

Plainville Public Library Collection Development Policy

Purpose

This policy of the Plainville Public Library (the "Library") provides direction for the growth and development of collections that support the library's goals to select, acquire, curate, and provide free and easy access to materials, in all formats, which meet the varied needs and interests of the community. It provides guidance, within budgetary and space limitations, for the selection and evaluation of materials that anticipate and meet the needs of the Plainville community. It also addresses collection maintenance, and replacement and weeding of materials. The Library makes every effort to provide the community with a collection that reflects a wide range of views, expressions, opinions, and interests. Specific acquisitions may include items that may be unorthodox, unpopular, or controversial in nature. The Library's acquisition of such items does not constitute endorsement of their content; but rather, allows for their free expression. The Library adheres to the principles of intellectual freedom adopted by the American Library Association as expressed in its [Library Bill of Rights](#), [Freedom to Read](#), and [Freedom to View](#) statements.

Key Definitions

The Library's collection is the assemblage of books and other materials, in a variety of formats (print, electronic media, downloadable audio books, digital, etc.), owned or licensed and maintained by the Library and made available to the public at no cost.

Scope

This policy applies to the materials in the Library's collection.

Roles and Responsibilities

The Library Board delegates the oversight and management of the Collection Development Policy to the Library Director and staff. Responsibility for the selection, maintenance, replacement, and weeding of materials rests with the designated professional staff under the overall direction of the Director. Consortium-level collections may be governed by an additional set of collection criteria.

Procedures

1. Selection

A. To build and maintain its high-quality collection, the Library applies the following general criteria when considering materials for acquisition:

- a) Public demand, interest or need
- b) Anticipated potential for long-term public interest

- c) Attention of reputable critics and reviewers
- d) Prominence and track record of author and publisher
- e) Relation to existing collection and other material on the subject
- f) Timeliness of material
- g) Availability and affordability
- h) Compatibility of format for Library use
- i) Value as resource material
- j) Suitability of subject or style for intended audience
- k) Local origination or relevance to Plainville and the region
- l) Public's ability to procure item from alternative sources
- m) Availability of electronic bibliographic records

B. Selection of materials is based on the professional knowledge and judgment of Library staff whose expertise includes familiarity with all types of materials; knowledge of the strengths and weaknesses of the existing collection; and awareness of the needs and interests of the community. Suggestions from patrons are always welcome and are given earnest consideration. Staff will determine which will be acted upon.

C. Textbooks will not be considered for the collection unless they are the best or only available source of information in their subject area and serve the general public and adult learning community. The Library does not purchase multiple copies of textbooks for use by students; this is a responsibility of the Board of Education.

D. Self-published books by local or Connecticut authors will be considered for the Library collection if they are donated, meet the Library's standards of quality, and are determined to be of suitable interest to the public.

E. Wherever possible, the Library makes electronic information available in the Library and remotely. In choosing to purchase or license electronic databases, the Library applies the same standards for selection as for print materials; however, the Library recognizes that it does not have the same control over electronic databases as it has over its in-house print materials. The Library will make every effort to aid and ensure that the public learns how to use its electronic databases.

F. "Born digital" items are those materials created in a digital format. They are distinct from analog items that are subsequently digitized, such as paper manuscripts or photographs. To accept born digital items, the Library addresses:

- a) Copyright and licensing
- b) Redaction of personally identifiable information

- c) Any restrictions on use or circulation
- d) Maintenance and evolution of accepted formats

2. Collection Maintenance

Maintenance of the collection includes discarding, replacement, rebinding, and repair. If an item is lost or damaged, it may not necessarily be replaced depending upon the number of duplicate copies or similar materials in the collection; existence of adequate coverage of the subject field; and demand for the specific author, title, or subject. It is sometimes preferable to purchase current materials rather than replace older ones. The staff serves as arbiter in such instances.

3. Weeding

Weeding is a term used by libraries to describe the removal of materials from their collections. Such items may contain outdated or inaccurate information, have multiple duplicate copies, be no longer of interest, inconsistent with evolving community standards, or in poor condition. At the Library, weeding is performed as a regular, ongoing process by qualified staff and the Library Director in the interest of keeping all collections current and useful. Weeded materials in good condition may be sold, donated, or discarded however the Library deems appropriate. Standard titles of permanent value and materials of local significance are spared weeding even if they meet the criteria for so doing.

4. Gifts

The Library welcomes gifts of books and other materials for the collection and applies to them the same standards of selection that govern purchases. Gift materials are accepted with the understanding that those that meet the Library's selection criteria may be retained and those that do not may be redistributed to the Friends of the Plainville Public Library or other non-profit organizations. See the Library's Gifts Policy for more information.

5. Controversial Materials

A. The Library recognizes that some materials may not be considered appropriate by all patrons. Selections will not be made based upon anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of the overall library patron community.

B. Responsibility for the reading, listening, and viewing habits of children rests with their parents or legal guardians. The Library maintains several age-appropriate collections for children and teens. Materials may be reassigned among these sub-collections based on the age-appropriateness of the content. Selection of adult material will not be inhibited by the possibility that books may inadvertently come into the possession of children.

C. Library materials will not be marked or identified to show approval or disapproval of the contents, and no catalogued book or other item will be removed from the open shelves except for the express purpose of protecting it from damage or theft.

D. The decision by an author, publisher, or other content creator to withdraw their work from the market and stop selling or publishing it will not be considered sufficient reason alone for the Library to withdraw it from the collection.

Request for Reconsideration

The Library welcomes expressions of opinion concerning materials in its collection. A member of the community who wishes that a specific item be reconsidered for inclusion in the collection -- that is, to say, removed -- is asked to complete and submit the Statement of Concern about Library Materials. It will be forwarded to the Library Director who, along with appropriate staff, will review the request and make a determination regarding the retention or removal of the material in question based upon the guidelines outlined in this policy. The final authority regarding removal or retention of library materials ultimately resides with the Library Board of Trustees. A letter explaining the decision will be sent to the party submitting the request for reconsideration.

Location

This policy is housed on the Plainville Public Library website:

<https://www.plainvillect.com/library/about-us>

A copy of this policy is maintained in the Library Director's Office.

Approved by the Plainville Public Library Board of Trustees on May 10, 2022