 months depending on frequency of publication. We keep one year of Consumer Reports as well as 3 years of the Consumer Reports Buying Guide.

Deep River and other local history are considered part of the core collection and are not subject to de-selection due to infrequency of circulation.

Final de-selection and maintenance decisions rest with the Director. De-selected items may be sold, given to the Friends for their annual book sale, given to other libraries or non-profit organizations, or discarded.

Donation of Materials:

The Library accepts donations of materials which shall become the property of the Library. Only materials donated without restrictions will be accepted. Gifts will not be accepted which necessitate special housing. Donated materials will be evaluated using the same criteria as purchased materials. If the Library Director considers the materials to be in demand and an enhancement to the collection, they will be cataloged and added to the collection. Those materials that are added to the collection will be classified and shelved according to standard procedures.

Current issues of donated magazine subscriptions may be displayed for a limited time. Due to limited display space the Library is unable to accept donations of art for permanent display. Some exceptions may be granted.

Materials not needed, but in good condition and still of value, may be offered to other organizations or given to the Friends of the Library for its book sale. Donors will be given a statement listing the number and general type of materials donated if requested. The Library staff will not assess the value of donated items.

This policy applies to all donations: artwork, collections, books, recordings, magazines, plants, furniture, sculpture, etc.

Intellectual Freedom for Adults and Minors:

Free access to the collection is essential to carry out the Library's mission and protect the First Amendment rights of the Library's users. Therefore, the Library may acquire items which meet the aforementioned selection criteria even though some Library users may find them offensive, explicit, or controversial in nature. Language, situations, or subjects that may be offensive to some community members do not disqualify a material, the value of which is determined in its entirety and measured against the selection guidelines. Inclusion in the Library's collection does not constitute institutional endorsement of those viewpoints.

The First Amendment of the Constitution of the United States protects intellectual freedom which is the right to read, listen, write, and speak about beliefs and opinions. These rights are afforded to everyone in the United States, of any age. Some materials in the Children's or Teen Collections might not be considered appropriate by all adults for all readers. While some materials are too mature for one reader, other readers may be ready for them.

Only each reader, and their parent or caregiver if they are a minor, can decide what materials are suitable for them. The library recognizes parents and legal guardians as the parties responsible for the reading and viewing habits of their children. Censoring materials from other people of any age is an infringement on their constitutional rights.

Deep River residents are able to express their opinion concerning materials in the collection. Residents who wish to request that a specific item be reconsidered for inclusion in the collection are asked to complete a "Request to Reconsider Materials," form which is available upon request. No material will be removed without following the full reconsideration process and the material will remain in the collection during the process. Once the form has been received, the Library Director will work toward a timely response to the request. Please allow for up to three weeks for the request to be thoroughly reviewed through internal procedures, at which point the Library Director will contact the resident with a decision on their request. Any appeal to the decision may be made to the Library Board of Directors, with a final decision made by the Library Director as responsible party for the collection.