

# **Meredith Public Library**

## **Collection Development Policy**

The Meredith Public Library's mission is to be the educational, inspirational and cultural heart of Meredith now and in the future. Through exceptional staff, a broad range of materials and a supportive community, the library provides innovative service to meet the needs of the 21st century patron.

The Meredith Public Library (*The Library*) subscribes to the principles of intellectual freedom as stated in the "Library Bill of Rights" (see Appendix), a document issued by the American Library Association. Included in this statement is the commitment to honor the rights of an individual to use the library regardless of age, race, religion, national origin, or social or political views. Accordingly, the staff of the library provides equal service to all Library users. Children and adults are equally free to use the entire library and to borrow all materials in the circulating collection.

### **II. Selection Process:**

Library materials are selected by members of the staff after consulting professional review media, searching best seller and awards lists, and by reviewing the needs of the community. Staff will consult circulation and collection utilization reports to determine areas of the collection that might need attention. Final responsibility for the purchase of materials resides with the Library Director. Though staff will try to purchase materials requested by individual library patrons, budgetary constraints and whether the item will be of general interest to the community at large will be considered.

### **III. Standards of Selection:**

When selecting non-fiction material, the staff librarians consider the author's competency, the information presented, and the potential usefulness to the Library's collection. First, Library staff attempt to meet the patrons' demands. Second, material is bought that is both pertinent and timely. Books that have current political and social significance are given high priority for selection. The Library makes a special effort to obtain material representing all sides of controversial issues. Third, staff members look to see that the author presents his or her material accurately, clearly, and in a readable manner.

The Library attempts to purchase a wide variety of fiction to satisfy the needs of all of our patrons. The Library staff chooses titles on the basis of reviews that consider, among other things, the appeal of a book for a specific audience, the artistic skill evident in its rendering, and the literary reputation of the author.

Paperbacks selected for the Adult Paperback Collection serve three main purposes. First, some paperbacks are added to meet the demand for popular, easily portable, inexpensive reading

material. Second, duplicate copies of popular hard cover titles are purchased to meet heavy demand. Third, duplicate copies of some titles on school reading lists are purchased to make these titles readily available as they are needed.

The Video Game Collection has been developed to provide a variety of popular video games for circulation that will enrich the lives of our child, teen, and adult users. It promotes new and different modes of learning, discovery, creating, and connection. This collection meets the Library's goal to provide "innovative service(s) to meet the needs of the 21<sup>st</sup> century patron," as stated in our Mission Statement. It also allows us to continue to "provide access to knowledge in various media forms," which is one of our Core Values.

Gift books in good condition are welcomed by the Library. Once accepted, the donated materials will be checked to see if they are in good condition, and if they meet the Library's standards of selection. If donated items are not added to the library's collection, the Library reserves the right to either sell them at library book sales or to otherwise dispose of them. The following items will not be accepted: magazines, VHS, encyclopedias, textbooks, atlases, time sensitive materials, annuals (for example, almanacs, world record books.) Anything that is musty, discolored or worn.

The Library gladly accepts money to purchase materials in memoriam of a friend or family member. Suggestions for the types of material to be purchased are welcome, but please note that these materials are still subject to the same purchasing and weeding criteria as other library materials.

Due to the varied demands made upon the Library's resources, the number of duplicate copies bought for reserves will be limited.

#### **IV. Young Adult Materials:**

A Young Adult Collection has been developed for the purpose of meeting the recreational reading and informational needs of the middle school and high school age population. Materials are chosen from reviews in journals or through book lists from established sources. The fiction collection consists primarily of YA fiction from many genres. Some adult titles of special interest to Young Adults are also included.

#### **V. Children's Materials:**

Materials selected for the Children's Collection meet similar standards as all other materials selected for the Library's collection. Special effort is made to continuously update the collection and to weed worn and outdated materials. High priority for purchase is given to books of use and value to parents, teachers, and other people working with children.

The Children's Library strives to provide children with the library materials necessary to aid their educational and personal development.

Some items may be included that might not be considered appropriate by all adults for all children. While some books are too mature for one child, other children may be ready for them. Only each child and his or her guardians can decide what material is suitable for that child to read.

