

## **Stratford Library Association Collection Development Policy**

The Stratford Library's Mission and Strategic Plan are the foundation of the Library's Collection Development Policy. The library will strive to fulfill the Collection Development Policy by developing and maintaining a quality collection of materials and information, in all applicable formats, that meets the need and interests of the Stratford, CT community

This includes:

- A thorough and ongoing review of all parts of the collection for relevance, demand, timeliness, and physical condition.
- Periodic surveys to determine patron satisfaction with the collection.
- Evaluation of additional collections in various formats and locations.
- Effective publicity of available collections through the use of traditional and innovative venues
- Efficient use of space to accommodate changing collections.

I. Criteria of Selection

II. Responsibility for Selection

- a. Adult Services
- b. Teen Services
- c. Children's Services

III. Selection Tools

IV. Gifts and Donations

V. Reconsideration of Materials

- a. Challenges
- b. Challenges Form

VI. Collection Maintenance

- a. Weeding the collection
- b. Replacement Determination

VII. Appendices

- a. American Library Association Bill of Rights
- b. American Library Association Freedom to Read Statement
- c. Stratford Library Association Request for Reconsideration Form

## **I. Criteria of Selection**

1. Present and potential relevance and appeal to community needs and interests
2. Price and availability of funds
3. Popularity with library users
4. Need to fill a gap or enhance a Collection
5. Suitability of format for library use
6. Appropriateness of subject, content, style and reading level for the intended audience
7. Reputation and/or significance of author, publisher, or producer
8. Accessibility through interlibrary loan or online resources
9. Importance as a document of the times or the Stratford community
10. Consideration of the works by a local author, illustrator or performer

## **II. Responsibility for Selection**

The Stratford Library selects material in accordance with guidelines stated by the American Library Association in the *Library Bill of Rights* and *The Freedom to Read* statement. Authority and responsibility for selection of materials is delegated by the Library Board of Trustees to the Library Director and the Director's designated staff

### **1. Adult Services**

The Head of Adult Services is responsible for selecting and maintaining adult level materials of all types, and supervises librarians responsible for developing the circulating fiction and nonfiction collections; reference, periodical, and audiovisual materials; special collections such as Learn English and Historical Reference; as well as the selection of computer software and online resources

### **2. Teen Services**

The Head of Teen Services is responsible for selecting and maintaining young adult level materials of all types, including circulating fiction and nonfiction collections; reference, periodical, and audiovisual materials; as well as the selection of computer software and online resources

### **3. Children's Services**

The Head of Children's Services is responsible for selecting and maintaining children's level materials of all types, including circulating fiction and nonfiction collections; reference, periodical, and audiovisual materials; special collections such as Foreign Language and Graphic Novels; Leading to Reading kits; as well as the selection of computer software and online resources

## **III. Selection Tools**

Among the selection tools used by librarians are professional library journals, trade journals, subject bibliographies, publishers' promotional materials, and reviews from reputable online sources. Librarians should also be aware of materials reviewed in national magazines and newspapers, local publications, the broadcast media, and recommendations from library associates

## IV. Gifts and Donations

Gifts are added to the library's collections only as such gifts are useful and conform to the library's needs, goals, programs, and Collection Development Policy. The library reserves the right to refuse items, designate items for the Book Sale, or give them away

## V. Reconsideration of Materials / Challenges

Since the Stratford Library subscribes to the Library Bill of Rights, no library material should be presented or removed because of partisan or doctrinal disapproval.

If any person or organization seriously objects to any library materials, such objection shall be in writing, using the *Request for Reconsideration of Materials Form*. Each complaint shall be reviewed by the Library Director, whose decision shall be reported to the complainant and the Library Board.

[Request for Reconsideration of Materials Form](#)

## VI. Collection Maintenance

1. Weeding is an integral part of the collection development process. An active and continuous weeding program is essential in maintaining a viable and useful collection.
  - a. Materials are withdrawn through systematic weeding or because of loss or physical damage.
  - b. Other categories to be considered for weeding include materials that are duplicate copies of seldom used titles, materials which contain outdated or inaccurate information, superseded editions of specific titles, and materials no longer of interest or in demand.
2. While the library attempts to maintain copies of standard and important works, it does not automatically replace all items withdrawn due to loss, damage, or timeliness. Replacement will be determined by the appropriate Department Head, designated staff members, or the Library Director who will take the following factors into consideration:
  - a. The item has historical value
  - b. The item is still available and can be replaced
  - c. There remains sufficient need or demand to replace that item
  - d. Another item or format might better serve the same purpose
  - e. Updated, newer or revised materials are available to replace the item
  - f. Another lending source could better provide that or a comparable item

The Library Board of Trustees reserves the right to amend this policy at any time.

Revised 12/09 Reviewed 8/12, 12/13

## **VII. Appendices**

### **a. American Library Association Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

*Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996*

### **b. American Library Association Freedom to Read Statement**

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public

information.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a “bad” book is a good one, the answer to a “bad” idea is a good one.

*This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.*

*Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.*

**c. Request for Reconsideration of Library Materials Form**

**Request for Reconsideration of Libraries Materials**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone: \_\_\_\_\_

Do you represent yourself? \_\_\_\_\_

Organization? \_\_\_\_\_ (if so, please specify) \_\_\_\_\_

1. Title of Material:

Author/Producer:

2. Format: Book: \_\_\_\_\_ Other: \_\_\_\_\_ (please specify)

3. In which department did you find this resource (check one)

Adult \_\_\_\_\_ Teen \_\_\_\_\_ Children's \_\_\_\_\_

4. What brought this resource to your attention?

5. Have you examined the entire resource?

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

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