

## Whipple Free Library

### Collection and Activity Development Policy

#### Purpose of Policy

This policy is established by the Library Board of Trustees, in consultation with the Library Director, to inform the public of the principles under which the library makes decisions regarding the maintenance of its collection and activity development, including the criteria which shape the depth and breadth of the library's offerings.

The Collection & Activity Development Policy is to guide the staff in the selection of materials and activities to fulfill the mission of the library. Pursuant to all library policies, It will be used as a training tool for new staff, as well as an on-going aid in selection, weeding and evaluating the collection and as a rationale for budget allocations. The policy will be reviewed and revised regularly.

#### Policy

The Whipple Free Library, under the guidance of its Library Director, strives to build a collection of materials and offer activities in a variety of formats that represents a broad range of interests, viewpoints, belief systems and cultural values. No materials and or activities will be excluded or removed from the library based on the creator's race, nationality, or political, social or religious beliefs.

#### Responsibilities

The ultimate responsibility and authority for selection of content included in the Whipple Free Library collection rests with the Library Director. Selection assignments are rotated regularly among the staff to ensure that no individual exerts undue influence over the content of the collection. The public and staff members are also welcomed to recommend materials and content to be considered for acquisition and presentation.

#### Selection Criteria

Criteria considered in the selection of library materials/activities may include:

- Existing library holdings
- Community interest and significance
- Individual merit as determined by documentation, awards, professional reviews and/or subject
- Budget / Cost
- Public demand
- Points of view not currently represented in the collection
- Availability of the material or information elsewhere

The lack of a review or an unfavorable review will not be the sole reason for rejecting or adding material. *Booklist, Library Journal, The New York Times Book Review, Publisher's Weekly, Book Page, School Library Journal, and Amazon* are some of the sources of reviews consulted.

Material is judged based on the entirety of the work, not by a part taken out of context.

The responsibility for reading, listening, and viewing of library materials by children rests with their parents and legal guardians. Library material selection will not be limited by the possibility that it may come into the possession of children.

Materials can also be acquired temporarily for a library cardholder use via Interlibrary Loan.

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#### Weeding Criteria

Materials will be discarded from the collection at regular intervals when they have low circulation, are in poor condition, are no longer accurate, or have been superseded by other materials or formats. The Library Director has the ultimate responsibility and authority for the weeding of materials.

The CREW (Continuous Review, Evaluation, and Weeding) method, with its MUSTIE selection criteria, are used for weeding. MUSTIE stands for:

- Misleading and/or factually inaccurate
- Ugly – old, damaged or worn out beyond mending or rebinding
- Superseded by a new edition or a better source
- Trivial – of no discernable literary or scientific merit
- Irrelevant to the needs and interests of the community – including rarely checked out
- Elsewhere – material may be easily obtained from another source or library has multiple copies

Items removed from the collection may be sold with proceeds to benefit the Library, donated, or disposed of properly.

#### Reconsideration of Materials or Activities

The Whipple Free Library selects materials and activities based on the criteria outlined in this policy. The library does not advocate particular views or beliefs but attempts to provide free access to a well-balanced collection of topics, appropriate for different age levels and interests of the community. Everyone has the freedom and responsibility for making choices about what to read. No labels will be assigned to materials or activities beyond those indicating genre.

If a community member has a question about any library material or activity, they should first address their concern with the Library Director. Any community member who wishes to request that material or an activity be removed from the collection/agenda or relocated to a different area may do so by completing the Request for Reconsideration form which is available on our website (include link) or at the front desk.

- The Library Director will assemble a review committee to include the Director and other professional staff
- The committee will read the request, read or view the material/activity in question and gather and read authoritative, published reviews. They will then reach a decision on the request.
- The Director will issue a written decision on the community member's request within 30 days of receipt of the request.
- The community member may appeal that decision in writing to the Library Board of Trustees. The Board will address the reconsideration request at their next regular Board Meeting. The decision of the Board is final and will be made within 60 days of receipt of the appeal.
- No material will be removed or relocated, or activity canceled until after the reconsideration process is completed

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#### Request for Reconsideration of Library Material or Program

The Whipple Free Library Board of Trustees has delegated the responsibility for selection and evaluation of library materials and activities to the Library Director and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of any library material or activity, please complete and return this form to the attention of Library Director, Whipple Free Library, 67 Mont Vernon Rd, New Boston, NH 03070 or email to [whipplefreedirector@gmail.com](mailto:whipplefreedirector@gmail.com): This form is also available online at <http://whipplefreelibrary.org>.

Name:

Date:

Address:

City:

State:

ZIP:

Phone:

E-mail:

Do you represent yourself? :

An Organization? :

Type and title of resource you are requesting be reconsidered:

Book

Video/DVD

Display/Exhibit

Magazine

Library Activity

Audio Book

Newspaper

Other

What brought this resource/activity to your attention?

Have you read the library's criteria for selection as stated in the Collection Development Policy?

Did you read, watch, listen to the entire work or attend the activity?

If not the entire work, then what part(s)?

What concerns you about the material/activity? (Use additional pages if necessary) Please be specific and cite pages or sections where applicable.

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In its place, what material do you recommend that would provide adequate information on the subject/topic?

What action would you like the library to consider?

- Withdraw the material from the library collection/cancel the activity
- Relocate the material. To where or what age level?
- Reevaluate for collection development
- Other. Please be specific

Signature of Requestor: