

## Collection Development Policy

The purpose of this policy is to help patrons understand how and why we choose materials for our collection. It also serves as a guide for staff in selecting materials and resources that will be held by the Moultonborough Public Library.

The Moultonborough Public Library, with its mission of being a public library, adheres to the [Library Bill of Rights](#) (see full policy manual), and other policies written by the American Library Association (ALA) related to intellectual freedom. These include the [Freedom to Read Statement](#) and the [Freedom to View Statement](#) (also found in the full policy manual).

The Moultonborough Public Library will meet the needs of the community by:

- Providing sufficient materials to meet current and projected community needs.
- Assuring open access to all library materials for all patrons.
- Obtaining materials of varying viewpoints to embrace diversity and inclusion.
- Meeting the needs of patrons having a variety of reading and educational levels.
- Encouraging informal self-education, lifelong learning and a love of reading.
- Expanding library usage to those in the community who are not now library users.
- Developing library services that incorporate both physical and virtual collections.

Ultimate responsibility for collection development and selection policy for the items held by the Moultonborough Public Library lies with the Board of Library Trustees. The Board delegates the Library Director to:

- Coordinate and oversee the collection development of all materials and resources.
- Be accountable for the growth and maintenance of the collection.
- Work with delegated staff members on collection development responsibilities for specific collections, subject areas, and formats.
- Encourage all staff members to make suggestions for new and replacement materials.

The collection areas include:

- Adult Collection
- Young Adult Collection
- Children's Collection
- Reference and Non-Fiction Materials and Resources
- Non-Print Materials (includes audiobooks, DVDs, CDs, and unusual items in our Library of Things collection)
- Periodical Collection (newspapers and magazines)
- Electronic Format and Resources (include eBooks, eAudiobooks, databases, streaming services, etc.)

The criteria for selection of library materials serve as a guide for collection development. Materials may meet only a small number of the criteria if their inclusion is seen as important enough to fill a serious gap in the collection, or, due to popular demand.

Selection criteria include:

- Individual merit of each item.
- Its permanent value.
- Diversity in viewpoint.
- Popular appeal and demand.
- Reviews in professional journals and popular media.
- Cost and funding available will be spent in an equitable manner across all areas of the collection.
- Current relevance.
- Relationship to existing holdings.
- Recommendations from staff and patrons.
- Local significance.
- Selecting children and young adult collections to supplement and support school materials without duplicating them.
- Impact of item on collection diversity and inclusion.
- Space limitations in the library.
- Reputation of author, publisher and/or editing body.
- Authority, accuracy and interest level of material.

For electronic collections the following criteria may also be included:

- Ease of use of a product related to an electronic resource.
- Availability of the information to multiple simultaneous users.
- Equipment needs to provide access to the information.
- Technical support and training.

The following journals and review sources which assist in the selection of materials include, but are not limited to:

- Library Journal
- School Library Journal
- Booklist
- Kirkus Review
- Horn Book
- Bookpage
- Book Distributor's Curated Collections (Ingram, Baker & Taylor, etc.)
- Goodreads
- Publishers' webinars
- Core Collection Reference Books
- Bestseller Lists (New York Times, Publishers Weekly, etc.)

The Moultonborough Public Library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. The Library Director reserves the right to evaluate them in accordance with the criteria applied to all

purchased materials. If the gift or donation is not needed because of duplication, condition, or age, the Library Director may dispose of them as they see fit.

Bookplates may be provided for materials purchased as memorial gifts. It is recommended that gifts of specific titles be offered after consultation with the Library Director.

An important aspect of a collection development policy is the ability to withdraw or weed materials from the collection. An up-to-date, attractive and useful collection is maintained through a continuous weeding process. It is carried out in order to provide the most current, useful information available. There will be a balance of contemporary works with classics, reference materials and older works of value (historical significance, local appeal, etc.). Weeding also helps to prevent the overcrowding of shelves, and to free up needed space for new and highly desired materials.

The following criteria, in accordance with professional weeding standards, are used to determine which materials are subject to being withdrawn from the collections:

- Out of date or inaccurate information.
- Badly worn or damaged physical condition.
- Insufficient use such as:
  - Works no longer of popular interest.
  - Multiple copies of previously popular works.
  - Topic no longer relevant.
  - Lack of physical space.

Some materials not meeting the above criteria may not be weeded because of its unique nature.

The Moultonborough Public Library recognizes that some materials and resources are controversial and that any item may offend some patrons. Materials of the required quality, serving the purposes of the Library and relating to an existing need or interest will not be removed from the collection because of pressure by groups or individuals expressing disapproval. The Library does not believe in the practice of censorship, and serious works which portray various aspects of life are not excluded because of their frankness. The Moultonborough Public Library adheres to the Library Bill of Rights of ALA and the belief in freedom of access to information.

