

# DANBURY PUBLIC LIBRARY

## COLLECTION MANAGEMENT AND MATERIALS SELECTION POLICY

### GENERAL COLLECTION STATEMENT

Materials selected for the collection are intended to meet the informational, educational and recreational needs of the citizens of the Danbury community. The scope of the collection is intended to offer a choice of format, language, treatment and level of difficulty to meet the varied needs of most individuals. The collection is intended to provide supplemental materials for individuals pursuing education programs, a start for those seeking more advanced information, and support for daily living skills. The collection is not archival or intended for research purposes. It is reviewed and revised on an on-going basis to meet contemporary needs.

### PURPOSE OF THE SELECTION POLICY

The purpose of this policy is to guide librarians and inform the public about the principles upon which selection and withdrawal decisions are made. A policy cannot replace the judgment of librarians, but stating goals and indicating boundaries will assist them in choosing from the array of available materials.

The Library Board of Directors adopted the *Library Bill of Rights* and its interpretations (copies attached) entitled the *Freedom to Read Statement* on October 4, 1984 and the *Freedom to View Statement* on May 4, 2006 and regularly reaffirms the adoption of these documents. The principles contained in these documents are fundamental to the librarian's determination of choices of materials for inclusion in the Danbury Public Library's ("the Library") collection. The library also subscribes to the American Library Association's Code of Ethics.

### GOALS OF THE SELECTION POLICY

The goals of materials selection evolve from the mission of the Danbury Public Library itself: "As an essential city asset, the Danbury Library is committed to being: a welcoming destination; a convenient gateway to the best sources of information, cultural enrichment and possibility; and responsive to the varied needs of our city's diverse population." The objective is to create collections that:

- enable individuals to satisfy their informational needs, to discover the possibilities of their imaginations
- provide timely access to informative and creative works for a variety of levels of interest and ability, from a variety of perspectives, and in a variety of formats and languages
- are ever-changing and far-reaching; the library will form partnerships and networks to access resources and expertise beyond its own materials and staff
- are driven by excellence as are all aspects of library service
- are proactive -- presenting opportunities and researching new products

## **RESPONSIBILITY FOR SELECTION**

The Library Board of Directors delegates the responsibility for selection of library materials to the Library Director and, under his/her direction, to other staff members that he/she determines to be qualified for this activity as a result of their education and training, who carry out the selection of materials on the basis of standards set forth herein.

## **ACCESSIBILITY**

The Library has an obligation to select, maintain, and support access to content on subjects by diverse authors and creators that meets – as closely as possible – the needs, interests, and abilities of our community.

## **QUALITY**

Quality is pursued and maintained by applying professional discretion and standards established by the library profession and using appropriate selection aids, including book reviews, best seller lists, professionally recognized periodicals, standard bibliographies and booklists. Professional reviews sources provide more objective information about the materials than appears in publishers' catalogs or advertisements. Reviews are usually written by subject experts in the field, by professional reviewers, or by librarians. Library review sources often assess how well a publication serves a particular audience.

## **GUIDELINES FOR SELECTION**

The inclusion of an item in the Library's collection in no way implies endorsement of its author, contents or views. Furthermore, the exclusion of an item does not imply disapproval. The Library recognizes that tastes vary widely in a given community, and an item which is pleasing to one borrower may be unacceptable to another; however, no one person or group has the right to impose standards on other members of the public. Decisions are not made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection that will serve the interests of the public. Materials will be provided which appeal to library users of all backgrounds, ages and interests, and will be equally available.

- The Library will assess and, insofar as possible, anticipate the needs and interests of the community and develop the collections accordingly.
- The Library will represent diverse points of view on matters of contemporary significance. The Library acknowledges the increasing diversity of its service population and seeks to select materials which satisfy the multicultural interests of the public.
- The Library will supplement, rather than duplicate, collections of the University, public schools and special libraries in the area. To that end, the Library does not attempt to acquire textbooks or other curriculum-related materials except as such materials also serve the general public.

