**Woodbury Public Library**

**Collection Development Policy**

Purpose

The Woodbury Public Library aims to provide a current and useful collection of materials, print and electronic, that represent various points of view to meet the educational, informational, cultural, recreational, and technological needs of all of its library users, of all ages, from all backgrounds. This policy provides guidance, within budgetary and space limitations, for the selection, acquisition, and weeding of materials.

Collection and Community Served

The Library's collection is defined in broad terms as books and other materials that are offered in a variety of formats (print, electronic media, downloadables, kits, etc.) by the Library and made available to all members of the general public for use, free of cost. The Woodbury Public Library serves all citizens of all ages who live, pay taxes, work, or own property in the town of Woodbury, Connecticut. Through BorrowIT CT, a statewide cooperative reciprocal borrowing program among Connecticut libraries, it also provides additional services to any Connecticut resident with a valid library card from any other Connecticut town. Woodbury residents may also use their library cards in any other Connecticut library.

Responsibility for the Selection of Library Materials

The Library Director and staff has the authority and responsibility for the selection of library materials. The Director is assisted by professional staff who are qualified for this activity by reason of education, training, experience, and subject expertise. Suggestions from other staff members and library users are encouraged and considered in the selection process.

Intellectual Freedom and Resident's Request for Reconsideration

The Library adheres to the principles of intellectual freedom as outlined in the First Amendment of the Constitution, and adopted by the American Library Association as expressed in its Library Bill of Rights, Freedom to Read, and Freedom to View statements. Therefore, the Library makes every effort to provide the community with a collection that reflects a wide range of viewpoints, opinions, and interests. In doing so, some materials may not appeal to all library users. The Library's acquisition of such items does not constitute endorsement, but rather allows for free expression.

The Library recognizes that some materials may not be considered appropriate by all patrons. Materials are selected based solely on the merits of serving the diverse interests of the community. Library materials will not be marked or identified to show approval or disapproval of the contents, and will not be removed from the open shelves except for the purpose of protecting it from damage or theft. If an author or publisher withdraws their work from the market, it is not sufficient reason for the Library to also withdraw it from the collection. The responsibility for the reading, listening, and viewing habits of children and teens falls on the parent or guardian.

The Library has a Resident's Request for Reconsideration of Library Resources that may be completed by Woodbury residents who have issue with materials in the Library's collection, and/or who just want to be heard. Prior to submission of a completed form, the resident must have read, viewed, or listened to the material in its entirety. Completed forms will be reviewed by the Library Director and other professional staff and a discussion and response will ensue. The Director will notify the resident of the decision. In the event that the resident is not satisfied with the action taken, the patron may ask to be placed on the Library Board of Trustees meeting agenda, who will review the findings, but the ultimate decision remains with the Library Director and staff. A resource that has previously been reconsidered by request shall be exempt from any additional requests for reconsideration for two years following the decision of

the material being retained in the Library. The Library Director will summarize the previous decision in response to any new request for reconsideration.

Children and Teen/Young Adult Materials

The Children's Department offers developmentally appropriate materials that meet the educational and recreational needs of children ages birth through twelve. A robust section of resources for parents and caregivers is maintained. Children develop differently and while some books are too mature for one child, other children may be ready for them. Only each child and his or her parent or guardian can decide what material is suitable for them to read, view, or listen to.

The Teen/Young Adult Department offers developmentally appropriate materials that meet the educational and recreational needs of teens ages twelve through eighteen. A robust section of career resources is maintained. Teens develop differently and while some books are too mature for one teen, other teens may be ready for them. Only each teen and his or her parent or guardian can decide what material is suitable for them to read, view, or listen to.

Criteria for the Selection of Library Materials

In terms of material additions to the collection, the following criteria are taken into consideration:

- Cost, format
- Permanent value
- Patron demand, demonstrated usage
- Relevance to the needs of the community
- Accuracy, currency, authority; Materials older than 2 years are typically not added to the collection.
- Social significance
- Author's reputation and qualifications
- Artistic presentation, creativity
- Quality of physical features, i.e. maps, charts, pictures
- Local or historical significance
- Favorable reviews from reputable critics or from professional field publications, i.e. Publisher's Weekly, Book List, Library Journal, School Library Journal, etc.
- Patron requests; Patrons are free to make purchase recommendations, but not all requests can be accommodated, due to budget and space constraints. The Library's resources can be extended through the use of interlibrary loan and cooperation with other libraries and information sources.

Digital Collections

Electronic materials, including databases, e-Books, e-Audiobooks, and downloadables, play an important role in the Library's collection. These resources, available 24/7, provide easy and remote access to library users. Some of the Library's digital collections require users to create free individualized accounts before access is permitted.

