

Collection Development and Maintenance Policy

Purpose

The East Haddam Library System (the “Library”) Collection Development Policy provides direction for the growth and development of collections. This policy sets the guidelines for Library staff in the selection of materials for the Library and informs the public of the principles upon which selections are made.

Responsibility

The final responsibility for selecting library materials rests with the Library Director, who operates within the framework established by The Board of Trustees of the East Haddam Library System. The Director shares selection and withdrawal responsibilities of Library materials with the Library’s staff using professionally accepted standards: material relevance, physical condition, availability of duplicates, availability of age appropriate or grade-level material, and continued demand of material. Staff are professionally trained to curate and develop a collection that provides access to the widest array of library and educational materials. These designated staff shall order, process, maintain, and withdraw items for the adult, teen, and children’s departments for the purpose of curating collections that will reflect the definition of a public Library core collection as defined by the Library Bill of Rights and the American Library Association. All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the CT General Statutes. It is understood that library materials should represent a wide range of varied and diverging viewpoints in the collection as a whole.

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.

General Selection Criteria

The East Haddam Library System selects, acquires, organizes, and preserves Library materials both of current interest and of permanent value. Content, quality of writing, and readability are major considerations. It is understood that library materials should

be provided for the interest, information, and enlightenment of all residents. 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. The following criteria are applied to materials of all formats, including books, periodicals, A/V materials, and others. However, the criteria are not intended to exclude consideration of standards appropriate to particular formats of materials. While a single standard cannot be applied to each work, the following general criteria are used in selecting materials for purchase or subscription by the Library:

1. Public demand, interest or need
2. Material relevance
3. Physical condition
4. Availability of duplicates
5. Availability of age appropriate or grade level material
6. Favorable assessments by reputable critics, reviewers, or organizations in professionally recognized publications
7. Prominence and credibility of author and publisher
8. Relation to existing collection and other material on the subject
9. Compatibility of format for Library use
10. Suitability of subject or style for intended audience
11. Local origination of particular relevance to East Haddam and the region
12. Accessibility to materials within the LION consortium
13. Availability of electronic bibliographic records

Digital Collections & Databases

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.

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

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 cataloged 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.

Gifts & Donations

Forms for bequests, donations, and honor or memorial gifts are on the Library's website and at the Library. People who donate items do so with the understanding that the items become the property of the Library in accordance with our Gift & Donation Policy. The library does not appraise gifts nor provide evaluations of gifts for tax purposes. Library staff will add items to the collection only if deemed in line with the above criteria.

Procedures for Library Patron Suggestions

The East Haddam Library System recognizes the importance of hearing from the public regarding material selection. The Library Administration and Staff welcome suggestions made by East Haddam residents and taxpayers. Suggestions for reviewing library materials are considered by the Library Director using professionally accepted standards listed above and the *Library's Material Review and Reconsideration Policy*.

The completion of the *Form for Recommendation of Library Material* or *Request for Reconsideration of Library Material* 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 East Haddam.

Request for Reconsideration Form

Please see our *Library Material Review and Reconsideration Policy* and *Request for Consideration Form* for further information on this process. The policy and form are housed on the East Haddam Library System website

A copy is maintained in the Director's office and at the main circulation desk of each branch. This policy is in accordance with Public Act 25-268 Sec.322, 323

The Library neither approves nor disapproves of the views expressed in materials included in the collections.