



8 Route 129 | Loudon, NH 03307 | MaxfieldLibrary.com | (603)798-5153

## **Collection Development Policy**

### **Mission statement:**

Maxfield Public Library selects materials that express an array of viewpoints, cultures, backgrounds, interests, and societal, informational, educational, and literary needs (Maxfield Public Library).

**Collection analysis:** Maxfield Public Library chooses materials based on its mission to promote personal and educational growth by serving the cultural, societal, and community needs of a diverse population (Maxfield Public Library).

### **Material Selection for Books:**

The size of our collection is contingent on the library's budget and the amount of room in the library that is allotted books. The collection will appeal to a broad range of people in the community. For a well-rounded collection, librarians select materials based on local and national demand/literacy tastes, existing library holdings, book reviews, and credibility/accuracy of content (American Library Association). This ensures that selections are current and up-to-date with the latest information. The library director makes the final decision regarding purchasing items.

Primary sources that are often used for reviewing books are (but not limited to): The Horn Book, Kirkus Reviews, Goodreads, Booklist, and Library Journal.

Materials are judged in their entirety and in context. Materials will not be judged on one sentence, just the title, or other aspects of the piece that do not encompass the work as a whole. Materials are not solely chosen based on reviews.

Materials will not be excluded because of their ethnicity, sexual orientation, religion, gender, or political view that the author may hold.

This collection of books should be a vast collection of diverse books that appeals to all different kinds of readers.

### **Reference List:**

American Library Association. (2018). Selection & Reconsideration Policy Toolkit for Public,

School, & Academic Libraries.

<https://www.ala.org/tools/challengesupport/selectionpolicytoolkit/criteria>

Maxfield Public Library. Town of Loudon, New Hampshire.

<https://www.loudonnh.org/library#:~:text=Here%20at%20Maxfield%20Public%20Library,needs%20of%20a%20diverse%20population.>

U.S. Census Bureau quickfacts: Loudon Town, Merrimack

<https://www.census.gov/quickfacts/geo/chart/loudontownmerrimackcountynewhampshire,barringtontownstraffordcountynewhampshire/PST045216>

**Purpose:** The Collection Development Policy is based on the library's mission statement and shows how the collection is developed and maintained.

### **Policy Objectives**

Maxfield Public Library selects materials that express an array of viewpoints, cultures, backgrounds, interests, and societal, informational, educational, and literary needs..

### **Intellectual Freedom Policies:**

Maxfield Public Library chooses materials based on its mission to promote personal and educational growth by serving the cultural, social, and community needs of a diverse population.

The American Library Association's Library Bill of Rights, Freedom to Read Statement, ALA Statement on Labels and Rating Systems, and Freedom to View Statement inform this policy and are endorsed by the Maxfield Public Library and its trustees.

### **Annotated Links:**

Library bill of rights. (2006). American Library Association.

<http://www.ala.org/advocacy/intfreedom/librarybill>

The American Library Association is the most expansive and established library association that exists today. It has been around since the 1800s. The ALA council and ALA executive board have the power to make recommendations and finalize policies. Every 3-5 years they re-examine their goals and mission. The library Bill of Rights serves as a guide for librarians to ensure they are serving the public in a way that is unbiased, equitable and serves all people.

The freedom to read statement. (2020). American Library Association.

<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

The freedom to read statement fights the repression of ideas and ensures that all sides of an issue are available to be examined. It is also made clear that librarians and publishers do not endorse any specific opinions but work to make sure that a diverse collection is made available to the public. Librarians and publishers do this as an endorsement to the constitution and our democracy.

Labeling systems: An interpretation of the library bill of rights. (2015). American Librarian Association.

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretation/labeling-systems#:~:text=The%20American%20Library%20Association%20opposes,people's%20attitudes%20toward%20library%20resources.>

This document makes clear that prejudicial labeling systems when used to guide patrons towards or away from certain materials is deemed unacceptable. Librarians cannot assume that they know what book is best for a patron of any age. Labels can

only be used to guide a patron to a work that they are looking for and make things easier to find.

Freedom to view statement. (2017). American Library Association.

<https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

Freedom to view ensures that patrons are seeing a wide array of viewpoints when accessing audio visual materials. Providing multiple viewpoints does not mean that librarians are endorsing one viewpoint or another. No work will be endorsed or condemned due to the political, religious, or social beliefs of the filmmaker or if it has been contended.

### **Policy:**

Maxfield Public Library chooses materials based on its mission to promote personal and educational growth by serving the cultural, social, and community needs of a diverse population.

The American Library Association's *Library Bill of Rights*, *Freedom to Read Statement*, *ALA Statement on Labels and Rating Systems*, and *Freedom to View Statement* inform this policy and are endorsed by the Maxfield Public Library and its trustees.

