

Collection Policy

Approved by the Board 3/26/12

The purpose of this policy is to provide guidelines for the selection of Library materials and maintenance of the Library's Collection in accordance with the Library's mission, vision and long range plan. The Saxton B. Little Free Library adheres to the American Library Association's Library Bill of Rights, the Freedom to Read, the Freedom to View and the Free Access to Minors (see appendices).

The Library's mission statement, vision statement and long range plan are the guiding forces for all activities including collection development. Fundamentally, the Saxton B. Little Free Library provides and promotes excellent services, programs and materials that inform, educate and enrich all citizens.

Responsibility for Selection

The responsibility for selecting materials for purchase and withdrawal is delegated by the Library Board of Directors to the Library Director and, under his/her supervision, to other staff members who are qualified for this activity by reason of training and/or experience.

Criteria for Selection

Materials are selected to create a well-balanced collection. The Saxton B. Little Library does not advocate any particular beliefs or views. Library materials are diverse in topic, format, and other considerations. Each type of item must be considered in terms of its own merit and the audience for whom it is intended. No single set of selection criteria can be applied to all cases.

In general, the selection of materials for all ages will take into account, but not be limited to, the following criteria: timeliness, accuracy, clarity, presentation, readability/sound quality/visual quality, interest, value based on literary, artistic or scholarly excellence. Also taken into consideration will be authoritative bibliographies, standard and professional reviews, professional selection guides, budgetary limitations, availability and demand.

It is the Library's goal to build a balanced collection comprising materials of popular interest as well as materials of permanent worth.

In serving youth, the Library's role is to also to provide supplementary materials to enrich the resources otherwise available to them. Textbooks will not be purchased unless they constitute the best available source of information on a subject. The public library should not be expected to fulfill the needs of or replace the functions of the school library.

Selections are made with the goal of choosing the best and most useful materials in fields as needed by the community. Attention is paid to issues of the diversity within the collection, with the intent to accommodate the widest scope of materials.

Requests for Purchase

Patron requests and recommendations are considered but not an absolute criterion. When Saxton B. Little Library cannot fill a patron's request through permanent acquisition, resource sharing with other libraries will be utilized as much as possible.

Withdrawing Materials

Materials are evaluated on an on-going basis for accuracy, currency, enjoyment, enrichment and physical condition. Items are withdrawn when their individual value to the library's collection no longer exists. Possible reasons for a loss of value include but are not limited to: lack of circulation / interest, outdated information or poor condition. Withdrawn materials will be sold at Library book sales, donated to other charities or discarded as appropriate.

Reconsideration of Library Materials

The responsibility for what is borrowed and by whom is the responsibility of the borrower. Responsibility for use of materials by children and adolescents shall rest with their parent or legal guardian. While a person may reject materials for himself or herself and for his or her children, he or she shall not exercise censorship to restrict access to the materials by others.

Any borrower who objects to the presence of material may formally express their concern and questions regarding this item's presence in the collection by completing the "Statement of Concern About Library Resources" form. The Library Director and Library Board shall review all statements of concern in the timeliest manner possible. While the item is under review it will remain in the collection. The person filing this form will receive a formal written response regarding the disposition of the request at the end of the review process.

Statement of Concern About Library Resources Procedure

1. Patron challenging any part of the collection will be provided with the following:
 - a. The Collection Policy
 - b. Instructions for completing the Statement of Concern
 - c. The statement of concern form.
2. Patrons will return the Statement of Concern form to the Library and it will be given to the Library Director.
3. The Library Director will immediately date the Statement of Concern and share the concerns with both the appropriate library staff and Board.
4. The concern will be investigated by the Library Director and the complaint and any additional information will be brought to the Board with a recommendation for how to proceed.
5. The Library Director and the Board will discuss the complaint, appropriate action will be taken if deemed needed, and the patron will be informed in writing of the result of the investigation.
6. All materials will remain on shelf and in circulation until the resolution of the concern.

Statement of Concern About Library Materials Instructions

The Saxton B. Little Library is sorry to learn that you have a concern about our material and we will investigate thoroughly this concern. Since the Library supports the American Library Association's position on intellectual freedom, freedom to read and Bill of Rights, please first take a moment to read through our Materials Selection / Collection Development policy and these documents.

If you still wish to formally express your concern, fill in the attached form completing all information and return it to the Library Director. All information on the form is necessary for us to evaluate the situation and respond to you.

Upon receipt, the Library Director will immediately begin investigation of your concern. The Library Director and Library Board shall review all statements of concern in the timeliest manner possible. **Please note that while the item is under review it will remain in the collection.** You will receive a formal written response regarding the disposition of the request at the end of the review process.

Statement of Concern About Library Materials Form

Your name: _____ Today's Date: _____

Address: _____

I represent myself _____ An organization _____

If an organization, your position within the organization and its name and address:

Information about the Item for which you have concerns:

Material's Title: _____

Author/Artist: _____

Format (i.e. book, dvd, audio book, etc.) _____

What brought your attention to this material? _____

Did you read, view or listen to the entire work? _____

Citing as specifically as possible, please explain your concerns about this work. Please include page numbers, track numbers etc., when possible. Additional pages or supplemental material may be attached.

What is your ideal outcome form this complaint? (Please be advised that expressing this desire does not imply that this will be the outcome.)

If you wish, please keep a copy of this material as it will not be returned. Completed forms should be given to the Library Director, Saxton B. Little Library, 319 RT 87, Columbia, CT 06237.