

Cyrenius H. Booth Library Collection Development Policy

C.H. Booth Board of Trustees, Updated and Approved, September 8, 2015

Purpose of the Policy

The purpose of the Cyrenius H. Booth Library Collection Development Policy is to provide guidelines for day-to-day acquisition and withdrawal decisions, resource allocation and long-range planning of collection needs in accordance with the Library's mission.

Mission Statement

The Cyrenius H. Booth Library supports an informed community, lifelong learning and the love of reading by promoting access for all town residents to the universe of ideas and information.

Access to Materials

The Library assures free access to its holdings for all patrons, who are free to select or reject for themselves anything in the collection. The Library is a forum for all points of view on current and historical issues and adheres to the principles of intellectual freedom as expressed in the Library Bill of Rights and contained within the Freedom to Read and Freedom to View principles adopted by the American Library Association.

Donations and Gifts

Materials donated to the Library are accepted only with the understanding that they are subject to the same selection, evaluation and withdrawal criteria as material acquired through purchase. Donated material not added to the collection will not be returned to the donor. Donations that are not added to the collection may be recycled or given to the Library for sale, the proceeds of which benefit the Library.

Philosophy of Selection and Maintenance

The Library strives to support an informed community by providing access to the world of ideas and information for the residents of Newtown. The Library's collection is developed and managed to meet the informational, educational, cultural and recreational needs of the community. The Library's responsibility is to provide circulating and reference material for the general public. Special collections are maintained only when indicated by the demonstrated need of the community and if funding is available. The Library recognizes the need to balance its budget, staffing and building concerns when making its decisions. The Library acquires or provides access to materials and information in a variety of formats.

The Library places priority on meeting current needs rather than building historical rare book collections, except for the acquisition of materials of both past and current significance to the Newtown area. This includes genealogy and local history resources.

Collection decisions are based solely on the merit of the work as it relates to the Library's mission and its ability to meet the expressed or anticipated needs and interests of the community. It is the Library's responsibility to acquire, as available, material presenting a wide variety of views and opinions on current and historical issues. The Library will neither promote nor censor any views or opinions of the works or authors in the collection. The inclusion of an item in the collection does not represent an endorsement of its contents.

The Library recognizes that many materials are controversial and that any given item may offend some. Only individuals can determine what is most appropriate for their needs. The Library will not label materials to indicate appropriateness or acceptability of contents. The Library will retain labeling provided by the publisher or manufacturer. These labels include the ratings of the Motion Picture Association of America and the advisory labels music publishers place on musical recordings. The Library does recognize the need to be sensitive to the collection placement decisions of material that may be deemed inappropriate for some ages of children.

Maintenance

Maintenance of the collection is a fundamental responsibility. The staff continuously evaluates materials, replacing or repairing those which are worn or damaged, and removes items no longer current or in demand. Depending upon their condition, books and other materials withdrawn from the collection as part of the evaluation process may be offered for sale by The Friends of the Library.

General Criteria Used in Materials Selection

These guidelines are applicable to most selection decisions. Other factors may be taken into consideration, and the importance or weight of a particular guideline will vary from one acquisition to another.

Selection tools include, but are not limited to:

- Reviews in professional library journals or periodicals that specialize in a particular subject
- Individual subject expertise of staff or community members
- Suggestions from patrons
- Publishers' catalogs
- Standard bibliographies

General Criteria:

- Reputation and qualifications of the creators, publisher or producer
- Community needs, interests, and requests
- Importance as a document of the times
- Literary, artistic, and technical values
- Relationship to the existing collection
- Availability in other area libraries
- Suitability of physical form for library use
- Recommendations of reviews
- Durability
- Price
- Suitability of subject and style for intended audience
- Judgment of work as a whole
- Availability of equipment required for examination and use

Adult Collection

The adult fiction collection is a resource of recreational reading for the community. The Library is unable to acquire all of the many fiction titles published each year, but an attempt is made to purchase books representing a wide variety of fiction categories. Although all of the selection guidelines listed above apply to fiction, two are particularly relevant. The Library is very aware of public demand and will often purchase fiction titles that are not notable for literary quality or artistic merit, but have substantial popular appeal. Popular titles are also duplicated as necessary to meet demand. Because of the abundance of fiction titles, the Library staff makes extensive use of book reviews.

The adult non-fiction collection includes material on almost any topic that might be of interest or concern to the library's users. Popular items and subjects are sometimes duplicated. Unusually expensive materials and those with an extremely narrow or limited focus are not normally acquired. Although accuracy of content and authority of a work's creators are important criteria in the selection of non-fiction materials, the Library does not assume responsibility for inaccuracies or errors in the works included in its collections.

Juvenile Collection

Parents and legal guardians are responsible for their children's use of library materials and are encouraged to define what material or information is consistent with their personal and family beliefs; only they can apply those values for themselves and their children.

Material for children is selected to provide a balanced collection that encourages love of reading and provides information in all areas of knowledge. The Library supplements school curriculum when possible. Material may be selected in a wide range of formats. Selection criteria include suitability and durability of a particular format to the age of the target audience: infancy through age twelve.

The Parent's Corner is a separate collection housed in the Children's Department. Books in this section focus on child development and parenting. Duplicate titles may be found in the adult non-fiction section.

Young Adult Collection

The Young Adult Collection consists of material considered of particular interest to adolescents in grades 6 to 12. Because of the wide range of maturity and reading levels among individuals in these grades, the suitability of any particular item must be determined on an individual basis by the parent/legal guardian.

Interlibrary Loan

Patrons may request that items not included in the Library's collection be borrowed from another library through interlibrary loan.

The Board of Trustees delegates responsibility for the Library's collection to the Library Director, who works with staff involved in acquisitions to select materials.

Adopted by the Cyrenius H. Booth Library Board of Trustees
Date: September 8, 2015

Request for Reconsideration of Library Resources

The C. H. Booth Library Board of Trustees has delegated the responsibility for selection and evaluation of library resources to the Library Director and staff, and has established procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of Library resources, please return the completed form to the Library Director:

Brenda McKinley
C.H. Booth Library
25 Main St.
Newtown, CT 06470

Name _____ Date _____

Address _____

Phone _____ or Email address: _____

Do you represent yourself? _____ An Organization? _____

1. Resource on which you are commenting:

___ Book ___ DVD ___ Display ___ Magazine ___ Library Program

___ Audio Recording ___ Newspaper ___ Electronic information/network

Other (please specify) _____

Title

Author/Producer

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns you about the resource? (use other side or additional pages if necessary)

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