

Plaistow Public Library	Policy: Collection Development
Adopted: March 28, 2004	Page 1 of 6

Purpose Statement

The purposes of this policy are to guide staff in the selection of materials; to fulfill the mission of the Library; to inform the public about the scope and nature of the Library's current collection, as well as the collecting priorities which will shape the depth and breadth of the Library's future collection; to serve as a tool to train new staff, aid in the selection, weeding, and evaluation of the collection, and as a rationale for budget allocations. This policy will be reviewed and revised by the Plaistow Public Library Board of Trustees as needed.

Library Mission Statement (approved April 2012)

The mission of the Plaistow Public Library is to provide access to informational, educational and entertainment resources to all members of its community. The Library provides materials in a variety of formats and embraces emerging technologies to encourage lifelong readers and learners. The Library is committed to reflect and respond to the needs of the community.

Library Vision Statements (approved June 2012)

- The Library will be the "Intellectual Heart" of the town where people of all ages can participate in activities that encourage a lifetime love of learning, literature and leisure activities.
- The Library will provide discovery and exploration opportunities through resources and programming that will educate, inspire and entertain.
- The Library will provide a safe and welcoming atmosphere that will allow space and emerging technologies to come together providing a collaboration of ideas and skills to enhance the educational, informational and recreational needs of the community.
- The Library will be a trusted resource of information combining physical materials within the Library and online access through a variety of remote access points while upholding freedom of access to information to everyone.
- The Library will provide unparalleled public service by professional and knowledgeable staff.

Intellectual Freedom Statement

Consistent with the mission and vision of the Plaistow Public Library, the Plaistow Public Library fully endorses the principles documented in the Library Bill of Rights (Appendix I). The educational, informational and recreational needs of Plaistow's citizens are varied. The Library's collection will reflect those diverse needs, and will uphold the right of the individual to access materials even when others in the community might find them objectionable. Taken as a whole, the collection will provide an unbiased and diverse source of information and materials representing as many viewpoints as possible. Selection of materials by the Library does not imply endorsement of the contents or the views expressed in those materials.

Access

The Plaistow Public Library provides equal access to all Library materials for all Library users and considers reading, listening, and viewing to be individual, private choices. Some materials may not be suitable for all ages, in which case the parent or guardian alone is responsible for what a child checks out on his or her card.

Labeling

The Library collection will be organized, labeled, classified, and maintained to help people find the materials they want. Any labeling, sequestering, or alteration of materials because of controversy surrounding the author or the subject matter will not be sanctioned. Access to

Plaistow Public Library	Policy: Collection Development
Adopted: March 28, 2004	Page 2 of 6

library material shall be controlled only to the extent necessary to protect it from damage or theft.

Selection and Withdrawal Authority

The responsibility and authority for the selection and withdrawal of all print and non-print materials purchased by the Library ultimately rests with the Library Director. The Director may delegate the selection and weeding of materials to other members of the Library staff. Patron requests will be considered, but final authority ultimately rests with the Library Director, who will evaluate items based on the guidelines presented in this policy.

Scope of Collection

The scope of the collection refers to the range and types of materials selected, including the formats offered and the level of difficulty. The scope is as broad as possible to allow for the maximum possibility of free expression and free access to ideas. The collection will focus on the general patron rather than the researcher. It will also take into consideration special groups of patrons within our community (emergent readers or homeschoolers, for example).

Selection Criteria - General

The Library's goal is to meet the informational needs of Plaistow's community members by providing well-rounded and balanced collections, to the extent possible given budget, space, and staffing resources. Ease of access is also important, resulting in specific collection spaces sometimes being adjusted to reflect changes in the size and depth of a particular subject area.

Library materials are selected on the basis of literary, educational, informational, and recreational value. Selection guidelines consist of a balance between professional reviews and patron interest and requests.