- The Library will provide, within budgetary limitations, adequate quantities of high interest items to meet public demand in a timely manner.
- The Library acknowledges a particular interest in historical, genealogical and governmental information on Danbury and the region. It will add to its collection works produced by authors with local connections that meet the purpose and objectives of this policy and those items where information on Danbury or its residents is included.
- Library materials are not marked or identified to show approval or disapproval of the contents, and materials are not sequestered except for the purpose of protecting them from damage or theft.

## **COLLECTION CLASSIFICATION and ARRANGEMENT**

Books and other materials are initially placed in areas of the collection based on the publisher and author's intended audience and review source recommendations. Occasionally, materials are subsequently reevaluated for placement updates based on their respective age-appropriateness. Materials will be organized and maintained according to subject, format, type, user level or other category to achieve their most effective utilization by the public and by library staff.

## **CHILDREN/YOUNG ADULT COLLECTIONS**

The Library youth collections are selected by professional librarians and are intended to serve children birth through 12<sup>th</sup> grade. The Library contains a wide variety of materials and opinions reflecting various points of view. The Library does not serve as "in loco parentis." Responsibility for children's use of library materials rests with their parents or legal guardians. Selection is not inhibited by the possibility that materials may be accessible to use by children.

## **REQUESTS TO PURCHASE MATERIALS**

Members of the public may request that items be purchased for the collection.

Requests that items be purchased are entered on forms available at the Information Service Desks or online via our website. The appropriate Library staff make the final decision to purchase or not to purchase the item. In the case of extremely expensive or questionable items, the Library Director makes the final decision.

## **GIFTS**

Gifts or donations of money for the purchase of materials are welcomed. The Library, however, accepts gift materials with the explicit understanding that only those gifts which are useful to the Library collection will be retained. The Library reserves the right to evaluate and to dispose of gifts in accordance with the same criteria applied to purchased materials. Gift materials not added to the collection cannot be returned to the donor. Gift materials not added to the collection may be given to the FRIENDS of the Library to sell.

The Library further reserves the right to integrate gifts into the general collection as they cannot be given special housing. The Library will not accept gifts to the collection with set restrictions. An appropriate plate will be placed in each gift if requested by the donor.

The Library does not appraise gifts or provide evaluations of gifts for tax deductions or other purposes, but will acknowledge receipt of gifts in writing if requested by the donor. For further information on gifting, please see our Gifts and Donations Policy.

## **COLLECTION MAINTENANCE**

In addition to acquiring new materials, it is important to remove from the existing collection those items no longer deemed useful or relevant. This policy provides authority for the systematic and regular evaluation of the existing collection and subsequent withdrawal of worn, obsolete or infrequently used materials and supports the public's right of access to an appealing and relevant collection. The Library staff systematically review the collection with the goal of maintaining the quality and vitality of library resources. Collection analysis incorporates the use of library data, circulation reports, and other statistical information for continuous collection evaluation, as well as the use of the patron Request for Reconsideration Process.

## **WEEDING**

Weeding is the continuous evaluation of the Library collection and is an integral part of collection development and maintenance. Factors involved in the decision to withdraw an item may include physical condition, the number of copies in the collection, age or obsolescence, questionable value, amount of use, space and availability of other formats. Selection of materials for discarding is based on the "CREW" method, which stands for Continuous Review, Evaluation, and Weeding, and is a professional guide for reviewing and withdrawing materials from each library collection.

## **REPLACEMENT CRITERIA**

While the Library attempts to have copies of standard and important works, it does not automatically replace all materials withdrawn. The same criteria that apply to original selection also apply to replacements.

## **REMOVAL OF WITHDRAWN MATERIAL**

Excess or obsolete library materials weeded from the collection are submitted to the Baker and Taylor Sustainable Shelves Program. Those not accepted by Baker and Taylor will be offered to our Friends of the Library first and then to an agreed upon set of library and/or community partners/initiatives. Items suffering from water/mold damage or other conditions that make their retention hazardous are disposed of promptly and appropriately.