### **Selection of Materials on Controversial Topics:**

Maxfield Public Library will ensure that all community members have access to diverse materials even if others find the material disagreeable.

The library does not stand in the place of a parent or guardian. Parents and legal guardians have the responsibility of choosing what their child reads, watches, or listens to, determines what is appropriate for them, and is responsible for what their child checks out at the library.

The Maxfield Public Library staff and trustees all adhere to and support these rules and policies. Attempted removal or successful removal of materials on controversial topics by a staff member or trustee is unconstitutional censorship. Libraries can be sued for these kinds of violations.

Parents or legal guardians may decide they want their child to refrain from reading certain materials, but other patrons must still be allowed access to them.

### **Procedures for Handling Challenges**

Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern About Library Resources" form which is available in the library. The director will review the item to determine whether it aligns with the library's mission statement and this policy, and relay that to the patron. In addition, the Director will report book challenges to the American Library Association within 14 days of the Statement of Concern being submitted. If a patron disagrees with the director's decision, they may contact the Board of Trustees to have the request considered at the next meeting. This must be done within 14 days of being contacted by the director. Any requests will be included in the Board of Trustees meeting agenda. The Board's decision will be rendered in writing and considered final within a 14 day time limit.

Adapted from The New Orleans Public Library (LA), Goffstown Public Library (NH), Griffin Free Public Library (NH), Pillsbury Free Library (NH), Bow Baker Free Library (NH), and the American Library Association's Selection & Reconsideration Policy Toolkit for Public, School, & Academic Libraries.

**Challenge Form:**

Form: Statement of Concern About Library Resources

Maxfield Public Library

STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Resource on which you are commenting:

\_\_\_\_\_ Book      \_\_\_\_\_ Audio-visual Resource  
\_\_\_\_\_ Magazine    \_\_\_\_\_ Content of Library Program  
\_\_\_\_\_ Newspaper    \_\_\_\_\_ Other

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

Author/Publisher or Producer/Date: \_\_\_\_\_

What brought this resource to your attention?

\_\_\_\_\_

To what do you object? Please be as specific as possible.

\_\_\_\_\_

What do you feel the effect of the material might be?

\_\_\_\_\_

Have you read or listened or viewed the entire content? Y/N

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For what age group would you recommend this material?

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In its place, what material of equal or better quality would you recommend?

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Additional comments:

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**Date of "Statement of Concern" submission**

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Director	Date
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Trustee	Date
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**Date of submission to the American Library Association and the directors decision submitted to patron**

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Director	Date
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Trustee	Date
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**Date of acceptance or rejection of directors decision**

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Patron Date

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Director Date

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Trustee Date

**Date of resolution and final decision**

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Patron Date

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Director Date

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Trustee Date

*Adapted from the Outagamie Waupaca Library System (WI)*

## **Deselection Criteria**

Here at Maxfield Public Library we use the CREW and MUSTIE method when deciding what to weed. The CREW method stands for Continuous Review, Evaluation, and Weeding (Caldwell, 2018). MUSTIE relates to the physical condition of the book, how modern and pertinent the subject matter in the book is, how easy it may be to request the book using inter-library loan services, and if young adults are interested in the topic. This is how the library decides what to maintain, replace, or pitch. It is noted what may need to be replaced or repaired when books go through circulation. The children's core is consulted when weeding and the library does not weed through sections like local history.

The books that are discarded are available for purchase at the annual book sale. Funds raised at the book sale will be used to benefit the library. Anything not purchased will be disposed of or put on our free book shelf.

## **Retrospective Acquisitions Guidelines**

Approved materials can be purchased by the director and assistant director. They will choose materials based on their education, subject area, certifications, and expertise.

The final decision for purchases is made by the director.

## **Format Acquisitions Guidelines**

Materials that we currently purchase and cultivate include:

-DVDs

-Periodicals

-Audiobooks

-Ebooks

-Books

If certain materials become outdated they will be considered for deselection.

### **Gifts and Donations**

Gifts and donations are assessed in the same way that purchases are. The library reserves the right to reject or dispose of donation materials. The library may also use donations for use in programs or may direct large donations to other area libraries that have ongoing book sales. Monetary donations may be processed through the library director.

### **Preservation guidelines**

We will work to preserve our collection by using proper storage, preserving materials whenever it is possible to do so (through reinforcement tape, gluing the binding of a book, etc.), and processing books correctly using book jackets and book tape. We also make sure to utilize inter-library loan and sharing consortiums in order to evenly distribute the holdings of the library community that we are a part of. Having e-books available also helps ensure that physical items in the library stay in good condition for a longer period of time. All of these methods will help the collection stay in the best condition possible for the community.

This policy has been adapted from the American Library Association Preservation Policy.

<https://www.ala.org/alcts/resources/preserv/01alaprespolicy>