



Collection Development Policy

Date Adopted: July 15, 2013

Dates Amended: September 21, 2023

STATEMENT OF PURPOSE

The purpose of the Gardiner Library's Collection Development Policy is to provide guidelines for the selection, acquisition and withdrawal of materials in accordance with our mission. Gardiner Library seeks to obtain and maintain materials with both historical significance and lasting value while simultaneously acquiring contemporary items to support our role as a community resource for education and entertainment. The purpose of the Gardiner Library Collection Development Policy is to guide librarians and inform the public about the principles on which selection is based.

STATEMENT OF RESPONSIBILITY

The Library Director, operating within the policy guidelines adopted by the Board of Trustees, is responsible for the selection, purchasing and weeding of materials in the Library Collection. The Director may delegate the selection and weeding of materials to professional staff in charge of their respective areas of expertise.

GUIDING PRINCIPLES

Free and convenient access to the world of ideas, information, and the creative experience is of vital importance to every citizen today. Therefore, the guiding principles of the Gardiner Library's Collection Development Policy are consonant with and supportive of the American Library Association's Library Bill of Rights and is guided by the first two principles:

- 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.

The Gardiner Library follows the principles of the American Library Association's Freedom to Read and the Freedom to View statements. Censorship of books will not be

accepted. The American Library Association's Bill of Rights, Freedom to Read and Freedom to View statements are available for review upon request.

MATERIALS SELECTION

Selection may be defined as the decision that must be made to add materials to the collection, or to retain materials already in the collection. The criteria are listed below for the selection of adult, young adult, and children's materials.

Materials and formats collected include fiction, non-fiction, large print, reference, local history, local authors, magazines, newspapers, board books, early readers, picture books, chapter books, audiobooks, games, DVDs, equipment, and museum passes. As new formats and types of materials become available, these shall be evaluated for the collection and outdated formats shall be removed. An item does not have to meet all of the criteria to be acceptable, nor will any single criterion be decisive. The criteria:

- compatibility with library mission
- community demand, interest or need, current or anticipated
- artistic or literary merit, contemporary significance or permanent value
- prominence, authority and/or competence of author, creator or publisher
- attention from standard review sources, catalogs, professional and trade bibliographies
- relation to existing collections
- statement of challenging, original, or alternative point of view
- representation from marginalized and underrepresented groups
- authenticity of historical, regional or social setting
- support of library programs and initiatives
- local significance of the author or creator

Additional considerations in the selection of materials include:

- appearance in standard review sources
- authority or significance of author
- quality of writing
- format and ease of use
- availability through inter-library loan
- cost

- usage restrictions
- physical space limitations
- budgetary constraints
- probability of heavy demand and/or several borrower requests

SELECTION OF DIGITAL ITEMS

Ebooks and digital audiobooks are selected for the RCLS consortium by the Central Library, may be shared by other RCLS libraries, may be preselected by commercial arrangement (such as Hoopla and Kanopy) and may be selected by the Gardiner Library director or designated staff. When considered for in-house purchase, selections will follow the criteria used for print media.

STATEMENT OF CONCERN

The Gardiner Library values your opinion. Individuals may take issue with library materials that do not support their tastes and views. Staff is available to discuss concerns and identify alternate materials that may be available. If a library patron (must have a valid library card and live within the library's service area) has a concern that is not satisfied through discussion with staff, the following procedures must be followed:

1. A formal, written (or electronically submitted) Statement of Concern form (below) must be submitted to the Library Director. Statements of Concern may not be submitted anonymously.
2. The request will be judged according to the Collection Development Policy established by the library as well as the guiding principles as outlined in this policy. All library users are encouraged to read the library's Collection Development Policy and the American Library Association's Bill of Rights before submitting their request.
3. For a Statement of Concern to be considered, the form must be completed in full. The Library Director will respond in writing, within thirty days of receipt, to the patron's statement. The response will indicate the action to be taken and reasons supporting such action.
4. If there are multiple items of concern a separate Statement of Concern must be submitted for each item.
5. In the absence of extenuating circumstances, the Library Director's and/or Board's decision, after review of a completed Statement of Concern form, will stand for five years before a new form for the same item will be entertained.
6. The Statement of Concern form nor its contents will be considered confidential.

7. The questioner shall have the right to appeal any decision of the Library Director to the Library Board of Trustees as the review panel. The request for appeal must be made in writing and within 60 days of receiving the written report by the Library Director. The person who submitted the request for appeal will be given 3 minutes to speak at the meeting, if they choose to attend. The Library Board's decision is final.
8. The Gardiner Library Board of Trustees endorses and declares that it will adhere to the Freedom to Read statement, the Freedom to View statement, and the Library Bill of Rights, all of which were adopted by the American Library Association (linked above).

DESELECTION (MATERIAL REMOVAL)

The ongoing review, evaluation, and weeding of materials is an integral part of collection maintenance and ensures that the collection will remain vital, accurate and appealing to patrons. Materials may be removed from the collection for a variety of reasons including poor physical condition, low circulation statistics, outdated or inaccurate information, unnecessary duplication, obsolete formats, lack of interest or relevance, outdated or unappealing jacket art or illustrations, and unsuitable reading level. A determination to replace damaged or lost materials shall be made on a case-by-case basis and will be based on budget, interest, and quality. The Library will retain materials, however, which may not circulate frequently but are considered part of a core collection, maintain a balance of viewpoints, and/or include representation from marginalized and underrepresented groups.

REPLACEMENTS

Titles withdrawn because of damage or loss are replaced based on the same considerations applied to original selection.

GIFTS

Gifts to the Library collection are subject to the same criteria as new purchases. Books donated to the Library may be added to the collection or may be sold, given away, or destroyed based on condition and appropriateness for the collection. The Library will not accept donations that come with demands for placement in the collection, display, or retention. When the Library receives a cash gift for purchase of memorial books or other tributes, the selection will be made by the Director with consideration given to the donor's wishes. Donations of collections in toto, specifically designated for library use, will be subject to approval by the Director. As with other titles, acceptance will be based on usefulness to the collection, potential expense involved, and space available.



STATEMENT OF CONCERN

The Board of Trustees of the Gardiner Library has established a Materials Selection and Collection Development Policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to register concern about a Library resource, please return the completed form to the Library Director at the Gardiner Library or via email at nlane@rcls.org. The library director will provide a confirmation that the form was received and a written response within 30 days of receipt. Please read the library's Materials Selection and Collection Development Policy in its entirety before submitting.

Each question must be answered completely or the form will not be reviewed. Unsigned forms or forms submitted anonymously will not be reviewed. Only Gardiner Library cardholders (who pay taxes to Gardiner) may submit this form. If you are a Gardiner taxpayer and do not have a card, you may apply online on the Gardiner Library website or apply in person at the library. Only one resource may be listed on this form.

Name _____ Date _____

Address (no P.O. Box) _____

Phone _____ Email _____

Library Card Number (of person named above): _____

1. Resource on which you are commenting:

_____ Book (please circle one: print book, ebook, book on CD, digital audiobook)

_____ Movie _____ Magazine _____ Other

2. Title _____

Author/Producer _____

3. Have you examined the entire resource? _____

Please note that the resource must have been read/watched/listened to in its entirety.



4. Specifically, to what do you object? (Cite pages, instances, etc.)

5. What do you feel might be the result of reading, hearing, or seeing this material?

6. Please provide any other comments you have about this item:

Sign here: _____ Date: _____

Received:

Director's Signature: _____ Date: _____