

Preston Public Library

Collection Development and Maintenance Policy

Preston Public Library's Collection Development and Maintenance Policy guides the selection and continuous evaluation of the collection to reflect the Library's mission. Ultimate responsibility for the collection rests with the Library Director and the Board of Trustees.

Purpose/Scope of Collection

Library materials should be provided for the interest, information, and enlightenment of all residents.

Library materials should represent a wide range of varied and diverging viewpoints in the collection as a whole.

Recognizes 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.

The Library provides library materials in a variety of formats that meet one or more of the following criteria:

- are responsive to community needs and relevant to residents' lives;
- empower citizens to explore diverse opinions and conduct research on topics of interest;
- inspire people to learn, create, and discover;
- highlight the history and culture of the town of Preston;
- remain committed to serving the people within the Library's area service including people of every age, education, race, background, personal philosophy, religious belief, occupation, sexual orientation, gender identity, economic level, ethnic origin, and human condition.

Responsibility of Selecting Library Materials

A. The collection contains information on a variety of subjects and views, and it is organized to provide access to patrons within the limitations of space of the collection and budget of the Library. As the library for the Town of Preston, the Preston Public Library seeks to provide current, popular, or well reviewed materials, as well as classic and enduring titles.

B. The Library Board delegates the oversight and management of the collection, within the guidelines of this policy, to the Library Director, Technical Services Manager, and

staff that are professionally trained to curate and develop a collection that provides access to the widest array of library and educational materials. 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.

C. The Library has adopted the American Library Association's guidelines for public access to information:

- Library Bill of Rights
- Freedom to Read
- Freedom to View

Selection Criteria

The Library strives to provide materials reflecting a variety of perspectives, with emphasis on new and popular materials. Not all criteria must be met, and no one criterion will be decisive. Additional criteria may be used to select materials for specific collections. Materials purchased for the collection are not an endorsement by the Library of either the content or viewpoint presented in them.

This Policy outlines procedures for a librarian to review library and educational materials 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.

Patron purchase requests and interlibrary loans are additional avenues of obtaining materials for patron use. The following general criteria below are used to evaluate potential purchases and gift materials:

- Relevant to community needs and interests
- Favorable attention of critics, professional journals, and the public
- Reputation/qualifications of author, artist, publisher, or producer without regard to political, religious, or other affiliations
- Date of publication
- Cost
- Artistic merit, literary value, or recognized award recipient
- Local or national significance
- Permanence or timeliness
- Quality of presentation in relation to content and audience
- Suitability of physical format for library shelving and circulation, including binding, paper quality, readability of type, packaging, specialized equipment needs, and technical quality for electronic media

- Evaluation of titles in relation to current holdings, available shelf space, patron demand, and budget
- Availability of information within region or electronically
- Legal, licensing, or copyright issues
- Availability from preferred vendors, where possible
- Representation of various cultures, viewpoints, and interests
- Textbooks and curriculum-related works unless they are considered useful to the general reader as an introduction to a subject and their presentation is superior to other sources
- Scholarly and technical materials that are carried by academic or special libraries
- Items having removable media such as memorabilia, patterns, stickers, or toys unless the book is usable without these items
- Puzzle or workbooks that encourage filling in blanks
- Materials that are publicized solely through infomercials or personal websites where authoritative and evaluative information about them is lacking

Digital Collections/Databases

Preston Public Library offers an up-graded collection as well as solid reference tools that support in-depth reference service for the Town of Preston and the surrounding community. The materials of the Library are shared throughout the LION Consortium and other libraries in the state of Connecticut.

The Library's Digital Branch provides eMaterials, such as eBooks, eAudios, eMagazines, and databases. Some titles are single use and others offer simultaneous use. Selection of eMaterials is based upon the same selection criteria used for the rest of the Library's collection. Not all titles are available in all formats.

The electronic resources collection consists of authoritative databases and eBooks. Databases are used by patrons and library staff to provide or supplement reference services. Many of the databases contain specialized information beyond the depth of the Library's circulating collections; others have information that is more easily accessed online than in print format. Scope, subject coverage, time span, frequency of updates, authority, and currency are considered in reviewing electronic resources.

Gifts/Donations

The criteria for materials selection also apply in the acceptance of gifted books and other collection materials. Once a gift is accepted by the Director and the Board of Trustees, it becomes the property of the Library unconditionally. Gift magazines and subscriptions may be accepted by the Library subject to the same selection and retention policies as regular subscriptions. Gifted materials that are not added to the collection, as well as donated materials, are given to The Friends of the Preston Public Library for potential sale coordination, with fundraising to support the Library. The Library will provide the donor a

letter of acknowledgment upon request; however, it is up to the donor to place a value on gifted materials or material donations.