1. The main points considered in the selection of materials are:
 - a. Existing Library holdings
 - b. Current collection development priorities
 - c. Individual merit of each item (based on reviews, awards, and the professional judgment of staff or other librarians and subject experts)
 - d. Popular appeal – current or anticipated demand and usefulness in the community
 - e. Timeliness – tie-ins with current local, regional, national, and international affairs and events; current program activities (speakers, book groups, etc.)
 - f. Current or historical significance of author or subject, particularly with respect to local and regional history
 - g. Reading, listening and viewing tastes of the community
 - h. Cost and budget constraints
 - i. Availability within the other libraries of the Southern New Hampshire Cooperative where Plaistow cardholders have borrowing privileges

2. Reviews are a major (but not the sole) source of information about new materials. The primary sources of reviews may include, but are not limited to: major newspapers, *Library Journal*, *Booklist*, *Kirkus Reviews*, *Publisher's Weekly*, *Book Page*, *School Library Journal*, *Horn Book* and Amazon.com. Reviews on local and national radio shows may also be

Plaistow Public Library	Policy: Collection Development
Adopted: March 28, 2004	Page 3 of 6

considered. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand.

3. The Library encourages public suggestion of items and subjects to be considered for the collection. Patron-requested materials will be evaluated on the same basis as all other items.
4. Materials are judged on the basis of the work as a whole, not on any part taken in isolation. Titles which are obviously and exclusively written for pornographic or sensational purposes will not be purchased. Foul language or vivid descriptions of sex and violence when dealt with realistically within the context of a book, movie, or other work of art, will not be sufficient to not purchase the material.
5. No materials will be excluded because of the race, nationality, religion, gender, sexual orientation, political or social view of the author. The Library maintains a neutral viewpoint to serve the needs of the entire community.
6. The format chosen for new materials is the responsibility of the librarian in charge of selection for that category. The librarian will take into consideration all of the information available regarding patrons' preferences for materials in a specific category.
7. Occasional patron surveys may be conducted to ascertain patron preferences with respect to format, genre, or particular titles in the case of the magazine and newspaper collections.
8. Due to limited budget and space, the Library cannot purchase all materials that are requested by patrons. Resource sharing with other libraries through Inter-Library Loan, and electronic and other methods of information access, are valid and necessary ways of meeting patron needs. (Some materials may be not available through Inter-Library Loan or through electronic means, particularly if they are rare, in high demand, or have been published within the past six months.)
9. Donations from residents are encouraged to augment the collection, particularly of high-use and popular titles, materials that are collected less regularly, and more expensive materials (audiobooks, professional materials, etc.)
10. Multiple copies and formats of materials will be purchased at the discretion of the Library Director. Criteria for purchasing additional copies of a title include the number of holds on the item, the expected future demand for the item, available space, budget considerations, and the anticipated availability of the item from other libraries in the state.

Selection Criteria – Music CDs

The CD Music collection covers a wide range of genres, including Children's, Classical, Country, Christian/ Gospel, Jazz/ Blues/ Soul, Pop/ Rock, Rap/ HipHop, Instrumental, Easy Listening, Soundtrack, World, and seasonal. Reviews for albums are consulted in magazines (such as *Rolling Stone Magazine*) and online music review sites (such as Billboard and National Public Radio). The Library does not currently actively purchase in this area and relies primarily on donations for future growth of the collection.

Plaistow Public Library	Policy: Collection Development
Adopted: March 28, 2004	Page 4 of 6

Selection Criteria – DVDs

In an attempt to offer a balanced DVD collection, we purchase films in a variety of genres: children's, popular, independent, documentary, foreign, and classic. Reviews for DVDs are consulted in magazines (such as *Entertainment Weekly* or *People*) and newspapers, as well as through online sources. Award-winning titles will be given extra consideration.

Selection Criteria – Periodicals

The periodical collection includes both magazines and newspapers. Magazines are reviewed annually for circulation and use, in conjunction with a review of which magazines are available in full-text HTML or PDF format through the NH State Library subscription to Ebsco's Masterfile Premier magazine database, which is available online to our patrons 24/7.

Selection Criteria – Educational Materials

The Library will not attempt to furnish materials needed for formal courses of study offered by public or private schools, colleges or universities. The Library has materials for self-study, but it is not primarily designed to furnish reading required for academic study.