## **REQUESTS FOR RECONSIDERATION OF MATERIALS**

The Library Board recognizes the right of individuals to question materials in the library collection. If any patron objects to the presence or absence of any library material, the complaint will be given hearing and consideration. One form from a household is accepted at one time. Any materials that are being questioned must be read, listened to or viewed in full. The petition for reconsideration form must be completed in full by the complainant.

\*Requests for reconsideration will only be accepted by current Danbury residents only.

For more information about reconsideration of materials, please see our "challenged materials procedure and petition for reconsideration" policy and form.

## **REVIEW**

This policy will be reviewed by the Library's Management Team and Board of Directors every two years.

## **Appendix**

1. "Library Bill of Rights," American Library Association, June 30, 2006.  
<http://www.ala.org/advocacy/intfreedom/librarybill>
2. "The Freedom to Read Statement," American Library Association, July 26, 2006.  
<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>
3. "Freedom to View Statement," American Library Association, May 29, 2007.  
<http://www.ala.org/advocacy/intfreedom/freedomviewstatement>
4. "Code of Ethics," American Library Association, June 29, 2021.  
<https://www.ala.org/tools/ethics>

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**CHALLENGED MATERIALS PROCEDURE AND**

**PETITION FOR RECONSIDERATION OF LIBRARY MATERIAL**

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**PROCEDURE**

Complaints about items already in the collection will be referred to the appropriate staff member who will try to resolve the issue in person with the complaining party in a timely manner. If the matter cannot be resolved to the complainant's satisfaction, he or she will be invited to discuss it further with the Library Director. If it is still not satisfactorily resolved, he or she may obtain a "Petition for Reconsideration of Library Material" form (copy attached) from the Library Director.

The complainant may complete the form and mail or deliver it to the Library Director who will present it at the next meeting of the Library's Board of Directors. Members of the Board of Directors will read, listen to or watch the material and, by majority vote of those present at the next Board meeting, will decide whether or not the material is to remain in the collection. Their decision will be final. Material subject to a complaint shall not be removed from use and circulation pending final action.

If a material has already been deemed appropriate for the collection by the Board of Directors within the last 12 months, that material may not be put forth to reconsideration until the elapsed time frame has passed.

**TIMELINE AND COST**

The process of reconsideration may take up to three months' time dependent upon the Board of Directors forthcoming meeting schedule and when the petition for reconsideration form is received by the Library Director by the complainant.

Each member of the Board of Directors, as well as the Library Director, Assistant Director and challenged material staff selector will be entitled to have a copy of the challenged materials purchased for them to read, listen to or watch. The cost of a material reconsideration by the Library Board of Directors is estimated to cost the City of Danbury upwards of \$1,000 depending upon the type, format, and length of material being questioned.

1. Request initiated by: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. City: \_\_\_\_\_ Zip Code: \_\_\_\_\_
4. Phone: \_\_\_\_\_ Email: \_\_\_\_\_
5. Patron represents: Self \_\_\_\_ Group \_\_\_\_ Name of Group \_\_\_\_\_
6. Author/Producer/Performer:  
\_\_\_\_\_
7. Title:  
\_\_\_\_\_
8. Publisher: \_\_\_\_\_
9. Original Date of Publication:  
\_\_\_\_\_
10. To what material do you object? (Please be specific: list pages, etc.)  
\_\_\_\_\_
11. Did you read/listen/view the material in full?  
\_\_\_\_\_
12. Who would be negatively impacted by this material and how? (Citation and evidence required.)  
\_\_\_\_\_  
\_\_\_\_\_
13. Explain how the material fails to meet Intellectual Freedom standards.  
\_\_\_\_\_
14. Would you recommend this material for any particular age group?  
\_\_\_\_\_
15. What age?  
\_\_\_\_\_
16. What positive qualities does this material present?  
\_\_\_\_\_  
\_\_\_\_\_
17. Are you aware of the judgment of this material by critics? (Cite sources).  
\_\_\_\_\_
18. What would you like your library to do about this material?  
\_\_\_\_\_
19. What would you replace this library material with? (Include Titles and Professional Reviews of materials)  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_

Dated \_\_\_\_\_

\*Forms that are not signed will be void.

Approved by Library Board of Directors, 9/14/23