

# COLLECTION DEVELOPMENT

July 18, 2023

## PURPOSE

This policy explains the scope of collection development, the objective of the collection, deselection and collection maintenance, and intellectual Freedom.

## INTRODUCTION

The Collection Policy supports the Library's Mission Statement:

*The Chesterfield Public Library supports lifelong enjoyment of reading and learning. The focus of our staff, collections, programs and facilities is to provide a broad range of information services, in multiple formats, which entertain, enlighten, empower, educate and enrich the citizens we serve.*

## INTELLECTUAL FREEDOM

The Library bill of Rights ([Appendix B](#)), [the Freedom to Read \(Appendix C\)](#), [the Freedom to View \(Appendix D\)](#) have been endorsed by the Chesterfield Public Library Board of Trustees and are integral parts of the policy.

## RESPONSIBILITY FOR SELECTION

The ultimate responsibility for selection of library materials rests with the Library Director who operates within the framework of the policies determined by the Chesterfield Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the Director must be available to answer to the Trustees and the general public for actual selections made, the Director has the authority to reject or select any item contrary to the recommendations of the staff and the public. The materials will include books, e-books, audio books, films, videos, music, periodicals, reference books, software, electronic databases, and other items as deemed appropriate by library standards.

## PRINCIPLES OF SELECTION

The Chesterfield Public Library serves a community of diverse interests and concerns. The Library offers a broad selection of materials for children, adolescents, and adults. Selections are made by library staff to provide a balanced collection of educational, recreational, and cultural materials appealing to the interests of this diverse population with consideration for convenient and cost-effective formats.

The Library staff make selections based upon principle and not personal opinion; reason and not prejudice; and judgment, not censorship. Material selection is based on awareness of community interests and concerns, national and international issues and events, public trends, review sources, new insights, societal trends, and the professional judgment of selectors regarding the material's value to the

Library's collection. It is the Library's intention that the collection addresses the needs and interests of the community and reflects the diversity of the entire library service area.

To build collections of merit and significance, materials must be measured by a number of criteria. The basic test for the selection of library materials is whether they are of proven or potential interest to the people served. Material is not excluded because of the author's race, nationality, religion, gender, sexual orientation, or political and social views. Inclusion of the materials does not imply agreement with or endorsement of content. Other criteria considered in the selection of materials are:

- Patron interest and demand
- Historical and cultural significance of the work author, or subject
- Timeliness of materials' subject
- Quality of materials
- Reviews in professional journals
- Local emphasis
- Cost and budgetary limitations
- Significance and importance of a subject
- Diverse opinions on a subject
- Reputation of author, publisher, editor or performer
- Format, ease of use and durability
- Accuracy of factual material
- Relation to existing collection
- Availability of titles and formats from vendors

Materials are selected both to satisfy the tastes, needs and reading abilities of the community and to provide diversity in recognition of changing and minority interests. In choosing materials to suit a variety of tastes, differing viewpoints on controversial issues will be included. Works being considered should be viewed as a whole, not in isolated parts.

These criteria apply to both purchased and donated material.

#### LANGUAGES

The library collects recreational and education material in languages other than English for adults and juveniles.

#### PATRON DRIVEN ACQUISITIONS

The Chesterfield Public Library welcomes suggestions from the community for possible purchase of materials. All suggestions are given serious consideration. Suggestions for titles are subject to the same criteria as all other materials purchased for the library

## VIDEO AND MUSIC COLLECTION

The Chesterfield Public library maintains a broad selection of entertainment, informational, and instructional video formats. The emphasis is on popular materials and is balanced with classic films, independent films, foreign films and documentaries. Music is collected across all styles and genres.

## DATABASES AND ELECTRONIC RESOURCE

Electronic materials play an important role in the Library's collection. These materials include databases, eBooks, eAudiobooks, downloadable and streaming media.

In addition to standard criteria used in selecting other formats, special selection criteria for electronic materials include:

- Ease of use
- Uniqueness of content
- Technology requirements
- Vendor reputation and customer service
- Availability for remote access
- Cost

## LIBRARY OF THINGS COLLECTION

The Library of Things may include learning tools, toys, games, equipment and other such items. The purpose of this collection is to provide occasional use items which:

- Save patrons money
- Reduce waste in the community
- Encourage experimentation, curiosity, and learning
- Offer self-guided recreation.

Items may be added to the collection using the following criteria:

- There is patron demand or demonstrated community need for the item
- There is adequate space to store the item
- Instructions for using the item are available or can be created easily by library staff
- It is reasonable to assume that patrons can use the item without extensive specialized training
- Community demand
- Ease of processing, maintenance, and loaning procedures
- Budget constraints

The Library may require a cardholder, or the guardian of a minor cardholder, to sign a Library of Things borrower's agreement and safety waiver before checking out an item from this collection if the item is

particularly costly to replace or may require special considerations for use. The library may set age limits for various types of equipment based on its price and the safety guidelines for the object.

#### INTERLIBRARY LOAN

Because of limited budget and space, the Library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Chesterfield Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have the current holdings listed in a database that is accessible by other libraries throughout the state.

#### GIFTS AND DONATIONS

The Library Trustees are authorized to accept gifts and personal property as described under the terms of NH RSA 202-A:4-c and 4-d.

The Chesterfield Public Library Board of Trustees welcomes and encourages gifts and donations which are consistent with the Library's Mission Statement and the Collection Policy. All gifts must be given irrevocably. Donations are used to supplement, but not supplant, the regular operating budget.

