

Saxton B. Little Free Library, Columbia, CT Library Collection Development Policy

Purpose

The purpose of this policy is to provide guidelines for the selection, maintenance, and replacement or weeding of library materials, both physical and digital, and maintenance of the collections of the Saxton B. Little Free Library (SBL) in accordance with CT State Law and the library's mission, vision and long-range plan.

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 the Director's supervision, to librarians, who are professionally trained to curate and develop a collection that provides residents with the widest array of informational, educational, and entertaining materials. Librarians apply professionally accepted standards when reviewing material for the library collection: relevance, physical condition, availability of duplicates, whether the material is age- and grade level-appropriate, demand.

Criteria for Selection

Materials are selected to create a well-balanced collection. The Saxton B. Little Free Library does not advocate any particular beliefs or views. The library's acquisition of any material does not constitute endorsement of their content. The library is committed to providing library materials that represent a wide range of varied and diverging viewpoints across the collection. As a public library, SBL serves as a place for voluntary inquiry, the dissemination of information and ideas, and promotion of free expression and free access to ideas for all residents.

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.

In general, the selection of materials for all ages will consider, but not be limited to, the following criteria: timeliness; accuracy; clarity; presentation; readability/sound quality/visual quality; interest; and 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.

Some materials in the library collections may be unorthodox, unpopular, or controversial in nature. Some materials might not be considered appropriate for all ages. Only each child and their parent or caregiver can decide what material is suitable for that child to read.

Textbooks will not be purchased unless they constitute the best available source of information on a subject.

Digital Collections and Databases

This policy applies to materials (books, journals, movies, music, databases) in both print and digital formats. The library does not have control over individual articles contained in journals or databases and applies this policy's criteria to all such collections.

Requests for Purchase

The Saxton B. Little Free Library welcomes recommendations and requests for purchases of individual titles. Requests are considered using the same selection criteria outlined in this policy. Should the library decide not to purchase a suggested item for the collection, we will attempt to obtain the item via interlibrary loan.

Donations of books and other materials

Books and other materials donated to the library are accepted on behalf of the Friends of the Saxton B. Little Free Library, an independent non-profit organization, whose mission is to support the library. Donated books in good condition will be included in the Friends' book sales to benefit the library. Books that cannot be sold will be recycled or disposed of responsibly.

Those who wish to donate funds for the library collections are encouraged to do so via our Annual Giving campaign, Adopt-an-Author, Be a Reader, and other donation programs.

Withdrawing Materials

The library collections are evaluated on an on-going basis, using professionally accepted standards, for accuracy, currency, relevancy, usage, diversity, subject area gaps, and physical condition. Possible reasons for withdrawal (a.k.a. weeding) of library materials include but are not limited to: lack of circulation/interest, outdated or inaccurate information, redundancy, space limitations, and poor condition. Weeding is essential to the collection development process but should not be used as a deselection tool for controversial materials.

Items removed from the collection will be donated, recycled, or disposed of properly at the discretion of the Library Director. Items withdrawn for reasons of condition, loss, or damage will be considered for replacement.

Controversial Materials and Intellectual Freedom

The inclusion of an item in the collection does not imply the library's endorsement of the author, publisher, ideas, or subject matter. The library provides materials representing a wide variety of opinions and perspectives, which can apply to important, complex, and controversial questions, including unpopular and unorthodox viewpoints. Language, images, situations, or subjects that may be offensive to some community members do not disqualify material, the value of which is determined in its entirety and measured against the selection guidelines described in this policy. The library recognizes parents, caregivers, and legal guardians as the parties responsible for the reading and viewing habits of their children.

In the interest of protecting an individual's right to access to materials, the Saxton B. Little Free Library adheres to the American Library Association's Library Bill of Rights, the Free Access to Minors, the Freedom to Read, and the Freedom to View.

Requests for Reconsideration of Library Materials

Saxton B. Little Free Library welcomes expression of opinion concerning materials, programs, or displays at the library. Any library card holder and resident of Columbia, Connecticut who wishes to request that a specific item, display, or program be reconsidered must complete the Request for Reconsideration form and return it to the Library Director.

See Library Materials, Display, and Program Reconsideration Policy and Form.