

Wadleigh Memorial Library Collection Development Policy

The Wadleigh Memorial Library supports the American Library Association's Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement and the Access for Children and Young People to Videotapes and other Nonprint materials.

A. The Wadleigh Memorial Library aims to provide materials that will meet the educational, informational, cultural and recreational needs and interests of the community. To this end, the Library endeavors to purchase those materials which are of permanent and current value and which represent the best available to meet the community's interests and needs.

B. Ultimate responsibility for selection policy lies with the Board of Trustees. The Board of Trustees delegates to the Library Director the authority and the responsibility for selection of library materials and for the development of the collection.

C. Materials are judged by standards appropriate to their purpose and nature. Not all guides and criteria are applicable to every item and they vary in relation to importance. These guidelines include accuracy of information, reputation and significance of the author, extent of coverage, literary quality, originality and imagination, timeliness, quality of production, reputation and standards of the publisher, and professional reviews.

D. Nonprint materials will be selected with the same guidelines that apply to print materials.

- Sound recordings are audio cassettes or compact discs which are books, poetry, drama, or other spoken word recordings recorded onto magnetic or digital media. The collection will consist largely of unabridged materials.
- Video recordings will be in DVD format but the Library will maintain a small VHS collection until the format is obsolete.
- Musical recordings will include, but not be limited to, popular, classical, jazz, folk, country, rock, and world music.

E. The public library will cooperate with the schools or other institutional libraries, but cannot perform the function of meeting curricular needs.

F. Materials which are no longer useful to the Wadleigh Memorial Library are to be systematically weeded from the collection according to accepted professional practices and the Library's Weeding Policy and Procedures.

G. Damaged materials will be replaced if they are still popular or have special merit.

H. In the event a patron objects to a particular item or items in the collection s/he will be asked to fill out a Request for Reconsideration form in its entirety. The request shall be reviewed by the Library Director and the material will be evaluated based on the complaint. The Library Director will draft a written decision, notify the Chair of the Board of Library Trustees of the

objection, and upon approval of the Board, send the written decision to the patron. Should the patron wish to appeal the decision, s/he would notify the Board and request an appointment at the next regularly scheduled Trustee meeting. In the event of an appeal, the decision of the Library Board of Trustees is final.

I. Donations of books and other library materials may be accepted by the Library Director at his / her discretion. The Library Director reserves the right to dispose of gift materials as he / she deems advisable. This fact shall be made known to the donor before the acceptance of the gift. Substantial gifts (worth \$250 or more) shall require documentation in a Deed of Gift form. A copy of the Deed of Gift shall be given to the donor.

Reviewed June 18, 2019

Revised & Approved August 19, 2008

Board of Library Trustees