The Library encourages the examination of diverse opinions. Selection or removal of materials are based solely on the basis of the criteria stated in this policy. No library materials shall be sequestered except to protect them from theft or damage. It is the responsibility of parents to determine what their children, and only their own children, may read. The selection of materials will not be restricted by the possibility that young people may obtain materials that their parents consider unsuitable. In regards to electronic resources offered by vendors, including but not limited to Hoopla and OverDrive/Libby, the Moultonborough Public Library staff do not select the resources available through these services.

The Library will apply established professional standards in the selection and retention of its materials. In the event a patron wishes to protest the inclusion of a material or resource in the

library, the patron will be given the opportunity to submit a “*Request for Reconsideration of Library Resources*” form (available at the front desk or at the end of this policy).

The following is the procedure for users who wish to petition the Library to reconsider any part of its collection:

1. A Moultonborough resident, or individual who meets the requirements to obtain a Moultonborough Public Library resident library card, obtains a “*Request for Reconsideration of Library Materials*” form.
2. The form must be completed and submitted to the Library Director.
3. Only one work, program, or display may be requested for reconsideration by an individual or organization at any given time.
4. Once a completed form is received, a review committee made up of appropriate Library staff members will be appointed by the Library Director. The committee will make a recommendation to the Library Director after reviewing the request. The Library Director will communicate the results to the resident within 15 business days of the completed form being received at the Library.
5. In the case the petitioner wishes to appeal the decision, the Library Director will arrange for the request to be added to the Board of Library Trustees agenda for their next regularly scheduled meeting.
6. The Board of Library Trustees will consider the appeal, and determine whether or not the library’s selection criteria have been adhered to. The petitioner is free to attend the Trustees meeting which is open to the public.
7. A member of the Board of Library Trustees will contact the petitioner with a determination. The Board will have final say on any request for the removal of resources from the Library.
8. The resource in question will remain in place at the library until a final decision is made.

Revised and approved by the Moultonborough Public Library’s Board of Library Trustees, September 21, 2023.

# Request for Reconsideration of Library Resources

Moultonborough Public Library  
4 Holland Street, Moultonborough, NH 03254  
[www.moultonboroughlibrary.org](http://www.moultonboroughlibrary.org)

Requests for reconsideration of library materials will only be considered from residents of Moultonborough, or those who meet the criteria for obtaining a Moultonborough Public Library resident library card.

## Procedure:

1. This form must be completed and submitted to the Library Director.
2. Only one work, program, or display may be requested for reconsideration by an individual or organization at any given time.
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## REQUEST FOR RECONSIDERATION OF:

- Book  
 Audiobook

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher: \_\_\_\_\_

Copyright date:  
\_\_\_\_\_

- DVD
- Music CD

Title: \_\_\_\_\_  
 Director or Creator: \_\_\_\_\_  
 Copyright/Release Year: \_\_\_\_\_

- Magazine
- Software
- Electronic Resource

Title: \_\_\_\_\_  
 Publishing Company: \_\_\_\_\_  
 Volume or Edition: \_\_\_\_\_

- Program
- Display
- Other: \_\_\_\_\_

Title: \_\_\_\_\_  
 Date being shown/displayed: \_\_\_\_\_

Please use the back of the page or attach additional pages as needed to answer the following questions.

1. If the request is related to the library's collection, have you read the Moultonborough Public Library's Collection Development Policy and the intellectual freedom statements mentioned in the policy?      YES              NO

If the request is related to the library's programming, have you read the Moultonborough Public Library's Program Room Policy?      YES              NO

2. Have you read, viewed, listened to, or reviewed the entire work?      YES      NO
3. What brought this resource, program, or display to your attention?

4. What concerns you about this resource, program or display? Please be specific: cite pages, passages, scenes, etc.

5. Are there resources or other programs you suggest that would provide additional information and/or other viewpoints on this topic?

6. Have you read any reviews of this resource or program? YES NO  
If yes, please specify:

7. Please include any additional details about this request you wish to have considered.

**REQUEST INITIATED BY:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address if different: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

**PETITIONER REPRESENTS (select one):**

- Self
- Organization: \_\_\_\_\_
- Other: \_\_\_\_\_

Signature of Petitioner \_\_\_\_\_

Date signed: \_\_\_\_\_

By signing above, the petitioner understands that an appeal to the Library Trustees would not be confidential and would be handled at a public meeting.

**We thank you for your concern and interest.**



# 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](#).

# The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers

and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life.

Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*A Joint Statement by:*

[American Library Association](#)

[Association of American Publishers](#)

*Subsequently endorsed by:*

[American Booksellers for Free Expression](#)

[The Association of American University Presses](#)

[The Children's Book Council](#)

[Freedom to Read Foundation](#)

[National Association of College Stores](#)

[National Coalition Against Censorship](#)

[National Council of Teachers of English](#)

The Thomas Jefferson Center for the Protection of Free Expression

# Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

**Endorsed January 10, 1990, by the ALA Council**