

## **Selection Policy...**

The Hampton Falls Free Library endeavors to provide the adults and children of Hampton Falls with the best possible print and non-print recreational, informational and educational materials to meet the diverse needs and interests of the community.

The Board of Trustees and staff endorse those sections of the **Library Bill of Rights**, the **Freedom to Read** statement and the **Freedom to View** statement developed by the American Library Association that concern themselves with book selection and library programs. The Librarians shall always have copies of these statements available for those who wish to study them.

All materials and programs chosen for the Hampton Falls Free Library shall be judged individually on the basis of merit, subject matter, community interest and need in a balanced library. No material or program shall be excluded on the basis of a single idea, word, phrase or passage lifted out of context.

In areas considered controversial, more than one point of view shall be represented by materials and/or programs in the library. They may represent points of view sometimes considered unorthodox or unpopular by the majority. Selection of materials by the Library does not mean endorsement of the contents or of views expressed.

While collections for adults and children are housed in separate areas, the Library will not act *in loco parentis*, censor, label or restrict access to library materials or programs because of a person's age, race, religion, gender, or socio-economic status. Parents are the appropriate judges of their own children's library materials and staff members encourage those who wish to supervise their children's borrowing to accompany them on their library visits.

In the event that a Hampton Falls Library resident and cardholder objects to an item or items in the collection, or a program or display, he/she will be asked to fill out a "Request for Reconsideration" form provided by the Library. Consideration shall be made by the Librarian and the Trustees who shall present a written decision within 30 days of the filing.

During reconsideration, materials challenged will remain in circulation and programs and displays will continue as scheduled.

## **Selection Criteria**

Materials are selected in accordance with one or more of the following guidelines:

- \*Artistic, historic, literary and/or scientific merit
- \*Community request and/or anticipated popular demand
- \*Favorable reviews
- \*Price, in relation to budget
- \*Relationship to existing materials in the collection
- \*Clarity and accuracy of information and presentation

The Library Director may use professional selection tools, which currently include *Booklist*, *Library Journal*, *School Library Journal*, *VOYA*, and *The New York Times Book Review* to choose media that has been favorably reviewed and that will contribute to a balanced library collection. In addition, the Library Director may also consult **Public Library Catalog**, **Fiction Catalog**, **Children's Catalog**, trade journals and other authoritative subject bibliographies.

## **Audiovisual Materials**

Audiovisual materials currently collected by the Hampton Falls Free Library consist of juvenile and adult abridged and unabridged audio books, DVDs and CDs that are of broad family appeal and general interest.

Selection of these materials is made by the Library Director after careful review of standard selection guides such as *Booklist* and *Library Journal*, and ongoing evaluation of collection needs and usage. Requests from the community will also be considered.

Other audiovisual formats may be acquired for the collection at a future time to fulfill the Library's mission of meeting the diverse needs and interests of the community.

## **Electronic Materials**

Factors that influence purchase of electronic subscriptions and media include content, access, support and cost.

Other electronic formats may be acquired at a future time to fulfill the Library's mission of meeting the diverse needs and interests of the community.

## **Gifts**

Gifts of books and media, money, objet d'art, personal property and real property will be evaluated using the same criteria as for purchased materials, and shall be welcomed on the condition that the terms are acceptable to the Trustees and/or that the Library is authorized to make the final disposition of such materials in accordance with NH RSA 202-A.

The library staff and Board of Trustees are not trained to appraise materials and cannot provide an estimated value for any gifts received. However, the Library Director will be pleased to issue a letter acknowledging the item(s) received and affix bookplates as requested.

Gifts become the property of the Library and will be used as deemed most appropriate for the development of the collection.

## **Networking**

In order to maximize the Library's resources and fully cooperate with libraries throughout New Hampshire, the Hampton Falls Free Library actively participates in Interlibrary Loan service as established by the New Hampshire State Library.

## **Periodicals**

Periodicals of general interest that meet the recreational, informational and educational needs of the community will be collected by the Library.

Under the direction of the Library Director, the staff is responsible for making judicious periodical selections after careful review of appropriate selection guides, and ongoing evaluation of collection needs and usage. Requests from the community will also be considered.

With the exception of "National Geographic" and "Consumer Reports" back issues of magazines are kept for one year after publication; newspapers are available for one month. Every effort will be made to distribute or recycle the above materials.

The Library will attempt to supply all requests for articles not found in the Hampton Falls Free Library through interlibrary loan.

## **Collection Evaluation**

In order to maintain the value of the library collection, the Hampton Falls Free Library recognizes the need to examine the condition and usage of all print and non-print materials, and dispose of materials that are no longer deemed useful to the collection. To

that end, the library is engaged in an ongoing inventory/weeding process. Statistics from this process are compiled and used to determine future allocation of the acquisitions budget. Outdated materials will be replaced as use and budget allow. Memorial gifts no longer deemed useful to the collection may be withdrawn after consulting the donor whenever possible.

To determine which books to thin from the collection, the library staff will check each title against the most recent editions of the **Public Library Catalog, Fiction Catalog, and Children's Catalog** to see if a book, although dated, should remain. The Librarian will review the circulation history of the book and its state of repair. As a rule, the criteria set forth in the *CREW Method: Expanded Guidelines for Collection Evaluation and Weeding* for de-selecting books will be followed, with the exception of local history materials or titles by local authors.

Materials to be discarded may be sold at the Library Book Sale, donated to local entities, donated to charity, or recycled.

Adopted 9/8/1998

Revised 4/21/2008

Revised 4/25/2013

Revised 3/24/2016

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HAMPTON FALLS FREE LIBRARY

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

A formal complaint concerning materials owned by the Library can be filed by completing the form below. The Library Director, in consultation with appropriate staff members, will make a recommendation to the Library Board of Trustees. If a petitioner wishes to speak with the Library Board, the Director will arrange for the request to be added to the agenda at the next regularly scheduled meeting. At that meeting, the Board of Trustees will consider the request. The petitioner is free to attend the meeting, which is open to the public. The decision of the Board of Trustees is final.

Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

Format:  Book  Periodical/Newspaper  Audio  Video

Program

Display

Request Initiated by: (Name) \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Do you represent:  Yourself  An Organization (Name) \_\_\_\_\_

Do you have a Hampton Falls Library card? \_\_\_\_\_

Please answer the following questions as fully as possible:

1. To what in the work do you object? Be as specific as possible, cite pages, etc.

2. Did you read the entire work?  Yes  No If no, what parts?

Did you attend the program?  Yes  No

Did you review the entire display?  Yes  No

3. What do you feel might be the result of allowing the public access to this work?

4. For what age group would you recommend this work, if at all?

- | 5. What would you like the Library to do with this material?
  
- | 6. Would you recommend other titles on the subject?
  
- 7. Have you read any critical reviews of this work?

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Petitioner's Signature

Date