



Pelham Public Library
24 Village Green
Pelham, NH 03076
Telephone: (603) 635-7581
www.pelhampubliclibrary.org

Collection Development Policy

Purpose

- A. The purpose of the Pelham Public Library's Collection Development Policy is to guide the staff in the selection of materials of all types, to fulfill the mission of the Library, and to inform the public of the policies of selection. This policy will be reviewed and revised as the need arises. Collection development at the Pelham Public Library is based on the American Library Association's (ALA) principles of intellectual freedom and equal access for all. The library maintains a collection for the general public that represents a broad spectrum of opinion and subject matter, in diverse formats, suitable to a variety of learning and recreational interests that is responsive to changing interests and needs.

Content of Collections

- B. Responsibility for collection development coordination and supervision lies with the Library Director, who is accountable for the growth and maintenance of the collection. Selected staff members have collection development responsibilities for specific collections, subject areas, or formats. All staff members make suggestions for new and replacement materials.
- C. The Library will maintain its membership in the statewide NHAIS electronic system. Books and other materials that are not in our collection can often be borrowed through this network. We will accommodate our patrons' inter-library loan requests whenever possible. The service is free to the patron (unless there is a fee from the sending library), but not unlimited, depending on available staff and resources.
- D. The following criteria serve as the foundation of materials selection:
 1. Patron demand
 2. Space limitations
 3. Budget
 4. Community interest and significance
 5. Existing library holdings
 6. Availability of the materials or information elsewhere
- E. Additional points considered for selection of materials:
 1. Objectionable language or vivid descriptions of sex and violence when dealt with realistically within the context of the book will not be criteria for rejecting the book.

2. Material is judged on the basis of the work as a whole, not by a part taken out of context.
3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand.
4. Due to limited budget and space, the Library cannot purchase all materials that are requested.

Gifts and Donations

- F. The Pelham Public Library accepts donations of books and other materials. The Library retains the authority to accept or reject gifts with the understanding that the same standards of selection are applied to gifts and donations as to materials acquired by purchase. Gifts and donations become the sole property of the Library. Staff make all decisions as to the use, housing, and final disposition of donations. A receipt acknowledging the gifts for tax purposes will be given to the donor if requested at the time the donation is made; The Library does not evaluate or appraise gift materials for tax purposes.

Maintaining the Collection

- G. The withdrawal of materials from the collection is known as weeding. Weeding of all library collections is a continuous process and is carried out in order to provide the most current, useful information available, as well as to maintain the vitality and attractiveness of the collection. Weeding also helps to prevent the overcrowding of shelves, and to free up needed space for new and highly desired materials. Decisions concerning both weeding and replacement of materials will be consistent with criteria for selection. Though some materials may meet the criteria for weeding, they may be retained due to their unique nature. The overall objective is to increase the usefulness and/or circulation of the collection.
- H. The following criteria serve as the foundation for materials de-selection:
1. Out of Date or inaccurate information
 2. Badly worn or damaged physical condition
 3. Insufficient use –
 - i. Works no longer of popular interest (e.g., older fiction)
 - ii. Multiple copies of previously popular works
 - iii. Topic no longer relevant
 - iv. Lack of physical space
 - v. More current material in collection
- I. Disposal of weeded materials is at the discretion of the Library Director, either through book sales, donations, or proper trash disposal.

Challenged Materials and Request for Reconsideration

- J. The Board of Trustees of the Pelham 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.

- K. Reading, listening, and viewing library materials is an individual, private choice. Full, confidential, and unrestricted access to information is essential for patrons to exercise their constitutional rights. To ensure this, the Pelham 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 Nonprint Materials.
- L. Final responsibility for what any individual reads, listens to, or views must lie with that individual. Selection of materials for the library is not limited by the possibility that those materials may come into the possession of minors, or others who might find the content controversial, objectionable, or offensive. The Pelham Public Library does not serve *in loco parentis* in its selection of materials of overall collection development plan. Responsibility for the reading, listening, and viewing of such materials by minors rests with the parents and legal guardians.
- M. The procedure for users who wish to petition the Library to reconsider any part of its collection is as follows:
1. A Pelham cardholder receives a *Request for Reconsideration of Library Materials* form (available at the main floor circulation desk). A copy of this form is included in the appendix of this policy.
 2. The form must be fully completed and submitted to the Library Director. The challenged material will remain in the collection while it is being reviewed.
 3. The Library Director will then issue a written decision to the challenger within 30 days.
 4. If the petitioner wished to appeal this decision, the Director will arrange for the request to be added to the agenda of the next regularly scheduled Pelham Board of Trustees meeting.
 5. The Board of Trustees will consider the request and determine whether the Library's selection criteria have been adhered to. The petitioner is free to attend the Board meeting which is open to the public.
 6. A representative member of the Board of Trustees will contact the petitioner with a determination. Decisions of the Pelham Board of Trustees are final and are made within 60 days of the receipt of the appeal.

Request for Reconsideration of Library Materials

The Pelham Library Board of Trustees had delegated the responsibility for selection and evaluation of library resources to the Library Director and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of a library resource, please return the completed form to Jennifer Greene, Library Director, Pelham Public Library, 24 Village Green, Pelham, NH 03076.

Name _____ Date _____

Address _____

Phone _____ Email _____

I represent: Myself Organization/Group (Name _____)

Have you reviewed the Library's Collection Development Policy? Yes No

Material for Consideration

Title _____

Author/Producer _____

Copyright/Issue Date _____

Type of material (book, DVD, magazine, etc.) _____

1. What brought this resource to your attention?
2. Did you read, watch, or listen to the entire work? Yes No
3. If no, what parts did you read, watch, or listen to?
4. What specifically concerns you about this resource? *Please be specific and cite pages or sections.*
5. What of value is there in this resource?
6. For what age group would you recommend this resource?
7. Are there resources you would suggest that could provide additional information and/or other viewpoints on this topic?

8. Are you aware of critical judgment of this resource? If yes, please summarize such judgments.

9. What do you believe is the theme or purpose of this resource?

10. What would you like the Library to do about this resource?

Withdraw it from the Library collection

Restrict its use. Explain _____

Move to a different collection. Explain _____

Other. Explain _____

Signature of complainant _____

Date _____