Selection Criteria – Digital Materials

1. eBooks are purchased occasionally for the Library's circulating eReaders, but are not considered a core collection priority.
2. Sites linked from the Library's homepage are subject to the same selection criteria as other materials.
3. The Library subscribes to several general multi-subject databases as well as many subject-specific databases. They are intended to supplement or replace print materials. Careful consideration is given to accessibility of the electronic databases both in the library and remotely. Ease of use for the general public, frequency of updates, community interest, reliability of content, and cost are also considered. Existing database subscriptions are reviewed annually for retention based on usage statistics and relative value.

Selection Criteria – New Hampshire Downloadable Books Consortium (Overdrive)

The NHDB collection is comprised of fiction and nonfiction eBooks and audiobooks, and aims to supplement the popular physical collections found in NH public libraries. The Consortium has its own selectors who follow a Collection Development policy voted on by the Consortium's member libraries. The latest version of the policy is available on the service's official website: <http://nhdbbooks.blogspot.com/p/policies.html>.

Selection Criteria – Local Authors

Every attempt is made to acquire titles published by mainstream publishers that are written by local authors or which have a local connection (Plaistow and southeastern NH area). Titles by local writers that are self-published or published by vanity presses are not added to the collection unless there is a compelling reason to do so, such as valuable/ rare content, high local interest, or outstanding merit.

Collections Maintenance – Weeding/ Withdrawal

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Weeding activities are as important as original selection and purchase

Plaistow Public Library	Policy: Collection Development
Adopted: March 28, 2004	Page 5 of 6

decisions and many of the same criteria apply. Replacement of worn volumes is dependent upon condition, current demand, usefulness, more recent acquisitions, availability of newer editions, and availability of funds to purchase replacement materials.

The Plaistow Public Library subscribes to the CREW (Continuous Review, Evaluation, and Weeding) method when weeding collections. The CREW method uses an acronym, MUSTIE, to indicate when an item should be removed. MUSTIE stands for:

- **M**isleading and/ or factually inaccurate
- **U**gly – worn out beyond mending or rebinding
- **S**uperseded by a new edition or a better source
- **T**rivial – of no discernible literary or scientific merit
- **I**rrelevant to the needs and interests of the community
- **E**lsewhere – material may be easily borrowed from another source (other libraries, multiple or very similar copies in our Library or in the Southern New Hampshire Library Cooperative)

Decisions are often based on a combination of these and other criteria age, condition, frequency of use/ circulation, and multiple copies. The automated Library system provides numerous reports to assist the staff in the weeding process.

Back issues of magazines are generally retained for 1 year, or as long as physical space permits. Newspaper back issues are kept for 1 week.

All items to be removed from the collection will be stamped “Discard” over ownership marks on front and back covers/ pages, and with permanent marker lines drawn over barcode labels. Items in poor condition will be recycled; other items will be offered to the Friends of the Plaistow Public Library for their book sale. Materials not accepted by the Friends will be donated to other charitable or educational organizations, or recycled if no other cost- and labor-effective options are available.

Collections Maintenance – Repair/ Replacement

Every effort is made to repair Library materials before they are weeded and discarded. At least one staff member receives training in book repair and assesses materials set aside for repair on a monthly basis. Every effort will be made to replace items which cannot be repaired or have been lost and paid for by a patron. In some cases the cost of replacement is too high to justify replacement, particularly for out-of-print and rare materials.

Gifts/ Donations of Materials

The Library welcomes gifts of books and other materials with the understanding that it will evaluate them in accordance with the same criteria applied to all other materials. Those that do not conform to the Library’s selection criteria will not be added to the collection. Such items will be placed in the Library book sale or returned to the donor. The Library Director makes the final decision about whether or not to add donations to the collection. The Library cannot determine the value of gifts, but will acknowledge receipt of materials.

Plaistow Public Library	Policy: Collection Development
Adopted: March 28, 2004	Page 6 of 6

Monetary gifts for the purposes of purchasing materials may be accepted and expended in accordance with State Law (RSA 202-A). Purchases will be made in accordance with any conditions specified by the donor to the extent that these are consistent with this Policy.