Intellectual Freedom and Censorship

C. The Preston Public Library believes in freedom of information for all and does not practice censorship. This principle applies to all formats included in the Library's collection. Materials may be considered controversial, and any given item may offend some person. Selections are not made on the basis of anticipated approval or disapproval but on the merits of the material and collection needs. Exclusion of materials may occur due to cost, accessibility, or limited demand or lack of documentation, but never solely because of expression, language, viewpoint, or mature content.

Controversial Materials

No library material, display or program shall be removed, or programs be cancelled, because of origin, background or viewpoints expressed in such material, display or program or because of the origin, background or viewpoints of the creator of such material, display or program. All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.

The Library holds the choice of materials to be a purely individual matter. While anyone is personally free to reject books and other materials, an individual may not restrict the free choice of others.

Parents or legal guardians are responsible for monitoring materials used by their own children. Library selection decisions are not influenced by the possibility that materials may be accessible to minors. Materials are not labeled to show approval or disapproval or to indicate certain philosophies. Access to items is not restricted except for protection from damage or theft.

A formal *Material Review and Reconsideration Policy* has been developed to ensure that complaints and requests for reconsideration are handled in an attentive and consistent manner. Complaints and requests for reconsideration will be accepted only from residents of Preston.

Upon receipt of a completed *Request for Reconsideration* form, the Library will carefully reevaluate the item in question. The Library considers the value of each item as a whole and within the broader context of the collection, rather than focusing on specific passages or sections within the item itself.

Individuals seeking a material review or reconsideration should speak with library staff, who will provide the applicable policy and form. The form must be completed in its entirety; incomplete forms will not be accepted.

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Material Review and Reconsideration Policy

The Preston Public Library welcomes expressions of opinion concerning materials, programs or displays. A Preston resident with a vested interest who wishes that a specific item, program or display be reconsidered is asked to complete and submit a Request for Reconsideration form. In accordance with **Public Act 25-168, Sec. 322, 323**, Preston Public Library abides by the following statutory requirements:

No library material, display or program shall be removed, or programs be cancelled, because of the origin, background or viewpoints expressed in such material, display or program or because of the origin, background or viewpoints of the creator of such material, display or program. **All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.**

Library materials, displays and programs shall only be excluded for legitimate pedagogical purposes or for professionally accepted standards of collection maintenance practices as adopted in the collection development and maintenance policy or the display and program policy.

The materials review and reconsideration process for residents to challenge any library material, display or program shall neither favor nor disfavor any group based on protected characteristics.

The individual completing a reconsideration form must include specific information about which portion or portions of such material they object to and provide an explanation of the reasons for such objection. The Request for Reconsideration form must include the individual's full legal name, local residential address and telephone number.

Reconsideration requests are not confidential patron records under section 11-25 of the general statutes.

Any library material being challenged will remain available in the library according to its catalog record and be available for a resident to reserve, check out or access until a final decision is made by the library director / library manager.

Review Process:

The Library Director, in collaboration with appropriate staff, will review the Request for Reconsideration form, read the challenged material in its entirety, and evaluate it in accordance with the Collection Development and Maintenance Policy. A written decision regarding whether to retain or remove the material will be issued no later than sixty days from the date the request is received. The Library Director shall provide a copy of this

decision and accompanying report to the individual who submitted the form. The individual who submitted the request for reconsideration form may appeal, **in writing**, the Library Director's decision to the Board of Trustees.

The Library Board shall: (A) consult with (i) the library director, (ii) the State Librarian, or the State Librarian's designee, (iii) a representative of the cooperating library service unit, as defined in section 11-9e of the general statutes, (iv) the president of the Connecticut Library Association, or the president's designee, and (v) the president of the Association of Connecticut Library Boards, or the president's designee,

(B) deliberate on such request for reconsideration,

(C) provide a written statement of the reasons for the reconsideration or refusal to reconsider the library material, and

(D) provide any final decision that is contrary to the decision of the library director.

The library director may consolidate any requests for reconsideration of the same challenged library material.

A resource that has previously been reconsidered by request shall be exempt from additional requests for reconsideration for three years following being retained in the Library's collection despite a formal request for reconsideration. The Library Director shall summarize the previous decision in response to any new request for reconsideration during that three-year time period.

Any librarian or staff member of a public library who, in good faith, implements the policies described in this section shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding that results from such implementation.

The Library is prohibited by state statutes from removing, excluding or censoring any book on the sole basis that an individual finds such book offensive.