Special Collections

Some materials in the Library that make up special collections include: Local or Connecticut Authors, Local History, Nutmeg Books, Children and Teen Large Print, Literacy, Career, Spanish Language, and Library of Things.

Local History and Town Documents

The Library is committed to preserving the history of the Town of Woodbury through the archival of local historical books and documents. Donated materials and artifacts relating to the history of Woodbury will be reviewed to determine appropriateness to the collection. Items not deemed appropriate will be offered to the Old Woodbury Historical Society.

Library of Things

The Library of Things is a collection of non-traditional Library items that are meant to introduce individuals to new concepts and physical items to stimulate the imagination, satisfy curiosity, and

encourage creativity. The collection consists of musical instruments, scientific equipment, literacy learning aids, and more. Things must be borrowed in-person at the Library and returned inside the Library for safe-keeping of the items.

Americans with Disabilities Act (ADA)
In support of the Americans with Disabilities Act, the Library provides such materials as: Large Print books, sound recordings, an ADA compliant work station, and low-vision viewers that enable individuals with disabilities to utilize the Library's facilities and resources.

Collection Policy and Gifts
The Library welcomes gifts of books, materials, and monetary donations. All gifts of materials or monies donated to the Library should be viewed as an addition or supplement to, not a reduction of, the operating budget of the Library. The decision to add donated materials to the collection is at the discretion of the Library Director and professional staff. Gift materials are accepted with the understanding that those that meet the Library's selection criteria may be retained in the collection, while other donations may be given to The Friends of the Woodbury Public Library to be sold in their Book Cellar. Not all donated materials will be added to the collection.

Collection Maintenance
Maintaining the collection includes the discarding, replacing, and repairing of items, as needed. If an item is lost or damaged, it may not necessarily be replaced. The decision to replace an item or not is determined by staff and is based on the collection's existing subject coverage.

Specific Guidelines for Weeding the Collection
Weeding, a library term for the removal of items, ensures an appealing, up-to-date collection, and saves time, money, and space. Weeded materials may be donated or disposed of however the Library deems appropriate.

Materials may be weeded, if they fall into any of the following categories:

- Misleading or factually inaccurate
- Unpleasant appearance or worn beyond mending or binding
- Superseded by a new edition or by a higher quality book on the subject
- Has no discernible literary or scientific merit
- Does not meet needs of the community as determined by circulation; if circulation is less than 3 times in the last 3 years
- Unnecessary duplicate copy
- Books of local historical significance or written by local authors, are exempt from these weeding specifications
- Books that are out-of-print, but still hold significance, usually notated by a red dot, are exempt from these weeding specifications

Location
This policy is available in the Library and is housed on the Woodbury Public Library Website: https://woodburylibraryct.org/policies2/

Revised 06/13/2024
BOS 06/13/2024
LBOT 06/25/2024

# Library 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.

I. 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.

II. 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.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. 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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (http://www.ala.org/advocacy/intfreedom/librarybill/interpretations).

## Woodbury Public Library
## Resident's Request for Reconsideration of Library Resources

To request a reconsideration of a library resource, Woodbury residents may complete and return this form. The Library Director will appoint a committee of professional librarians to review the materials. After thorough review, you will be notified of the outcome. Thank you for taking the time to express your opinion.

**Title of Material/Item**

| |
|---|
| |

**Name of Author/Producer**

| |
|---|
| |

**Did you read, view, or listen to the entire item?** **Yes** ☐ **No** ☐

**Did you read the Library's Collection Development Policy?** **Yes** ☐ **No** ☐

**Do you represent yourself?_____ Or an organization?_____ Name of organization_____**

**What type of resource is the item?**

☐ Book/EBook/Audiobook ☐ DVD/Film ☐ Music/Recording ☐ Magazine/Newspaper ☐ Other

**Please answer the following questions:**

1. How was this material brought to your attention?

2. What did you find objectionable about the material? Please note specific elements and references, and include page numbers, disc numbers, if possible.

3. Did you find there to be anything positive about the material? Please note specific elements and references, and include page numbers, disc numbers, if possible.

4. Do you have a recommendation of another similar and comparable resource that could make a quality alternative? If so, please list.

5. What specific recommendations are you making to the Library regarding this material/item?

**Name**_____**Library Card No.**_____

**Address**_____**Phone (  ) **_____

**City/State/Zip Code**_____**Email**_____

**Signature**_____**Date**_____

Received by _____ Date_____

Rev. 06/11/2024