Appendix I: Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other Library resources should be provided for the interest, information, and enlightenment of all people of the community the Library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a Library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Plaistow Public Library	Policy: Reconsideration of Materials
Adopted: March 28, 2004	Page 1 of 1

Policy:

The Plaistow Public Library Board of Trustees recognizes the rights of individual community members to question or object to materials currently in the library collection. It further recognizes that American democracy functions only if the full range of human ideas is accessible to all people and if proponents are able to fully and openly state their views. The Library Bill of Rights supports the guarantee of the First Amendment of the Constitution of the United States of America, which protects the free expression of ideas. The library materials at the Plaistow Public Library attempt to present the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.

Procedure:

Patrons requesting material be considered for reconsideration may ask to speak with the library director who will discuss the material in question with the patron. If issue cannot be resolved at this discussion, a copy of this policy and a form to request the reconsideration will be given to the patron. In order for the request to be considered, the patron submitting the request form must be a resident of Plaistow and have an active library card.

The library director will check out the material in question and review to determine if the request does apply to the material. The library director will also review the request form for proper completion. A particular material will only be reconsidered once in a twelve-month period.

The library director will bring material and submitted form to the next scheduled Board of Trustees Meeting, Board members will then review the material.

At the next scheduled Board of Trustees Meeting, the Board will review the reconsideration in an open forum encouraging opposing viewpoints. The Board considers all materials selected under the Materials Selection Policy to be constitutionally protected under the First Amendment unless the materials are determined unprotected by judicial action in courts of jurisdiction. If the challenge by the patron is that the material in question is not protected, the burden of proof rests with the patron.

At the close of discussion, a vote will be taken by the Board on the reconsidered library materials. The Board of Trustees will take one of the following actions:

1. Material will maintain current status, or
2. Material will be relocated within the library, or
3. Material will be removed from circulation.

The decision of the Board of Trustees of the Plaistow Public Library is final, unless instructed by a court to do otherwise.

The Library Director will inform the patron who requested the reconsideration of the Board's decision.

PLAISTOW PUBLIC LIBRARY
Request for Reconsideration of Library Materials

Author: _____

Title: _____

Book Magazine Movie Audiobook Other

Request initiated by: _____

Address: _____

City _____ State _____ Zip _____

Telephone _____

Do you represent:

- Yourself
- An organization (name) _____
- Other group (name) _____

Are you familiar with Plaistow Public Library's Collection Development Policy, the Freedom to Read and Freedom to View statements, and the Library Bill of Rights? (If no, a pdf file is available on the Library's website on the Library Policies page). Yes No

Did you read/ hear the entire work? Yes No

If no, what parts have you read/ heard?

What do you believe is the theme of the material?

What critical reviews of the material have you read?

What portion of the material do you wish reconsidered? (Please be specific, cite pages, audio track, track number, etc.) _____

Why do you want this material to be reconsidered?

What would you like Plaistow Public Library to do with this material?

- Re-examine it
- Restrict its use
- Withdraw it from the collection

Can you recommend material that would convey the same values and perspectives that the Library could consider for purchase? _____

Signature: _____

Printed name: _____

Date: _____

From the Plaistow Public Library Collection Development Policy:

Completed Request for Reconsideration forms shall be reviewed by the Library Director and the material will be evaluated based on the complaint. The Library Director will issue a written decision to the patron, which may be appealed to the Library's Board of Trustees. In the event of an appeal, the inquiry will be placed on the agenda of the next regular monthly meeting of the Plaistow Public Library Board of Trustees, as long as the request for appeal is received seven (7) days or more prior to the scheduled meeting. If the request for appeal is received less than seven (7) days before a scheduled monthly meeting, the request will appear on the agenda for the next monthly meeting, or the Board may decide to hold a special meeting prior to the next regular monthly meeting. The Board will issue a written decision to the patron within seven (7) business days of the meeting. The decision of the Library's Board of Trustees is final.