

COLLECTION DEVELOPMENT POLICY

Purpose

The Durham Public Library's Collection Development Policy serves as a guide for the Library Director and his/her designees in the selection and withdrawal of library materials. It also serves to inform the public as to the criteria upon which library materials are selected and withdrawn.

Intellectual Freedom and Censorship

The Library supports intellectual freedom and subscribes to the Library Bill of Rights and The Freedom to Read Foundation Statement. (See appendix 1) This policy recognizes the importance of the public library as a place for voluntary inquiry, the dissemination of information and ideas, and promotion of free expression and free access to ideas by residents.

Responsibility for Selection

The responsibility for selecting materials for purchase and withdrawal is delegated by the Library Board of Trustees to the Library Director and, under his/her direction, to other staff members who are qualified for this activity by reason of training and/or experience. Librarians are professionally trained to curate and develop a collection that provides access to the widest array of library and educational materials.

Sources for Selection

Reviews in library and publishing industry periodicals are primary sources for materials selection. Reputable bibliographies, booklists by recognized authorities, and the advice of competent individuals and/or entities in specific subject areas are also used. Suggestions from library staff and the general public are considered, as well.

Criteria for Selection

Library materials are diverse in topic, format, and other characteristics. Each type of item must be considered in terms of its own merit and the audience for whom it is intended. No single set of selection criteria can be applied to all cases.

In general, the selection of books and other library materials will use the following criteria:

- I. The appropriateness of the item to the needs and interests of library customers and of the community as a whole
- II. The timeliness and accuracy of the information
- III. The quality and or uniqueness of the item
- IV. The value of the item to the collection as a whole
- V. Suggestions from the general public
- VI. Budgetary considerations
- VII. Compatibility of format for Library use

It is the Library's goal to maintain a balanced collection composed of materials of current popular interest as well as materials that enhance the collection. Library materials should be provided for the interest, information, and enlightenment of all residents. Library materials should represent a wide range of varied and diverging viewpoints in the collection as a whole. Popular demand is a significant basis for selection. The Library recognizes its responsibility to provide books and other materials presenting diverse points of view on the problems and issues of our time. Textbooks will not be purchased unless such items constitute the best available source of information on a subject. It must be understood that ownership of library materials does not constitute an endorsement by the library of the ideas or viewpoints expressed within those materials.

All Library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the Connecticut General Statutes.

Materials for Children and Young Adults

The primary objective of the collection is to provide books and other materials that excite and inspire a child or young adult's desire to read. Responsibility for the use of library materials by children rests with the parent or caretaker.

The children's collection contains materials best suited to the abilities and interests of library users from birth through grade 6. Young adult materials are chosen with special concern that they satisfy the recreational, educational, and informational needs of 7th to 12th graders and that the materials chosen cover a wide range of interests, reading skills and developmental levels.

Digital Collections/Databases

Wherever possible, the Library makes electronic information available in the Library and remotely. In choosing to purchase or license electronic databases, the Library applies the same standards for selection as for print materials. However, the Library recognizes that it does not have the same control over electronic databases as it has over its in-house print materials. The Library will make every effort to provide assistance and ensure that the public learns how to use its electronic databases.

Collection Maintenance

Maintenance of the collection includes discarding, replacement, rebinding, and repair. If an item is lost or damaged, it may not necessarily be replaced depending upon the number of duplicate copies or 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 Library staff serves as arbiter in such instances.

Withdrawals

The Library shall keep its collection vital, useful and current by deselecting worn, outdated, inaccurate, or no longer in demand items. This will be done on a systematic and continuing

basis. Such materials may be put up for a library book sale, given to another institution or discarded.

Gifts/Donations

The Library welcomes gifts in accordance with our Gift Policy. For more information, please see the Durham Public Library Gift Policy.

Controversial Materials

The Library limits consideration of requests to reconsider materials, displays, or programs to individual residents of Durham. For more information, please see the Durham Public Library Material Review and Reconsideration Policy.

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