

# *Conant Public Library Collection Development Policy*

## **Purpose:**

This policy explains the scope of our collection development, the objective of the collection, deselection procedures and collection maintenance. Our goal is to provide the staff and public with an understanding of the purpose and nature of the Conant Public Library's collection.

## **Introduction:**

The mission of the Conant Public Library is to provide free and open access for all Winchester residents to our materials, to help everyone acquire the necessary information for the growth of their personal knowledge; to enable them to learn more about their ancestry and town history; to offer access to lifelong learning and enjoyment; and to enhance the quality of life in our community.

The Conant Public Library serves all residents and nonresidents who purchase a library card. We participate in the state's interlibrary loan system and share our catalog with the New Hampshire State Library to allow patrons access to a broad selection of materials.

## **Scope:**

The Conant Public Library selects materials in a variety of formats to best serve the needs of our community. Selections are made by library staff to provide a balanced collection of educational, recreational, and cultural materials appealing to the interests of a diverse population with consideration for our budgetary allowance and materials availability. We strive to keep the collection current, adding new books and DVDs consistently, including both popular materials and items we feel will broaden and deepen our collection. Material selection is based on awareness of community interests and concerns, feedback and recommendations from our patrons, and our professional judgment of the value of both old and new acquisitions to our library's collection.

## **Intellectual Freedom:**

The Library will uphold the freedom to read as expressed in the [Library Bill of Rights](#) and the [Freedom to Read Statement](#) by the [American Library Association](#).

The Library does not advocate particular views or beliefs but attempts always to provide free access to a well-balanced collection of topics, appropriate for different age levels and opinions of all members of our community. We believe each person should have the freedom and responsibility to make choices about what to read and can apply their values only to themselves, without restricting others. Parents have the responsibility and right to guide the values of their own children.

## **Objective of the Collection:**

The responsibility for the selection of library materials and for the development of the collection is delegated by the Board of Trustees to the Library Director. Under the Director's guidance, the library staff contributes ideas and recommendations for new and replacement acquisitions. The library collection shall be an unbiased and diverse source of information, representing as many viewpoints as possible.

**Selection Criteria:**

The Library Director and staff rely extensively on professional review sources in considering additions to the collection. Material is not excluded because of race, nationality, religion, gender, sexual orientation, or the political and social views of the author. Likewise, inclusion of materials does not imply agreement with or endorsement of that material's content.

Our general criteria for selection of materials include but are not limited to:

1. Patron interest and demand
2. Historical and cultural significance of the work, author or subject
3. Local emphasis
4. Diversity of viewpoints
5. Literary and artistic merit
6. Relation to existing materials (i.e. titles in a series)

These criteria apply to both purchased and donated materials.

**Donations:**

The Library welcomes donations to our collection, with the understanding that these items become property of the library and can be added to the collection, used as materials for the library's yearly book sale, or discarded at the library's discretion. Monetary donations are accepted and the donor may express a wish for a particular purchase for the collection.

**Digital Resources;**

The library provides all patrons with access to LIBBY, which allows them to download ebooks and eAudiobooks. We also have a public access computer for patrons to use and can offer basic guidance for accessing information and printing out materials.

**Deselection and Collection Maintenance:**

Withdrawal of material from the circulating collections is a vital part of successful collection maintenance. Continuous evaluation is necessary and materials are regularly removed to maintain a current, accurate and appealing collection that is responsive to the community's needs.

Reasons for deselection:

1. Out-of-date or inaccurate information
2. Wear or damage
3. Materials in that format are no longer collected
4. No circulation of the item(s)
5. Space constraints

**Conclusion:**

We believe the Library to be a place where every Winchester resident can discover new interests, find the information they need, and gain a broader understanding and appreciation of their world and themselves. Building and maintaining an engaging, accurate, wide-ranging and ever evolving collection is our best hope of achieving our goals for our library, our patrons and our community.

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