

## Harwinton Public Library Collection Management Policy

This policy functions as a general guide for the development and maintenance of a robust collection of print, multimedia and electronic resources to serve the informational, cultural, and recreational needs of the citizens of Harwinton. As a small library with limited space and funds, our priority is to meet the specific needs of our community. Materials not available in our local collection can be provided via our participation in the statewide Interlibrary Loan program and shared statewide digital collections.

### Responsibility for Selection

The Library's professional staff shall be responsible for the selection of materials. The type of materials chosen will meet both community needs and standards of quality based on professional reviews.

### Intellectual Freedom

The freedom to read, along with the freedom to hear and view, is protected by the First Amendment to the U.S. Constitution. The Harwinton Public Library contains a wide variety of materials and opinions, reflecting various points of view. The Harwinton Public Library subscribes to the American Library Association's Library Bill of Rights and Freedom to Read Statement.

### General Selection Criteria

- Relevance to interests and needs of the citizens of Harwinton, informed by circulation patterns of existing materials, loan requests, and patron input
- Extent of popularity and current or anticipated demand
- Timeliness, accuracy and scope of information with attention given to updating specific subject areas of the collection
- Current or historical significance of the author or subject
- Professional reviews from reputable sources
- Award-winning or award-nominated material
- Value of resource in relation to price, availability, and materials budget
- Special consideration will be given to patron requests and the work of local authors

### Children/Young Adult Collections

The Library's youth collection is selected by the Children's Services Librarian and reviewed by the Library Director. It is intended to serve children from birth through 12<sup>th</sup> grade. Materials in these collections are classified based on the publisher's recommendations, review sources, and personal evaluation by Library staff for age-appropriateness. The Library does not serve as *in loco parentis*. Selection of library materials will not be restricted by the possibility that materials may inadvertently come into a child's possession. It is the responsibility of parents and/or guardians to guide and monitor their minor child's use of Library materials.

### Weeding and Discarding of Material

Space limitations necessitate the ongoing removal of items from the collection in order to make room for new acquisitions. The decision to remove items will be made based on the following criteria:

- Popularity based on circulation statistics
- Physical condition of books and media
- Timeliness of information, in particular subject areas such as travel, medicine, and technology in which materials can quickly become obsolete
- Availability of newer, more comprehensive works on the same subject
- Availability of the same items from other libraries through Interlibrary Loan

### Requests for Reconsideration or Withdrawal

A completed Request for Reconsideration or Withdrawal form is to be submitted to the Library Director to initiate a review of books or materials in the collection. The Request will be reviewed by the Director and appropriate Library staff, and acted upon promptly by the Library Board after discussion of the matter. At all times complaints will be handled appropriately, keeping in mind the patron's right to be heard.

Approved 10/2/2023