



Collection Development Policy

Effective: 6/22/2023
Date of Last Revision: 6/22/2023

1. Mission Statement and Purpose

Mission Statement - The mission of the library is to provide free access to quality materials that are appropriate to the needs of the population served by the library. These needs include, but are not restricted to, informational needs, leisure interests, reading needs, and resources that support educational needs.

Purpose - The purpose of this policy is to provide guidance in the development and maintenance of a well-balanced collection of reputable and useful materials that will meet the needs of the community within the limits of space and funding. A comprehensive range of interests, tastes, viewpoints, values and levels of ability will be represented.

2. Key Policy Elements

Population Served - The Janet Carlson Calvert Library serves all sectors of the Franklin community regardless of race, religion, gender, age, disability, sexual orientation, social or economic status or political affiliation. Through participation in the State Connecticut Program, the Janet Carlson Calvert Library also serves any resident of the state with a valid Connecticut library card.

Intellectual Freedom - The library subscribes to the Library Bill of Rights, Freedom to Read Statement and the Free Access to Libraries for Minors Statement, which have been adopted by the American Library Association. These are included in the appendices to the policies of the library.

Responsibility of Parents— The responsibility for library materials chosen by a child rests with the parents or guardians of the child and not with the library staff. It is also the responsibility of the parent or guardian to see that any lost/broken item and/or replacement fees incurred by a child are paid.

3. Material Selections

Selection of Material – The Library acquires materials in many subjects and formats, based upon the merits of a work in relation to the needs and interests of the library community. Selection criteria and guidelines apply to all material. Each item is evaluated objectively, taking into consideration selection criteria set forth herein, including but not limited to content, educational, informational, creative, literary, and technical quality and merit. Although the Library attempts to provide materials on many subjects, no attempt is made to match the collection to a particular curriculum.

The selection of all materials for the Library will be the responsibility of the Head Librarian. Final decision on selection of materials is the responsibility of the Head Librarian.

General Selection Criteria:

- Relevance to interests and needs of the CT library community
- Significance of subject matter

- Accuracy of information
- Extent of publicity, critical reviews and current or anticipated demand
- Current or historical significance of the author or subject
- Reputation or authority of the author or publisher, with preference generally given to titles vetted in the editing and publishing industry
- Timeliness and/or popularity of a subject, title, or author
- Professional reviews from reputable journals and sources
- Award-winning or award-nominated material
- Patron requests
- Value of resource in relation to price, availability, and materials budget
- Technical characteristics, e.g., binding, size, quality of paper and typography
- Space constraints

Other criteria which will be taken into consideration include user demand, supplemental use to curriculum needs of students, to provide a balance between opposing points of view, and to maintain a collection which is current.

Diversity and Inclusion - We are dedicated to promoting diversity and inclusion through our material selections. We believe in providing a wide range of materials that reflect the diverse backgrounds, perspectives, and experiences of the population. Our selection process emphasizes inclusivity, seeking out materials that challenge stereotypes, expand understanding, and represent a variety of voices. We actively engage with our patrons to ensure their needs and interests are met, while fostering an environment that values and respects every individual. Through our commitment to diversity, we aim to create an inclusive library that celebrates the richness of human differences and encourages exploration and dialogue.

Patron Requests - Patrons are encouraged to submit suggestions for possible addition to the library collection. The Library will consider all requests from patrons using the same selection criteria used for all materials.

Gifts — Gifts donated to the library will be made without conditions. The same criteria that are applied to the purchase of materials will be applied to donations. The decision as to the acceptance of a gift will lie with the Head Librarian. The Library reserves the right to dispose of or sell gift materials that do not meet the library's criteria for inclusion in the collection.

4. Weeding and Withdrawal of Materials

Weeding & Withdrawal of Material — To maintain a collection that is current and in good physical condition, it is necessary to weed the collection at regular intervals. This will be carried out by the Head Librarian. The CREW method will be employed in conjunction with standard reference sources such as the Public Library Catalog, the Children's Catalog and the Fiction Catalog in the weeding process.

Items suffering from water/mold damage or other conditions that make their retention hazardous are disposed of promptly and appropriately.

The disposal of the weeded or withdrawn materials will be at the discretion of the Head Librarian. Items withdrawn because of loss or damage will not necessarily be replaced.

5. Reconsideration and Classification of Materials

Reconsideration - Any patron may request to have selected material reconsidered. All requests will be considered on a case-by-case basis. It must be stressed that the material will not be removed from the shelves if a controversy arises over it. The material will remain available while the procedures for reconsideration of material are followed as below:

1. The patron will explain their objection to the material to the Head Librarian
2. The Head Librarian will provide a copy of the selection policy to the patron initiating a reconsideration of material and explain why that material was chosen.
3. If the material still is challenged, a Reconsideration of Materials Form will be given to the patron to fill out (included as Appendix K.). All forms must be filled out in their entirety and signed by the patron requesting to be accepted.
4. The Head Librarian will review the form and reply to the patron.
5. If further reconsideration is requested by the patron, the Reconsideration of Materials Form will be forwarded to the Library Board of Directors.
6. The Library Board of Directors will review the Form and the material being challenged and respond to the patron when the review is completed.

Classification - Books and other materials are initially placed in areas of the collection based on the publisher and author's intended audience and review source recommendations. Occasionally, materials are subsequently reevaluated for placement updates based on their respective age-appropriateness. Materials will be organized and maintained according to subject, format, type, user level or other category to achieve their most effective utilization by the public and by library staff.

6. Exhibits / Appendices / Forms

Appendix A – The Library Bill of Rights
Appendix B – Freedom to Read Statement
Appendix C – Free Access to Libraries for Minors
Appendix K – Patron Request for Reconsideration Form

7. Approval

This policy was reviewed and approved by:

Head Librarian **Date**

Board of Directors Chairman **Date**