

COLLECTION DEVELOPMENT POLICY SHEDD-PORTER LIBRARY

**Approved
October 10, 2019**

Statement of Purpose

The Shedd-Porter Memorial Library provides materials and resources that meet the interest of the community and support lifelong learning. This policy is established by the Library Board of Trustees to inform the public of the principles upon which the library makes decisions regarding the maintenance and use of the collection.

Intellectual Freedom

As a public institution committed to the principles of intellectual freedom, the Library supports each patron's fundamental right of access to all expressions of knowledge, creativity and intellectual activity and recognizes its obligation to provide as wide a spectrum of materials as possible. In practice, the choice of library materials by users is an individual matter. Parents and legal guardians retain responsibility for the reading/viewing/listening materials used by children and adolescents from the library collection. The Board of Trustees supports the American Library Association Bill of Rights and the American Library Association Freedom to Read Statement.

Responsibility for Selection of Materials

The ultimate responsibility for selection of library materials rests with the Library Director who operates within the framework of the policies determined by the Board of Trustees. The general public and all staff members are welcome to recommend materials for selection. Collection management is a system-wide approach, allowing for the most effective and efficient use of funds.

The Library recognizes that materials selected for the collection may be controversial and that any given item may offend any individual. Selections will be made, not on the basis of anticipated approval or disapproval, but solely on the merits of the work in relation to building the collection, and to serving the needs of library users in accordance with the library's stated goals. Material is judged on the basis of the work as a whole, not by a part taken out of context.

The responsibility for children's choices in reading material rests with the parents and legal guardians. Selection of library material will not be limited by the possibility that it may come into the possession of minors.

Selection Criteria

The administrative criteria considered in the selection of library materials includes, but is not limited to:

- Existing library holdings
- Patron demand. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title, which is in demand. Consideration is, therefore, given to requests of library patrons and books discussed on public media.
- Community interest and significance
- Individual merit as determined by documentation, awards, professional reviews and/or subject area experts
- Budget
- Space available within the library
- Quality of the physical format
- Availability of the material or information elsewhere. Interlibrary loan may be used to obtain materials from other libraries in New Hampshire.
- Objectionable language and vivid descriptions of sex and violence when dealt with realistically within the context of the book will not be criteria for rejecting the book.

Gifts

The Shedd-Porter Memorial Library can only accept a small number of donations of books and other materials due to limited space. The Library retains the authority to accept or reject gifts with the understanding that the same standards of selection are applied to gifts and donations as to materials acquired by purchase. Gifts and donations become the sole property of the library, and the Library's Director makes all decisions as to the use, housing, and final disposition of donations. The Library does not evaluate or appraise gift materials for tax purposes.

Maintaining the Collection

The Library staff follows the CREW method of collection maintenance. CREW stands for Continuous Review, Evaluation, and Weeding.

A current, useful, and accessible collection is maintained through a continual evaluation and discarding /replacement process, typically known as weeding. Replacement of worn volumes is dependent upon current demand, accuracy, usefulness, more recent acquisitions, and availability of newer editions. The responsibility and authority for weeding print and non-print material rests ultimately with the library director, who may delegate weeding tasks to other members of the library staff. The CREW method gives six general criteria for considering weeding an item from the library's collection. These have been summed up with the acronym MUSTIE:

M= Misleading--factually inaccurate

U= Ugly--worn beyond mending or rebinding

S= Superseded by a new edition of by a much better book on the subject

T= Trivial--of no discernible literary or scientific merit

I= Irrelevant to the needs and interests of the library's community

E= Elsewhere--the material is easily obtainable from another library

Weeded materials may be disposed of at the discretion of the Library Director, either through book sales, donations, or proper trash disposal.

Challenged Materials

The Board of Trustees of the Shedd-Porter Memorial Library believes that censorship is a purely individual matter and declares that while anyone is free to reject material of which one does not approve, one cannot exercise this right of censorship to restrict the freedom of others.

The Shedd-Porter Memorial Library selects materials based on the criteria specified within this policy. In its selection of Library materials, the Shedd-Porter Memorial Library and its Board of Trustees endorse and support the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. They subscribe to the principles put forth in the ALA Labels and Rating Systems, the ALA Resolution on the Removal of Challenged Materials, Freedom to View Statement, and Access for Children and Young Adults to Non-print Materials. Copies of these items are available on the Library website at the link for the American Library Association, www.ala.org.

Patrons requesting that material be withdrawn from, relocated, or restricted within the collection may complete a Request for Reconsideration of Library Materials form which is available from the Director. The challenged material will remain in the collection while it is being reviewed. The Library Director shall review the request and the material will be evaluated based on the complaint. The Library Director will then issue a written decision to the challenger within 30 days. This decision may be appealed to the Board of Trustees. The challenger's appeal will be placed on the agenda of the next regular meeting of the Shedd-Porter Memorial Library Trustees. Decisions of the Board are final and are made within 60 days of receipt of the appeal.

Request for Reconsideration for Library Materials

The Shedd-Porter Memorial Library selection criteria are described in detail in the Collection Development Policy. The Library Director will review this form and you will be contacted with a response. Please note: your comments are public records. However, your name, address, and phone number will be kept confidential from the general public to the greatest extent allowed by law, including the USA Patriot Act.

Patrons who would like the Library to reconsider a title's place in the collection are required to complete this form.

Date _____ Name _____

Telephone _____

Address _____ City _____

State _____ Zip _____

I represent Myself Organization: _____

Material for Consideration

Title _____

Type of material (book, DVD, magazine, etc.) _____

Author/Producer/Publisher: _____

Call Number(Spine Label) _____

Did you read, view, or listen to the material in its entirety? Yes No

Have you read any reviews of this material? Yes No

Have you read the Shedd-Porter Memorial Library Collection Development Policy?

Yes No

Please describe your concerns regarding this material (please be specific, list page numbers/sections). Use the back of the page if necessary:
