

## Dunbarton Public Library

**COLLECTION DEVELOPMENT POLICY****Statement of Purpose:**

The Dunbarton Public Library provides materials and resources that meet the needs of the community and support life-long learning. This policy is established by the Library Board of Trustees to inform the public of the principles upon which the library makes decisions regarding the maintenance and use of the collection. Collection development decisions will be limited only by the constraints of physical space and financial resources.

**Responsibility for Selection of Materials:**

The ultimate responsibility for the selection of library materials rests with the Library Director who operates within the framework of the policies determined by the Library Board of Trustees.

Patron demand is a powerful influence on Library Collection decisions. Circulation numbers, patron requests and hold levels are closely monitored. The Dunbarton Public Library should not attempt to collect materials at a comprehensive or research level for any subject other than local issues.

The Library recognizes that materials selected for the collection may be controversial and that any given item may offend any individual. Selections will be made, not on the basis of anticipated approval or disapproval, but solely on the merits of the work in relation to building the collection, and serving the needs of library users in accordance with the library's stated goal.

**Selection Criteria:**

The criteria considered in the selection of library materials includes:

- Existing library holdings
- Patron demand
- Community interest and significance
- Individual merit as determined by documentation, awards, professional reviews and or subject area experts
- Budget
- Quality of physical format
- Availability of the material or information elsewhere.

**Section Aids and Balance of Collection:**

Various reviewing media and lists of standard works are used as selection aids. The Dunbarton Public Library attempts to provide differing viewpoints on all major public interest issues. Inclusion of a particular item does not indicate endorsement of its

contents but, rather, is acknowledgement of the existence of that point of view. No item in the library's collection is marked or identified to indicate approval or disapproval of its contents or to restrict its use except for the purpose of protecting it from damage or theft. The library does not purchase textbooks. Collection development choices attempt to meet the needs of the layperson rather than the technical or scholastic specialist. Due to limited budget and space, the library cannot purchase all material that are requested. Interlibrary loan may be used to obtain materials from other libraries in New Hampshire for the use of our patrons, or when a request is outside the scope of the collection.

### **Gifts Policy: See Dunbarton Public Library Gift Policy**

### **Maintaining the Collection:**

Library staff follows the CREW method of collection maintenance. CREW stands for Continuous Review, Evaluation, and Weeding.

1. Weeding: A current, useful and accessible collection is maintained through a continual evaluation and discarding/replacement process. Replacement of worn volumes is dependent upon current demand, accuracy, usefulness, more recent acquisitions and availability of newer editions. The responsibility and authority for weeding print and nonprint material rests ultimately with the library director. The CREW method gives six general criteria for considering weeding an item from the library's collection. These have been summed up with the acronym MUSTIE:  
M: misleading-factually inaccurate  
U: ugly-worn beyond mending or rebinding  
S: superseded by a new edition or by a much better book on the subject.  
T: trivial-of no discernible literary or scientific merit  
I: irrelevant to the needs and interests of the library's community  
E: elsewhere—the material is easily obtainable from another library
2. Disposal of Discarded Material: Weeded materials may be disposed of at the discretion of the Library Director, either through book sales, donations, or proper trash disposal.

### **Challenged Materials**

The Board of Trustees of the Dunbarton Public Library believes that censorship is a purely individual matter and declares that while anyone is free to reject material of which one does not approve, one cannot exercise this right of censorship to restrict the freedom of others.

The Dunbarton Public Library selects materials based on the criteria specified within this policy. In its selection of library materials, the Dunbarton Public Library and its Board of Trustees endorse and support the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. They subscribe to the principles put forth in the ALA Labels and Ratings Systems, the ALA Resolution on the Removal of Challenged Materials, Freedom to View Statement, and access for Children and Young Adults to Non-Print Materials.

Patrons requesting that material be withdrawn from, relocated, or restricted within the collection may complete a Request for Consideration of Library Resources form which is available from the Director. The challenged material will remain in the collection while it is being reviewed. The request shall be reviewed by the Library Director and the material will be evaluated based on the complaint. The Library Director will then issue a written decision to the challenger within 30 days. This decision may be appealed to the Library Board of Trustees. The challenger's appeal will be placed on the agenda of the next regular board meeting. Decisions of the Library Board of Trustees are final and are made within 60 days of receipt of the appeal.

## **Appendix**

1. Library Bill of Rights
2. Freedom to Read
3. ALA Labels and Rating Systems
4. Resolution on the Removal of Challenged Materials
5. Freedom to View
6. Access for Children and Young Adults to Nonprint Materials
7. Request for Reconsideration for Library Materials

***Adopted June 10, 2019, Dunbarton Public Library Board of Trustees***