Collection Development and Maintenance Policy

Purpose and Scope This policy of the Kent Memorial Library (the "Library") provides direction for the growth and development of collections. This policy applies to the both the digital and print materials in the Library's collection. 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. This policy provides guidance, within budgetary and space limitations, for the selection and evaluation of materials that anticipate and meet the needs of the community. It also addresses collection maintenance, and replacement and weeding of materials.

The Library makes every effort to provide library materials for the interest, information, and enlightenment of all residents. Library materials should represent a wide range of varied and diverging viewpoints in the collection as a whole. The Library recognizes the importance of the public library as a place for voluntary inquiry, the dissemination of information and ideas, and promotion of free expression and free access to ideas by residents. Specific acquisitions may include items that may be unorthodox, unpopular or controversial in nature. The Library's acquisition of such items does not constitute endorsement of their content but rather allows for their free expression.

The Library adheres to the principles of intellectual freedom adopted by the American Library Association as expressed in its Library Bill of Rights, Freedom to Read, and Freedom to View statements. No library material, display or program shall be removed, or programs be cancelled, because of origin, background or viewpoints expressed in such material, display or program or because of the origin, background or viewpoints of the creator of such material, display or program. All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.

Key Definitions The Library's collection is the assemblage of books and other materials, in a variety of formats (print, electronic media, downloadable audio books, digital, and Library of Things, etc.), owned or licensed and maintained by the Library and made available to the public at no cost.

Roles and Responsibilities The Library Board delegates the oversight and management of the collection, within the guidelines of this policy, to the Library Director and staff that are professionally trained to curate and develop a collection that provides access to the widest array of library and educational materials. Responsibility for the selection, maintenance, replacement, and weeding of materials rests with the designated professional staff under the overall direction of the Director. The Library's Consortium-level collections may be governed by an additional set of collection criteria.

Procedures

1. Selection

A. In order to build and maintain its high quality collection based on professionally accepted standards of material relevance, physical condition, availability of duplicates, availability of age appropriate or grade-level material, and continued demand of material, the Library applies the following general criteria when considering materials for acquisition:

1. Public demand, interest or need

2. Accuracy and effectiveness of material

3. Anticipated potential for long-term public interest

4. Favorable assessments by reputable critics, reviewers, or organizations in professionally recognized publications

5. Prominence and credibility of author and publisher

6. Relation to existing collection and other material on the subject

7. Timeliness and importance of material as a document of the times; current or historical significance of the author or subject

8. Availability and affordability

9. Compatibility of format for Library use

10. Value as resource material

11. Suitability of subject or style for intended audience

12. Local origination or particular relevance to Kent and the region

13. Public's ability to procure the item from alternative sources

14. Availability of electronic bibliographic records

B. 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. Suggestions from patrons are always welcome and are given serious consideration. Staff will determine which will be acted upon.

Library materials, displays and programs shall only be excluded for legitimate professionally accepted standards of collection maintenance practices as adopted in the collection development and maintenance policy or the display and program policy. Any

librarian or staff member of a public library who, in good faith, implements the policies described in this policy shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding that results from such implementation.

C. Textbooks will generally not be considered for the collection unless they are the best or only available source of information in their subject area and serve the general public and adult learning community. The Library does not purchase textbooks for use by students, a responsibility of the Region One Board of Education.

D. Self-published books by local or Connecticut authors will be considered for the Library collection if they are donated, meet the Library's standards of quality, and are determined to be of suitable interest to the public.

E. Wherever possible, the Library makes electronic information available in the Library and remotely. In choosing to purchase or license electronic databases, the Library applies the same standards for selection as for print materials. However, the Library recognizes that it does not have the same control over electronic databases as it has over its in-house print materials. The Library will make every effort to provide assistance and ensure that the public learns how to use its electronic databases.

F. Born digital items are those materials created in a digital format. They are distinct from analog items that are subsequently digitized, such as paper manuscripts or photographs. In order to accept born digital items, the Library addresses:

1. Copyright and licensing
2. Redaction of personally identifiable information
3. Any restrictions on use or circulation
4. Maintenance and evolution of accepted formats

2. Collection Maintenance - Maintenance of the collection includes discarding, replacement, rebinding and repair. If an item is lost or damaged, it may not necessarily be replaced depending upon the number of duplicate copies or similar materials in the collection, existence of adequate coverage of the subject field, and demand for the specific author, title or subject. It is sometimes preferable to purchase current materials rather than replace older ones. The staff serves as arbiter in such instances.

3. Weeding - Weeding is a term used by libraries to describe the removal of materials from their collections. Such items may contain outdated or inaccurate information, have multiple duplicate copies, be no longer of interest, inconsistent with evolving community standards, or in poor condition. At the Library weeding is performed as a regular, ongoing process by qualified staff and the Library Director in the interest of keeping all collections current and useful. Weeded

materials in good condition may be sold, donated, or disposed of however the Library deems appropriate. Generally, standard titles of permanent value and materials of local significance are spared weeding even if they may meet the criteria for so doing.

4. Gifts and Donations -The Library welcomes gifts of books and other materials for the collection and applies to them the same standards of selection that govern purchases. Gift materials are accepted with the understanding that those that meet the Library's selection criteria may be retained and those that do not may be redistributed to the Kent Memorial Library Book Sale or other non-profit organizations.

5. Controversial Materials

A. The Library recognizes that some materials may not be considered appropriate by all patrons. Selections will not be made based upon anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of the overall library patron community.

B. Responsibility for the reading, listening and viewing habits of children rests with their parents or legal guardians. The Library maintains several age-appropriate collections for children and teens. Materials may be reassigned among these sub-collections based on the age appropriateness of the content. Selection of adult material will not be inhibited by the possibility that books may inadvertently come into the possession of children. The removal, exclusion or censoring of any book on the sole basis that an individual finds such book offensive is prohibited.

C. Library materials will not be marked or identified to show approval or disapproval of the contents, and no catalogued book or other item will be removed from the open shelves except for the express purpose of protecting it from damage or theft.

D. The decision by an author, publisher, or other content creator to withdraw their work from the market and stop selling or publishing it will not be considered sufficient reason alone for the Library to withdraw it from the collection.

Intellectual Freedom and Censorship - The Library recognizes not all users will greet all materials with the same degree of enthusiasm and regard. Therefore, some materials selected for the collections may seem controversial and even distasteful to some Library users. It is the right of the individual not to read, view or hear materials that the individual considers objectionable. It is never the right of any Library user or users to deny access to Library materials to others. The freedom to choose from a broad range of informational and artistic materials will not be abridged.

When evaluating library materials the Library Bill of Rights, Freedom to Read, and Freedom to View statements from the American Library Association are used as guiding documents.

Library Material Review and Reconsideration Policy - The Board of Directors of the Kent Library Association recognizes the importance of hearing from the public regarding material selection. The Library Administration and Staff seriously consider suggestions made by Kent residents and taxpayers. The completion of the Request for Reconsideration form does not guarantee either accession to the collection or removal from the collection but does ensure the attention of Library Staff to user opinion, interests, and concerns. The library limits consideration of requests to reconsider materials, displays or programs to residents of Kent. Please see our Library Material Review and Reconsideration Policy and form for further information on this process.

This policy is housed on the Kent Memorial Library Website: https://www.kentmemoriallibrary.org/collection-development-policy/request-for-reconsideration-of-materials/

A copy is maintained in the Library Director's Office. This policy is in accordance with Public Act 25-168 Sec. 322, 323. The Library neither approves nor disapproves of the views expressed in materials included in the collection.