All gifts are subject to applicable laws. All gifts, whether money, real estate, stocks, personal property, antiques, art objects or other items, may be accepted upon approval by the board of Trustees.

Any conditions pertaining to a donation must be in writing when the donation is first offered. The library trustees will review the conditions pertaining to the donation. Once accepted, all gifts and donations become the property of the library. The library reserves the right to dispose of items appropriately if needed. This will be done with the input of the library director and final approval of the Board of Trustees.

The Library may accept print and non-print materials that comply with the Library's Collection Development Policy. These materials can be accepted or declined by the Library Director. Once accepted, the Library is solely responsible for how the materials are used. They may become part of the collection, or sold, donated elsewhere or disposed of if necessary.

Available storage space may affect the decision to accept or reject donations. The Library Director may limit the number or amount of materials accepted at one time.

The Library will provide receipts for gifts of money or appreciated assets in the form of a letter. The receipt will list the number and type of donation only.

#### MATERIALS DESELECTION

Withdrawal of material from the circulating collections is a vital part of successful collection maintenance. The library continuously reviews its collections and removes materials that are worn, obsolete, or an unnecessary duplication to maintain relevance and community interest. To determine retention or withdrawal, the library Director uses the following criteria based on standard library weeding philosophy:

- Current demand and frequency of use
- Condition: worn, water damaged, chewed, stained, ripped, mildewed, defaced, etc.
- Currency and accuracy of information
- Number of copies in the collection
- Availability of item and/or information in other libraries or online
- Superseded by a new edition, a better source, or another copy in the collection

This process known as “weeding” is an ongoing process and is the responsibility of the Library Director and is authorized by the Board of Trustees. Materials that have been withdrawn from the collection may be repurposed, sold, discarded, or given away to local organizations or other libraries.

All other library property such as equipment, computers, furniture, cabinets, shelving, art works, games, puzzles, memorabilia, toys, etc. will be removed when it is no longer needed, broken, worn, missing essential parts, not safe to use or cannot be used. The Library Director may remove such items in conjunction with the Board of Trustees. Items may be repurposed, sold, discarded or donated to local organizations or other libraries.

#### PATRON REQUESTS FOR RECONSIDERATION

The Chesterfield Public Library will adhere to these tenets from the [American Library Association: Library Bill of Rights](#) (Appendix B), the Freedom to Read statement (Appendix C), Freedom to View statement (Appendix D).

The Library defends and protects the First Amendment rights of each of its users by providing access to the widest possible range of materials which in some cases may include extreme and unpopular points of views. The Library will provide information representing all approaches to public issues of a controversial nature.

The Library Director is aware that a person or persons may take issue with selection of any specific item and welcomes opinions from the public, but will be governed by this Collection Development Policy in make additions to or deleting items from the collection

Procedures have been established that will ensure consideration of any request for restriction or removal. However, until such an examination has been made a decision has been reached by the Library Director, no such restriction or removal shall take place. While individuals are free to personally reject materials of which they do not approve, individuals or groups may not restrict or exercise censorship on anyone else’s freedom to read, view or inquire. Parents have the responsibility and the

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right to guide the values of their children in their selections of materials. The Chesterfield Public Library will not serve *in loco parentis*. Frankness of language will never be considered sufficient justification to restrict or remove library materials. A questioned item will be considered in its entirety, not judged solely on portions taken out of context.

For a Request For Reconsideration to be considered, the form (Appendix A) must be completed in full. The person submitting the request must be a patron of the Chesterfield Public Library. The Library Director will respond, in writing, within 30 days of receipt, to the patron's Request For Reconsideration. The response will indicate the action to be taken and reasons for or against the request. An item will only be evaluated for reconsideration once in a 12 month period. Every effort will be made to find an amicable solution while upholding the ALA Library Bill of Rights.

In the event the person who initiated the request is not satisfied with the decision of the Director, the patron may appeal before the Library Board of Trustees by making a request that the Director place their appeal on the next Library Board of Trustees' meeting agenda. The Board will determine whether the request for reconsideration has been handled in accordance with state policies and procedure of the Chesterfield Public Library. On the basis of this determination, the Board of Trustees may vote to uphold or override the decision of the Director.

## Appendix B.

### Chesterfield Public Library Request for Reconsideration Form

The Chesterfield Public Library has established a policy and procedure for a request to reconsider the status of resources. Completion of this form is the first step in that procedure. If you wish to request a reconsideration process, please make an appointment with the Library Director and return this completed form.

Name:	Address:
Phone:	Email:
Signature:	Date:
Do you represent yourself? Yes/No Are you a resident of the Town of Chesterfield? Yes/No Do you have a Chesterfield Public Library Card? Yes/No	Do you represent an organization? If yes, organization name?

Resource on which you are commenting on:

Book/ eBook/Audiobook	Magazine	DVD	Display/Exhibit
Library Program	Video Game	Newspaper	Website
Other (please Specify)			
Title:			
Author/Producer:			
What brought this resource to your attention?			

Have you read, viewed, or listened to the entire work or attended the Program: Yes/No  
If not, what parts?

What concerns you about the resource? Please be specific and cite page numbers.  
Use additional pages if necessary.

What do you feel might be the result of reading/hearing/seeing this work?

Are there resource(s) you suggest to provide additional information and/or other viewpoints  
on this topic?



What action are you requesting the Library to consider?