



Collection Development and Maintenance Policy

Purpose

This policy sets broad guidelines for the selection and deselection of materials in Library's collection. The term *Library Materials* is used to represent all items in the Library's collections of resources, regardless of format. It is the objective of the Wethersfield Library to provide materials that meet the informational, educational, and recreational needs of the Wethersfield Community.

Responsibility for collection development and maintenance

The responsibility for collection development and maintenance of all library materials rests with the Library staff that the Library Director has designated. Decisions will be based on professional judgment and professional practice. The Library Director is ultimately responsible for the entire library collection.

Selection

The Library is committed to intellectual freedom and encourages patrons to review the following publications of the American Library Association: the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement (included as Appendices A, B, and C).

The inclusion of an item in the Library's collection does not constitute an endorsement by the Library or the Library Board.

Any borrower in the Library's service area may recommend materials for consideration.

Each type of material shall be considered in terms of its own merit and the audience for whom it is intended. No single standard can be applied in all cases. It shall be the goal of the Library to be inclusive rather than exclusive when developing and maintaining collections.

Selections will not be made on the basis of anticipated patron approval or disapproval, but solely on the merit of the work and its relation to the collection and to serving the interests of the overall community.

Selection of adult materials will not be inhibited by the possibility that they may come into the possession of children.

Library materials will not be marked or identified by Library staff 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 mutilation or theft.

Reviews in professionally recognized resources are a primary source for materials selection. Standard bibliographies, book lists by recognized authorities, and the advice of knowledgeable people in specific subject areas shall also be used.

Additional criteria will include:

- Evident popularity
- Need in a particular subject area
- Topical interest
- Community need
- Reader requests
- Price
- Availability of funds
- Availability for purchase
- Format
- Local interest
- Availability of item from other libraries in the region

The Library does not attempt to acquire textbooks or other curriculum related materials for its collection, unless such material also serves the general public.

Gifts and/or Donations

Please refer to Gifts and Donations Policy, Revised January 24, 2017

Deselection of Materials

The Library shall keep its collection vital and useful by retaining or replacing essential resources. Digital resources, books, and other materials are withdrawn from the Library collection when they no longer meet the criteria set forth in this policy, or for one of the following reasons:

- outdated or inaccurate information
- availability of superseding editions
- condition
- multiple copies no longer needed
- lack of use
- space limitations

Withdrawn materials will be offered to the Friends of the Wethersfield Library for sale at its book sales, or offered to other charitable, historical, educational, or public institutions, or disposed of. Withdrawn materials shall not be reserved or set aside for individuals.

Any borrower in the Library's service area who objects to the presence of a work may question the presence of the item in the collection by completing a Statement of Concern.

Approved by the Library Board May 25, 2021