## **VI. Digital Purchases**

The Library is a member of the New Hampshire Downloadable Books Consortium. The Consortium has its own Collection Development Policy that can be accessed at: <http://nhdbooks.blogspot.com/p/policies.html>.

The Library owns Amazon Kindles and maintains a separate digital collection on those devices. The Library's digital collection is subject to the same collection development guidelines as the Library's physical collection. Patrons may request that books, audio books or music be added to a Kindle. The library is not adding videos to Kindles. An item's total cost may not exceed \$30.00.

## **VII. Objections to Library Materials:**

Any individual who desires may express his or her objections to particular library materials by completing a "Request for Reconsideration" form. After the form is completed, it will be brought to the attention of the Library Director who will evaluate the original reasons for the purchase of the material. The Library Director will then respond to the person making the objection. Any remaining objections will be addressed by the Board of Library Trustees.

## **VII. Weeding the Collection**

Weeding is a very important part of collection development. It is important that patrons have current and factual information when it comes to non-fiction. In fiction, books that are not being read are taking up valuable space. These books can be sold and the money used to purchase new materials patrons actually want. The same holds true for AV materials.

A collection that is continuously weeded doesn't look over-crowded and is much more appealing to patrons who want to browse. When old, faded and grubby titles are removed the collection looks fresh and inviting. Weeding also helps the librarians keep track of their collection to beef up sparse areas and stop investing in sections that are no longer of interest to patrons.

*Weeding Criteria:*

**“MUSTY” for Books**

- M=Misleading and/or factually inaccurate information
- U=Ugly, worn and beyond mending
- S=Superseded by a new edition or a much better book on the subject
- T=Trivial of no discernable literary or scientific merit
- Y=Your collection has no use for this book. It is irrelevant to the needs and interests of your community.

**“WORST” for AV**

- W=Worn out
- O=Out-of-Date
- R=Rarely Used
- S=Some other library can supply
- T=Trivial and Faddish

**CREW Guidelines by Dewey Class**

(Always use your own judgment. You can go by age of item or years since last checkout. If material meets any of the “MUSTY” criteria that supersedes CREW.)

Dewey Class	Age of Item	Years Since Last Checkout
000-General	5 years	3 years
100-Philosophy and Psychology	10 years	3 years
200-Religion and Mythology	10 years for most, 5 years for current religious topics	3 years
300 Social Sciences	5 years	3 years
310 Almanacs, yearbooks	1 year for reference, 2 circ	N/A 3 years
320 Political Science	5 years	3 years
330 Economics, Resumes	5 years	N/A
340 Law	10 years	

350 Government	10 years	3 years
360 Crime and Services	5 years	3 years
370 Education	10 years	3 years
380 Commerce	5 years	3 years
390 Customs and Etiquette	10 years	3 years
400 Linguistics	10 years	3 years
500 Pure Sciences	5 years	3 years
510 Mathematics	5 years	3 years
520 Astronomy	5 years	3 years
530 Physics	5 years	3 years
540 Chemistry	5 years	3 years
550 Earth Sciences	5 years	3 years
560 Paleontology	5 years	3 years
570 Life Sciences	10 years	3 years
580 Botany	10 years	3 years
590 Zoological Sciences	5 years	3 years
600 Applied Sciences	5 years	3 years
610 Medicine	5 years	3 years
620 Engineering	5 years	3 years
630 Agriculture	5 years	3 years
640 Home Economics	5 years	3 years
650 Business Management	5 years	3 years

660 Chemical Tech	5 years	3 years
670 Photography	5 years	3 years
680 Manufacturers	5 years	3 years
690 Building and Carpentry	10 years	3 years
700 Arts and Recreation	N/A	3 years
800 Literature	N/A	N/A
900 History and Geography	15 years	3 years
Travel and Maps	5 years	3 years
Biographies	N/A	5 years
Fiction	N/A	2 years
YA, J, E Fiction	N/A	3 years
Periodicals	2 years	N/A

### **APPENDIX: 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.

1. 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.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed from libraries because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide public information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

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

6. Libraries which 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 18, 1948. Amended February 2, 1961, and June 27, 1967, and January 23, 1980, by the ALA Council.