Woodbury Public Library

Collection Development and Maintenance Policy

Purpose/Scope of Collection

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. We recognize that library materials should be provided for the interest, information, and enlightenment of all residents, and that library materials should represent a wide range of varied and diverging viewpoints in the collection as a whole. This policy provides guidance, within budgetary and space limitations, for the selection, acquisition, and weeding of materials.

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 librarians are professionally trained to curate and develop a collection that provides access to the widest array of library and educational materials. Suggestions from other staff members and library users are encouraged and considered in the selection process. All library materials are evaluated and made accessible in accordance with the protections against discrimination as set forth in CGA-Section 46a-64 of the general statutes.

Intellectual Freedom and Censorship

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. We recognize 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.

Controversial Materials

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 Form 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. Only Woodbury residents supplying their complete contact information on the form will be considered. Prior to submission of a completed form, the resident must have read, viewed, or listened to the material in its entirety. The Library Director will evaluate the Resident's Request for Reconsideration Form, read the challenged material in its entirety, evaluate the challenged material against the collection development and maintenance policy and make a written decision on whether or not to remove the challenged material not later than sixty days from the date of receiving such request. The Library Director shall provide a copy of the Library Director's decision and report to the individual who submitted the form.

A resource that has previously been reconsidered by request shall be exempt from any additional requests for reconsideration for three 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.

Additional information can be found in the Library's Material Review and Reconsideration Policy.

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.

Selection Criteria

The librarians review library and educational material within a public library using professionally accepted standards: material relevance, physical condition, availability of duplicates, availability of age appropriate or grade-level material, and continued demand of material. The following criteria are also 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/Databases

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 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 safekeeping 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.

Gifts/Donations

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/policies

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