



Harwinton Public Library
Collection Development and Maintenance Policy

Purpose and Scope

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. Materials in the Library's collection are selected to represent a wide range of varied and diverging viewpoints in the collection as a whole. As a public library, the Harwinton Library serves an important role as a place for voluntary inquiry, the dissemination of information and ideas, and the promotion of free expression and free access to ideas by residents and non-resident patrons. Library materials are provided for the interest, information, and enlightenment of all residents. All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes. 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. Librarians are professionally trained to curate and develop a collection that provides access to the widest array of library and educational materials. The type of materials chosen will meet both community needs and standards of quality based on professional reviews. Responsibility for the maintenance, replacement, and weeding of Library materials rests with the designated professional staff under the overall direction of the Library Director.

Intellectual Freedom and Censorship

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, Freedom to Read Statement, and Freedom to View 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
- Age appropriateness to the designated section 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 Youth Services Librarian and reviewed by the Library Director. It is intended to serve children from birth through 12th grade. Materials in these collections are classified based on the publisher's recommendations, review sources, and personal evaluation by professional 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.

Digital Collections/Databases

The Library's collection includes electronic formats as well as physical ones. In choosing to purchase or license electronic materials, the Library applies the same standards for selection as for print materials, with additional consideration given to format, copyright and licensing, and terms of use. However, the Library recognizes that it does not have the same control over electronic databases it has over its in-house print materials. The Library will make every effort to provide assistance and ensure that the public learns how to use its electronic collections.

Gifts and Donations

Books and media donated to the Library which are in good condition will be evaluated based on the General Selection Criteria for possible inclusion in the collection. Gift materials are accepted with the understanding that those which do not meet the Selection Criteria may be redistributed to the Harwinton Library Friends or other non-profit organization.

Controversial Materials

The Library recognizes that some materials may not be considered appropriate by all patrons. Selections will not be made based upon anticipated approval or disapproval, but solely on the merits of the work in relation to the collection and the General Selection Criteria. Inclusion of book or other work in the collection does not constitute an endorsement of its contents by the Library.

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

Materials Review and Reconsideration Policy

The Library's Materials Review and Reconsideration Policy outlines the procedures whereby concerned individuals may question materials, displays, or programs within the Library. Requests for reconsideration or withdrawal of Library materials may be made by individual Harwinton residents. A completed **Request for Reconsideration** 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. At all times complaints will be handled appropriately, keeping in mind the patron's right to be heard.

Any librarian or staff member of a public library who, in good faith, acts in accordance with this policy shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding that results from such implementation.

This policy is available on our website at <https://www.harwintonlibrary.org/about-us/policies/>

A hard copy may be requested at the Library.