

## **COLLECTION DEVELOPMENT POLICY**

### **PURPOSE**

This policy serves to articulate the principles and criteria that guide the New Britain Public Library staff in selection, maintenance and withdrawal of library materials and to inform the public about those standards. The Library aims to build an accessible collection of materials in a variety of formats and languages that represent the broad experiences, viewpoints, and cultural values of the New Britain community, while promoting diversity, equity and inclusion. The Library supports the acquisition of materials that foster critical thinking, constructive dialogue and lifelong learning, though specific items may be unorthodox, unpopular or controversial in nature. In all cases, the quality of resources will be judged on the content as a whole, not by detached excerpts.

### **MATERIALS SELECTION**

The Board of Trustees of the New Britain Public Library establishes policy for the selection of materials for the Library. The Library Director and library staff administers such policy.

As the Library serves a diverse community, it exerts every effort to obtain and make available materials of interest to individuals, even though such materials may be objectionable on moral, political or religious grounds to others in the community. No group or individual is to be considered an authority to deny others access to materials they wish to use by means of censorship of library materials.

The library does not advocate censorship and prefers to have all its materials on open shelves freely available to the public. However, rare books, reference volumes and titles on subjects proved to be susceptible to theft and/or mutilation may be placed on shelving areas which provide for staff control to ensure the use of such material by all.

The Library adheres to the principles of intellectual freedom adopted by the American Library Association as expressed in its Library Bill of Rights, Freedom to Read, and Freedom to View statements, attached.

Materials selected for inclusion in the library, whether through purchase or gift, will be based upon the following criteria:

- The interest and needs of the community.
- The value of the material for education, informational and recreational purposes
- The relevance of the material to the existing collection
- Local demand (including patron requests)
- Accuracy and currency of content
- Condition of item
- Critical reviews

- Literary and/or artistic merit
- Local significance of the author, creator, or subject
- Date of publication
- Budgetary consideration
- Availability
- Suitability of format
- Physical space required for display and storage
- Requests from the community for which the above criteria can be applied.
- Textbooks are purchased only when the information also serves the general public or is unavailable in other forms

The library accepts and recognizes the role of parents to supervise their children's use of library materials. Librarians cannot be expected to supervise the use of materials by every young person. It is not the responsibility of the library to judge the parental concern and control of material for juvenile users.

### **Digital Collection**

Some of the Library's digital content is provided via third-party vendors. These vendors, not library staff, use their own criteria to determine the specific titles and resources available through these services. The Library also participates in a shared collection of electronic books and other materials. Materials selection for this resource is cooperative and serves the needs of the residents of over 30 Connecticut towns.

**Self-published books** by local or Connecticut authors will be considered for the Library collection if they are donated, meet the Library's standards of quality, and are determined to be of suitable interest to the public.

### **Gifts**

The Library welcomes gifts of books and other materials for the collection and applies to them the same standards of selection that govern purchases. Gift materials are accepted with the understanding that those that meet the Library's selection criteria may be retained and those that do not may be redistributed to the Friends of the NB Public Library.

### **WITHDRAWAL OF MATERIALS FROM THE LIBRARY**

An up-to-date, attractive, and reliable collection can be maintained only by purchasing, retaining, and replacing useful materials; and by removing, on a systematic and continuous basis, those items that are damaged, outdated, inaccurate, duplicates, no longer in demand, and/or otherwise no longer useful.

If an item is lost or damaged, it may not necessarily be replaced depending upon similar materials in the collection, existence of adequate coverage of the subject field, and demand for the specific author, title or subject. It is sometimes preferable to purchase current materials rather than replace older ones. The staff serves as arbiter in such instances.

It is the library's policy that the collection should be evaluated by authorized and qualified staff on a systematic and on-going basis to identify materials appropriate to withdraw.

The decision by an author, publisher, or other content creator to withdraw their work from the market and stop selling or publishing it will not be considered sufficient reason alone for the Library to withdraw it from the collection.

### **REQUEST FOR RECONSIDERATION**

The Library welcomes expressions of opinion concerning materials in its collection. A New Britain Public Library cardholder who wishes that a specific item be reconsidered for inclusion in the collection, that is to say removed, is asked to complete and submit the Request for Reconsideration form. It will be forwarded to the Library Director who, along with appropriate staff, will review the request and make a determination regarding the retention or removal of the material in question based upon the guidelines outlined in this policy. During the reassessment process, the material in question will remain available for circulation to the general public. The Director will respond within 15 days. A letter explaining the decision will be sent to the party submitting the request for reconsideration. The final authority regarding removal or retention of library materials ultimately resides with the Library Board of Directors. A resource that has previously been reconsidered by request shall be exempt from additional requests for reconsideration for two years following being retained in the Library's collection despite a formal request for reconsideration. The Library Director shall summarize the previous decision in response to any new request for reconsideration during that two year time period.

Approved by NBPL Library Board 6/27/07  
Revised and approved 9/27/23

## New Britain Public Library

### Request for Reconsideration of Library Material

The New Britain Public Library Board of Trustees has delegated the responsibility of Library resources to the Library Staff and has established procedures to address concerns about those resources. Completion of this form is the first step in those procedures. Please fill out and submit to the Director.

Name \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Title \_\_\_\_\_

Author \_\_\_\_\_

Have you reviewed New Britain Public Library's Collection Development Policy?  Yes  No

Resource on which you are commenting

Book  DVD  Digital resource  Audio recording  Game  Other \_\_\_\_\_

Complainant represents:

Self only  Organization Specify \_\_\_\_\_

1. What are your concerns about this material? (Cite page number, paragraphs etc.).

2. Have you examined the entire resource?  Yes  No

3. What brought your attention to this resource?

4. What sources of information did you consult about this item?

5. What action do you recommend?

Signature \_\_\_\_\_ Date \_\_\_\_\_