

EASTON PUBLIC LIBRARY

COLLECTION DEVELOPMENT POLICY

Mission Statement of the Library

To advance literacy, foster creativity, and enhance lives by connecting people with the world of ideas and information, while remaining responsive to the community.

Purpose

This policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials, both physical and electronic, which anticipate and meet the needs of the Easton community. It also defines the scope and standards of the various collections, and provides guidance for deselection of materials. As the community changes, the Library will need to reassess and adapt its collections to reflect new and differing areas of interest and concern. Therefore, the collection development policy will be evaluated and revised as necessary to provide guidance for implementing changes in the collection.

Responsibility

The responsibility for the Library's collection ultimately rests with the Library Board of Trustees. The authority and responsibility for selection of materials rests with the Library Director, who delegates this task to qualified professional staff. All staff members and the general public are encouraged to recommend materials for consideration.

Philosophy of Selection

Libraries play an important role, and our job is to collect materials and provide programming that reflects our communities but also represents diverse viewpoints. Intellectual freedom is the cornerstone of a democracy and it is essential that multiple views be represented. The Library Board of Trustees has adopted and declared that it will adhere to and support: *The Library Bill of Rights*; *The Freedom to Read Statement*; *The Freedom to View Statement*; *The Restricted Access to Library Materials Statement*; and *The Access to Library Resources and Services for Minors Statement* adopted by the American Library Association. The Library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. Responsibility for the reading/viewing/listening material of children and adolescents rests with their parent or legal guardian. The Library does not stand in loco parentis. Materials shall not be removed from the collection except under the procedures outlined in the Library's Objections to Library Materials form adopted by this Board of Trustees. No Library materials shall be excluded based on expressions of race, religion, ethnicity, sexual orientation, gender identity, physical/intellectual abilities, or social views. Materials available in the Library present a diversity of viewpoints, enabling citizens to make informed choices.

Scope of the Collection

The primary responsibility of the Easton Public Library is to serve the citizens of Easton by providing a broad choice of materials, both physical and digital, to meet their needs for informational, educational, cultural, and recreational resources. Some materials may be acquired primarily on the basis of their artistic merit, scholarship, and/or value to humanity. Other materials are selected to aid individuals, groups, and organizations in attaining practical solutions to daily problems. All materials are selected to enrich the quality of life for all community members. Budget and space limitations, as well as need, limit the collection to materials of high interest to Library patrons.

Selection Criteria

The selection of Library materials is based on a comprehensive knowledge of the nature and special characteristics of the Easton community. All materials, whether purchased or donated, are considered in terms of the criteria listed below. An item need not meet all of these standards in order to be added to the collection.

- Popular interest
- Contemporary significance or permanent value
- Currency of information
- Accuracy
- Local emphasis
- Readability or ability to sustain interest
- Treatment of subject appropriate to age of intended audience
- Reputation of author, publisher, producer, or illustrator
- Creative, literary, and/or technical quality
- Critical reviews in a variety of journals
- Format and ease of use
- Circulation as monitored through the automated circulation system
- Relationship to existing materials in collection
- Relationship to materials in other area libraries
- Cost and availability

Duplication of Material

Multiple copies of materials are purchased in response to user demand evidenced by number of holds, anticipated popularity, repeated requests, and monitoring of the collection.

Suggestions for Purchase

The Library encourages input from the Easton community concerning the collection. A suggestion for purchase procedure enables Easton citizens to request that a particular item or subject be purchased by the Library. All suggestions for purchase are subject to the same selection criteria as other materials and not automatically added to the collection. It is the

Library's intent that suggestions for purchase be used to help the Library in developing collections which serve the interest and needs of the community.

Gifts/Donations

Items that are donated to the Library will be evaluated for possible addition to the collection, using the criteria listed above. In the case of targeted monetary donations, Library staff will determine which items will be purchased with the donated funds, keeping in mind the wishes of the donor. For other types of donations, please refer to the Policy on Donations to the Library.

Request for Reconsideration

Censorship is purely an individual matter. Patrons wishing to recommend the removal of a particular item in the Library collection may submit an Objection to Materials form, which will be reviewed by the Library Director, the Board of Trustees, and the staff in relation to the Library's mission statement and the selection criteria of this collection development policy. After evaluating journal reviews and other materials, a response will be made by the Library Director within 30 days of receiving the formal objection. Once an item has been evaluated through this procedure, it will not be reviewed again for a period of two years.

Deselection of Materials

Continuous evaluation of the collection is the responsibility of the staff and in keeping with accepted professional library practices and standards. To that end, CREW: A Weeding Manual for Modern Libraries is used to identify materials to be considered for deselection. CREW stands for Continuous Review, Evaluation, and Weeding. Criteria for deselection include but are not limited to the following:

- No longer current or in demand
- Historical inaccuracy
- Duplicate copies
- Available through consortia or interlibrary loans
- Unsuitable condition
- Contains stereotypical images
- Contains gender and/or racial biases
- Contains outdated styles or fads

Digital Content

Some of the Library's digital content is provided via third-party vendors. These vendors, not library staff, use their own criteria to determine the specific titles and resources available through these services. The Library also participates in a shared collection of electronic books and other materials. Materials selection for this resource is cooperative and serves the needs of the residents of over 50 Connecticut towns.

Public Access to Internet

The Easton Public Library provides access to a vast array of information available through the Internet. Electronic information, services, and networks provided directly or indirectly by the Library will be readily, equally, and equitably accessible to all Library users. The Library does not monitor and has no control over the information accessed and cannot be held responsible for the content, accuracy, or quality of the information retrieved.

Through its website, the Library directs users to informational resources online that complement, enhance, and in some cases, parallel resources housed in the Library collection. Links are made to Internet sites based on informational needs of the Easton community, areas of emphasis in the collection, and local areas of interest. Although a particular emphasis is made on selecting sites created by governmental, educational, and nonprofit entities, links are also made to sites created by for-profit organizations when they meet selection criteria and informational needs. Criteria for selecting sites include authority, coverage, accuracy, relevance, quality of information, organization, and timeliness. Links to sites will be removed when they are outdated or no longer relevant to the needs of the community.

Adopted by the Easton Public Library Board of Trustees on August 9, 2021; revised on November 14, 2022