

Talcott Free Library Collection Development Policy

MATERIALS SELECTION

The Board expresses approval of and accepts the principles stated in the Library Bill of Rights, adopted by the Council of the American Library Association and the Freedom to Read statement.

Authority and responsibility for library material selection is delegated by the Board of Library Trustees to the Director, and under his/her direction, to the staff. Books and other library materials/resources are selected on the basis of educational, informational, cultural and recreational value. The materials are selected with consideration for the current and future needs of the Rockton community. It also seeks to bring awareness of those cultures, traditions and ideas not represented in the local community.

The library represents a significant percentage of the community whose language is English. Other languages will be considered as need demands. The same criteria used in selecting English materials will apply to any special language collection.

All new and gift materials under consideration should meet high standards of quality, be up to date and accurate. Opposing views on controversial subjects shall be represented. The library does not sanction a particular belief or view, nor is the selection of any given item equivalent to an endorsement of the author's viewpoint.

The librarian will make use of professional resources to aid material selection and will apply the same rules when weeding the collection, accepting gifts, or purchasing materials.

The collection should be a combination of materials requested by popular demand plus materials selected to create a well-rounded collection. The

physical book or other item must be attractive and durable. E-Books will follow the same criteria as below.

Nonfiction Criteria: The library acquires materials of both permanent and current interests. Books/Materials are selected according to the merits of a work in relation to the needs, interest, and demands of the community. Each item is evaluated in its entirety and not on the basis of a particular paragraph, section or chapter. General criteria for non-fiction materials include the following: authoritativeness of the writer(s); accuracy of information; impartiality of opinion or clearly stated bias; subject matter and scope; adequate breadth and depth of coverage; reading level; relevance of subject to the library's users; availability of same or similar materials in library consortium; organization, indexing and style; ease of use; popular demand; durability, and cost.

Fiction Criteria: Works of contemporary fiction, literature, and classic works of enduring value are included in the collection. Fiction is selected according to the following criteria: popular demand; reputation of author; interest and originality of the plot; style of writing; literary merit; inclusion in newspaper and review journals; availability of similar materials in library consortium; cost. Genre fiction includes mysteries; romances; espionage; horror; thrillers; science fiction and fantasy. Westerns are selected in proportion to demand and circulation. Duplicate copies of fiction and non-fiction materials are purchased according to patron demand, or expected demand. Special efforts are made to complete existing series, to purchase award winning titles, and to represent regional authors.

Children's Criteria: Materials should be chosen using the same criteria as adult materials. Textbooks will not be selected. The library's collection will be a supplement to rather than a substitute for school libraries.

In general, materials for children through grade 5 will be placed in the Children's Department. Fiction and selected audiovisual materials for young people grades 6 through 8 will be placed in the Young Adult area. Non-fiction materials judged to be Young Adult will be shelved with the adult collection. Some titles may be represented in more than one collection. *(Updated 05/2016)*

Audiovisual and Non-print Criteria: Materials should be evaluated regularly to reflect possible use by patrons. Instructional, educational and literature-based media should complement the collection. Entertainment DVD's may be purchased to enhance the popular materials collection.

For adults, spoken-word may be purchased on CD or Audio E-books with preference given to unabridged titles. Music will be purchased on compact disc. The same is true for children's materials.

Periodical Criteria: For both adults and children periodicals should cover a wide range of interests and views. They should be indexed in EBSCO Masterfile or other indexes owned by the library whether they are purchased or accepted as regular gifts. Local newspapers will be purchased in print form.

Reference Criteria: The collection should provide current materials of high quality and accuracy. Internet searching and interlibrary loan may change the choice of titles received regularly but should not change the quality of service provided.

INTELLECTUAL FREEDOM

The responsibility of the Talcott Free Library is to serve all the community, not to promote or censor political, moral, philosophical or religious opinions. Our Library Director and the librarians make every effort to read adequate reviews and select materials appropriate to the needs of the community.

CHALLENGED MATERIALS

It is recognized that a district resident may find an item personally objectionable. Residents of the community should be encouraged to bring their concerns regarding any specific title or item in the library's collection to the attention of the Library Director in either an informal discussion or through a formal complaint process.

If, after discussing patron's concerns with the library director, patron is still unsatisfied, they will be asked to submit a *Request for Reconsideration* form to the Library Director, who will bring it to the attention of the Board. With the *Request for Reconsideration* form will be copies of the Library Bill of Rights, and Freedom to Read Statement. These materials have been adopted by the American Library Association.

After Board consideration, a written decision will be made to the patron within a month after the next Board meeting. In the event that the decision to keep a specific book does not satisfy the person making the complaint, the Board further adopts the statement on Non-Removal of Challenged Materials.

WITHDRAWAL OF MATERIALS

Talcott Free Library is not a library of historical records, except in the area of local history. To ensure a vital collection of continued value to the community, materials which have outlived their usefulness are withdrawn.