

COLLECTION AND MAINTENANCE POLICY

PURPOSE OF SCOPE AND COLLECTION

Danbury Library provides a useful collection of materials representing a wide range of varied and diverging viewpoints provided for the information, enrichment, and enlightenment of all residents and represents a wide range of varied and diverging viewpoints in the collection as a whole. The library collection is developed and maintained by librarians who are professionally trained to curate and develop a collection that provides residents with access to the widest array of library and other educational materials. 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. The collection is reviewed and revised on an on-going basis to meet community needs. The scope of the collection is intended to offer a choice of format, language, and level of difficulty to meet the varied needs of most individuals. The collection reflects the library's role as a place for voluntary inquiry, the dissemination of information and ideas, and the promotion of free expression and free access to ideas by residents.

The purpose and scope of materials selection evolves 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. This policy applies to both the digital and print materials in the library's collection. The library strives to select, acquire, curate, and provide free and easy access to materials, in all formats, that meet the varied needs and interests of the community. This policy provides guidance, within budgetary and space limitations, for the selection and evaluation of materials that anticipate and meet the needs of the community. 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

Key Definitions

The Library's collection is the assemblage of books and other materials, in a variety of formats (print, electronic media, downloadable audio books, digital, etc.), owned or licensed and maintained by the Library and made available to the public at no cost.

SELECTION CRITERIA

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 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.

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. 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, including, but not limited to, discrimination on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, or disability.

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.

SELECTION PROCESS:

A. The Collection and Maintenance Policy is intended to outline a procedure for a librarian to review library and educational material within a public library using professionally accepted standards: material relevance, physical condition, availability of duplicates, availability of age appropriate or grade-level material, continued demand of material. The Library may also apply the following general criteria when considering materials for acquisition:

1. Public demand, interest or need
2. Accuracy and effectiveness of material
3. Anticipated potential for long-term public interest
4. Favorable assessments by reputable critics, reviewers, or organizations in professionally recognized publications
5. Prominence and credibility of author and publisher
6. Relation to existing collection and other material on the subject
7. Timeliness and importance of material as a document of the times; current or historical significance of the author or subject
8. Availability and affordability
9. Compatibility of format for Library use
10. Value as resource material
11. Suitability of subject or style for intended audience
12. Local origination or particular relevance to Anytown and the region
13. Public's ability to procure item from alternative sources
14. Availability of electronic bibliographic records

B. Selection of materials is based on the professional knowledge and judgment of Library staff whose expertise includes familiarity with all types of materials, knowledge of the strengths and weaknesses of the existing collection and awareness of the needs and interests of the community. Suggestions from patrons are always welcome and are given serious consideration. Staff will determine which will be acted upon. Library materials, displays and programs shall only be excluded for legitimate professionally accepted standards of collection maintenance practices as adopted in the collection development and maintenance policy or the display and program policy. Any librarian or staff member of a public library who, in good faith, implements the policies described in this policy shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding that results from such implementation.

C. Textbooks will generally not be considered for the collection unless they are the best or only available source of information in their subject area and serve the general public and

adult learning community. The Library does not purchase multiple copies of textbooks for use by students, a responsibility of the Board of Education.

D. Self-published books by local or Connecticut authors will be considered for the Library collection if they are donated, meet the Library's standards of quality, and are determined to be of suitable interest to the public.

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.

Born digital items are those materials created in a digital format. They are distinct from analog items that are subsequently digitized, such as paper manuscripts or photographs.

In order to accept born digital items, the Library addresses:

1. Copyright and licensing
2. Redaction of personally identifiable information
3. Any restrictions on use or circulation
4. Maintenance and evolution of accepted formats

CONTINUAL 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. Librarians continually review library and other educational material within a public library using professionally accepted standards, which shall include, but not be limited to, the material's relevance, the physical condition of the material, the availability of duplicates or copies of the material, the availability of more recent age-appropriate or grade-level-appropriate material and the continued demand for the material.

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 Material Review and Request for Reconsideration Policy.

