



39 Bowdoin St. | Winthrop, ME 04344 | 207-377-8673 | [www.baileylibrary.org](http://www.baileylibrary.org)

# COLLECTION DEVELOPMENT POLICY

## I. OBJECTIVE

- The Bailey Library is committed to serving the informational, educational and cultural needs of all individuals in the community. The Library serves all people within the community regardless of age, race, or political views. Furthermore, the Library does not exclude items that are biased, partisan, or which may offend the tastes of some citizens, unless these items are below our general accepted standards of selection.
- No employee may be disciplined or dismissed for the selection or rejection of library materials when judgment is made in good faith and in accordance with the written policy. Suggestions from patrons are welcome and will be considered using the same criteria as all other selections.
- The Library supports the guidelines set forth by the American Library Association in its Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement and they are included in this policy.
- Due to the limitations of space and budget, and the mass number of publications available, the Library must have a selection policy that is aligned with community interest and needs. The collection development policy is to be used by library staff in the selection of purchases and donations, and will serve to acquaint the public with the principles of selection.

## II. RESPONSIBILITY FOR SELECTION

Patrons are invited to request the purchase of specific items by the Library. The ultimate responsibility for the selection of library materials rests with the library Director and such members of staff who are qualified by reasons of education, training, and experience. The Director has the authority to reject or select any item.

### CRITERIA

- The main points of consideration are:
  1. Individual merit of each item
  2. Popular appeal/patron demand



3. Local interest
  4. Suitability of material for patron base
  5. Existing library holdings
  6. Budget
  7. Evaluations in professionally recognized critical guides
  8. Availability of material within the shared catalog
  9. Permanent value as source material
- The primary sources of reviews for the Bailey Public Library include, but are not limited to: Booklist, Kirkus, Library Journal, New York Times Book Review, and Horn Book. The lack of review or an unfavorable review is not reason enough for rejecting a title. Patron demand and local media for example, may override consideration of items.
  - The Library does not purchase out-of-print materials.
  - Textbooks may be added to the collection only if they provide the best, or only source of information on a subject, or to complement an existing area with another perspective.
  - Audio-visual material is added to the collection with consideration to patron demand and budget constraints. The Library acquires this material primarily in DVD format.
  - Audiobooks are also added to the collection with consideration to patron demand and budget constraints. The Library acquires this material primarily in CD format.
  - Children's materials are purchased by the same general principles that govern selection of adult materials.

### **III. DONATIONS**

- The Library accepts donations of items with the understanding that they will be added to the collection only if appropriate and needed. The same criteria of selection, which are applied to regularly purchased materials, are applied to donations. If donations do not meet this criterion, they may be sold or otherwise disposed of.
- Textbooks, encyclopedias, magazines, VHS, cassettes, and damaged or worn items will not be accepted.



## **IV. WEEDING**

- The Library continually withdraws items from the collection, basing its policy on the elimination of outdated materials, materials no longer of interest or in demand, unneeded duplicates, and worn or mutilated material. Frequency of circulation, community interest, and availability of newer or more valid materials are prime considerations.
- Items dealing with local history are an exception, as are certain classics and award-winning children's books.
- Fiction that was once popular but no longer in demand, and non-fiction books that are no longer useful, are withdrawn from the collection.

## **V. MATERIALS ACCESS**

- Full, confidential, and unrestricted access to information is essential for patrons to exercise their rights as citizens. The Library believes that reading, listening, and viewing are individual, private matters. While anyone is free to select or reject materials for themselves or their own minor children, the freedom of others to read or inquire is not restricted by staff.
- Responsibility for the choice of material for minors rests with their parents or guardians. Selection of materials for the library collection is not restricted by the possibility that minors may obtain materials that their parents consider inappropriate, nor are children limited to the children's collection.
- Selection of library materials by the Library does not mean endorsement of the views expressed in those materials.

## **VI. REQUEST FOR RECONSIDERATION OF MATERIALS**

- Consistent with our mission, the Bailey Library affirms the safeguarding of First Amendment Rights, intellectual freedom, and a commitment to a balanced collection of materials.
- The Board of Trustees is legally responsible for all matters relating to the operation of the Library. It delegates the responsibility for selection of library materials to the library Director. Suggestions for the library collection are welcomed from patrons. While a particular item may offend some customers, selection of materials will not be based upon any anticipated approval or disapproval, but rather on the merits of the material and its value to the collection.
- Library patrons may object to selected library materials in writing to the library Director. Once a complaint is received by the library Director, a thoughtful, deliberative process for reconsideration of the library materials identified by the library patron will begin. This process will be conducted by a committee appointed by the Director and consisting of: the library Director, two Trustees who are members of the policy committee, and one other member of staff. The patron will be informed of the objectives of the process, the timeline, the review structure and the opportunity for appeal.

