



SOUTHWEST HARBOR PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

Purpose of the Policy

The purpose of the Collection Development Policy is to provide guidelines for day to day acquisition and withdrawal decisions, resource allocation and long-range planning of collection needs in accordance with the Southwest Harbor Public Library's (Library) mission.

Mission Statement

To be the place where people of all ages and backgrounds come to improve literacy, explore new ideas and pursue lifelong learning interests.

Access

The Library staff and Board believe that the right to read is an important part of the intellectual freedom that is basic to democracy, and has adopted the American Library Association's Library Bill of Rights and Freedom To Read statement as official Library policy. This policy is available online at: ala.org. Except for archival materials all other materials are shelved on open shelves freely and easily accessible to the public. There will be no labeling of any item to indicate its point of view or bias. The Library assures free access to its holdings for all patrons, who may select or reject any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others. Children are not limited to the children's collection. Parents or guardians are responsible for their child's reading choices, not the Library. The Library also provides remote access to online materials.

Request for Withdrawal of Material

The Library Director will hear, on an appointment basis, complaints regarding specific titles in the collection. Although it is the aim of the Library to accommodate varying points of view, under exceptional circumstances some challenged material may be removed. However, the Library does not condone catering to the collection bias of a specific individual or group. If the complainant is not satisfied with the results of that conversation they shall complete the "Request for Materials Review" form and are offered the opportunity to have their concern heard.

- Once the completed form is received, the Library Director shall make a recommendation to the chair of the Board. If the Board chair and Director feel it is warranted, and if requested by the patron, an ad hoc Materials Review Committee will consider the request.

Collection Responsibilities

The Library Director is responsible for the materials collection. The Children's Librarian selects materials for the Children's Room and the Young Adult section. All librarians have a professional responsibility to be inclusive, not exclusive, in developing materials collections.

General Collection Guidelines

1. Currency. Collection emphasis is on up-to-date information. Older materials which remain accurate will be retained and replaced according to patron demand.
2. Works of broad popular appeal which meet the needs of the independent life-long learner over textbooks or other materials which meet curriculum requirements of the formal student.
3. Breadth over depth. In general, the Library will purchase single copies of a wide range of titles rather than multiple copies of the same title. Multiple copies may be purchased only when they are warranted by public demand, or when the title is of local interest and may go out of print, or if it is the definitive title on a particular subject.
4. Materials primarily written in English.
5. Unabridged editions over abridged editions. Abridged editions will be considered only if they retain the flavor and quality of the original.

General Selection Tools & Selection Criteria

Selection tools include, but are not limited to:

- Reviews in professional library journals or periodicals that specialize in a particular subject
- Individual subject expertise of staff or community members
- Suggestions from Library patrons
- Coverage in local bookstores and reviews in local newspapers

Using the selection tools described above, librarians evaluate each title according to the following criteria:

- Vitality and originality of thought
- Contemporary utility
- Permanent significance
- Artistic excellence
- Suitability and practicality of physical form as to Library use
- Reputation of author
- Anticipated demand

- Relative importance compared to other materials on subject
- Appropriateness to interests and skills of intended audience
- Comprehensiveness

Librarians further consider a title in terms of its relevance to the Library's collection priorities, level of community interest, ability to provide diversity or balance to the collection, availability through interlibrary loan, collection priorities of other libraries in the service area, and funding and spatial constraints.

Periodicals (Magazines & Newspapers)

The Library provides representative periodicals in a wide range of subjects of reference value and recreational interest.

Audiobooks and Videorecordings

The Library acquires both fiction and non-fiction titles. Technical quality is an important criterion, but price and availability of replacements are also considered in selecting one edition over another.

Children's and Young Adult Collection

The Children's Librarian selects materials on subjects of interest to and within the comprehension of children from babies to young adults. The Children's Librarian is responsible for all children's materials from board books up to young adult fiction and nonfiction.

The Children's collection is designed to serve the educational, informational, and recreational needs and interests of children from birth through age 18. A broad range of topics and viewpoints are represented, in order to serve the diverse needs and interests of our community. The children's collection may also include a few adult books of interest to students of children's literature, parents and people working with children. As selections are made, attention should be paid to need, interest and existing collection.

While children are not limited to the children's collection, the department defines the collections as follows: the Children & Juvenile collection is designed to serve the educational, informational, and recreational needs and interests of children from birth through age 12. The Young Adult collection is designed to serve the educational, informational, and recreational needs and interests of patrons ages 12 through 18.

Replacement of Lost Materials

Patrons are required to compensate the library for lost materials through payment for the items. Replacement copies are not preferred but will be accepted on a case-by-case basis

Gifts Policy

The Library Director is responsible for the materials collection. The same standards used to select materials will apply to gifts to the Library's collection. Gifts which do not meet the Library's objectives and policies may be refused. Donors may not impose any conditions relating to the gift either before or after its acceptance.

The Library will refuse "pre-packaged" gifts from organizations trying to advance a recognizable agenda, such as religious groups, lobbyists, activist groups, etc. Certain exceptions may be made at the Library Director's discretion.

Withdrawal Policy

Book withdrawal is an important aspect of collection development. When library books lose the value for which they were originally selected, they will be withdrawn. The purpose of a withdrawal policy is to ensure that the collection remains vital and useful.

The Library staff will evaluate the materials collection for replacement and/or discard on an ongoing basis. Materials that are inaccurate, worn, that have been superseded by newer editions, or judged by the Library staff to be of no use will be removed.

Date of publication, last date circulated and average number of circulations per year are useful indicators of the above factors.

Weeding is done on a regular schedule. Books that have not circulated for a certain period of time may be removed according to the following guidelines: picture books, 2 – 3 years; young adult fiction and non fiction, 3 years; adult fiction and nonfiction, 3 years. The exceptions to this guideline may be classics and award winners.

Adopted at the Trustee Meeting on April, 15, 2014, revised on March 20, 2023