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

INTELLECTUAL FREEDOM AND CENSORSHIP

Danbury Library provides a useful collection of materials representing a wide range of varied and diverging viewpoints for the information, enrichment, and enlightenment of all residents and represents a wide range of varied and diverging viewpoints in the collection as a whole. 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. It is the right of the individual patron not to read, view or hear materials that the individual considers objectionable. It is never the right of any library patron or patrons to deny access to library materials to others. The freedom to choose from a broad range of informational and artistic materials will not be abridged. When evaluating library materials the Library Bill of Rights, Freedom to Read, and Freedom to View statements from the American Library Association are used as guiding documents.

RESPONSIBILITY FOR SELECTION OF LIBRARY MATERIAL

The Library Board of Directors delegates the responsibility for selection of library materials to the Library Director and, under his/her direction, to librarians 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. This policy acknowledges that the library

collection is developed and maintained by librarians who are professionally trained to curate and develop a collection that provides residents with access to the widest array of library and other educational materials. Responsibility for the selection, maintenance, replacement, and weeding of materials rests with the designated professional staff under the overall direction of the Director.

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.

CONTROVERSIAL MATERIALS

The Danbury Library recognizes that some materials may not be considered appropriate by all patrons. Selections will not be made based upon anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of the overall library patron community.

Responsibility for the reading, listening and viewing habits of children rests with their parents or legal guardians. The Library maintains several age-appropriate collections for children and teens. Materials may be reassigned among these sub-collections based on the age appropriateness of the content. Selection of adult material will not be inhibited by the possibility that books may inadvertently come into the possession of children. The removal, exclusion or censoring of any book on the sole basis that an individual finds such book offensive is prohibited. Library materials will not be marked or identified to show approval or disapproval of the contents, and no catalogued book or other item will be removed from the open shelves except for the express purpose of protecting it from damage or theft. The decision by an author, publisher, or other content creator to withdraw their work from the market and stop selling or publishing it will not be considered sufficient reason alone for the Library to withdraw it from the collection.

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 12th 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/DONATIONS

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.

REQUESTS FOR RECONSIDERATION OF MATERIALS

The Danbury Library welcomes expressions of opinion concerning materials, programs or displays and has an established process for individuals with a vested interest to challenge any library and other educational material, display or program. A Danbury resident with a vested interest who wishes that a specific item, program or display be reconsidered is asked to complete and submit a Request for Reconsideration Form. The form requires that the individual initiating the reconsideration to specify which portions of such material the individual objects to, and provide an explanation of the reasons for such objection. Such individual shall not submit a request for reconsideration form without including their full legal name, address, and telephone number. The Danbury Library limits consideration of requests to reconsider displays or programs to individual residents of Danbury. In accordance with **Public Act 25-168 Sec. 322, 323**, Danbury Library abides by the following statutory requirements:

- No library material, display or program shall be removed, or programs be cancelled, because of the origin, background or viewpoints expressed in such material, display or program or because of the origin, background or viewpoints of the creator of such material, display or program.
- Library materials, displays and programs shall only be excluded for legitimate pedagogical purposes or for professionally accepted standards of collection maintenance practices as adopted in the collection development and maintenance policy or the display and program policy.
- The materials review and reconsideration process for library cardholders/town residents to challenge any library material, display or program shall neither favor nor disfavor any group based on protected characteristics.
- The individual completing a reconsideration form must include specific information about which portion or portions of such material they object to and provide an explanation of the reasons for such objection. The Request for Reconsideration form must include the individual's full legal name, address and telephone number.
- Reconsideration requests are not confidential patron records under section 11-25 of the general statutes.
- Any library material being challenged will remain available in the library according to its catalog record and be available for a resident to reserve, check out or access until a final decision is made by the Library Board of Trustees and Director.

For more information about reconsideration of materials, please see our "Material Review and Reconsideration" Policy and form.

"This policy will be reviewed and updated at least every five years as required by state directives."

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>

5. "Chapter 814c - Human Rights and Opportunities," CT Gen Stat § 46a-64. (Formerly Sec. 53-35). (2024)

https://www.cga.ct.gov/2021/pub/chap_814c.htm

Approved by the Library Board of Directors 10/9/25