

### **Purpose Statement**

The purposes of this policy are to guide staff in the selection of materials; to fulfill the mission of the Sandown Public Library, hereafter the Library; to inform the public about the scope and nature of the Library's current collection, as well as the collecting priorities which will shape the depth and breadth of the Library's future collection; to serve as a tool to train new staff; aid in the selection, weeding, and evaluation of the collection, and as a rationale for budget allocations. This policy will be reviewed and revised by the Sandown Public Library Board of Trustees as needed.

### **Library Mission Statement**

The mission of the Library is in full agreement with the ALA Library Bill of Rights, Code of Ethics, and the Freedom to Read Statement. The Library shall exist to provide access to information for all people of the community through a collection of print and non-print materials, participation in inter-Library loan, and active Library programming.

### **Library Vision Statements (Draft)**

- The Library will be the "Heart and Home" of the town where people of all ages can participate in activities that encourage a lifetime love of learning, literature, and artistic and leisure activities.
- The Library will provide discovery and exploration opportunities through resources and programming that will educate, inspire, and entertain.
- The Library will provide a safe and welcoming atmosphere that will allow patrons and emerging technologies to come together and that will provide a collaboration of ideas and skills to enhance the educational, informational, and artistic needs of the community.
- The Library will be a trusted resource of information combining physical materials within the Library and online access through a variety of access points while upholding freedom of access to information to everyone.
- The Library will provide unparalleled public service through its professional and knowledgeable staff.

### **Intellectual Freedom Statement**

Consistent with the mission and vision of the Library, it fully endorses the principles documented in the Library Bill of Rights (Appendix I). The educational, informational, and artistic needs of Sandown's citizens are varied. The Library's collection will reflect those diverse needs and will uphold the right of the individual to access materials even when others in the community might find them objectionable. Taken as a whole, the collection will provide an unbiased and diverse source of information and materials representing as many viewpoints as possible. *Selection of materials by the Library does not imply endorsement of the contents or the views expressed in those materials.*

### **Access**

The Library provides equal access to all Library materials for all Library users and considers reading, listening, and viewing to be individual, private choices. Some materials may not be suitable for all ages, in which case a parent or guardian alone is responsible for what a child checks out on his or her card. The Library does not act *in loco parentis*.

**Labeling**

The Library collection will be organized, labeled, classified, and maintained to help people find the materials they want. Any labeling, sequestering, or alteration of materials because of controversy surrounding the author or the subject matter will not be sanctioned. Access to Library materials shall be controlled only to the extent necessary to protect it from damage or theft.

**Selection and Withdrawal Authority**

The responsibility and authority for the selection and withdrawal of all print and non-print materials purchased by the Library rests with the Library Director. The Director may delegate the selection and weeding of materials to other members of the Library staff. Patron requests will be considered, but final authority ultimately rests with the Library Director who will evaluate items based on the guidelines presented in this policy.

**Scope of Collection**

The scope of the collection refers to the range and types of materials selected, including the formats offered and the level of difficulty. The scope is as broad as possible to allow for the maximum possibility of free expression and free access to ideas. The collection will focus on the general community patron rather than the researcher. It will also take into consideration special groups of patrons within our community (emergent readers or homeschoolers, for example).

**Selection Criteria - General**

The Library's goal is to meet the informational needs of Sandown's community members by providing well-rounded and balanced collections, to the greatest extent possible given budget, space, and staffing resources. Because ease of access is also important specific collection spaces may be adjusted to reflect changes in the size and depth of a particular subject area.

Library materials are selected based on literary, educational, informational, and recreational value. Selection guidelines consist of a balance between professional reviews and patron interest and requests.

1. The main points considered in the selection of materials are:
  - a. Existing Library holdings.
  - b. Current collection development priorities.
  - c. Individual merit of each item (based on reviews, awards, and the professional judgment of staff or other librarians and subject experts).
  - d. Popular appeal – current or anticipated demand and usefulness in the community.
  - e. Timeliness – tie-ins with current local, regional, national, and international affairs and events; current program activities (speakers, book groups, etc.).
  - f. Current or historical significance of author or subject, particularly with respect to local and regional history.
  - g. Reading, listening, and viewing tastes of the community.
  - h. Cost and budget constraints.

- i. Availability within the other libraries of the Southern New Hampshire Library Cooperative where Sandown cardholders have borrowing privileges.
2. Reviews are a major (but not the sole) source of information about new materials. The primary sources of reviews may include, but are not limited to: major newspapers, *Library Journal*, *Booklist*, *Kirkus Reviews*, *Publisher's Weekly*, *Book Page*, *School Library Journal*, *Horn Book* and Amazon.com. Reviews on local and national radio shows may also be considered. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand.
3. The Library encourages public suggestion of items and subjects to be considered for the collection. Patron-requested materials will be evaluated on the same basis as all other items.
4. Materials are judged on the basis of the work as a whole, not on any part taken in isolation. Titles which are obviously and exclusively written for pornographic or sensational purposes will not be purchased. Foul language or vivid descriptions of sex and violence when dealt with realistically within the context of a book, movie, or other work of art, will not by themselves be sufficient to not purchase the material.
5. No materials will be excluded because of the race, nationality, religion, gender, sexual orientation, political or social view of the author. The Library maintains a neutral viewpoint to serve the needs of the entire community.
6. The format chosen for new materials is the responsibility of the librarian in charge of selection for that category. The librarian will take into consideration all of the information available regarding patrons' preferences for materials in a specific category.
7. Occasional patron surveys may be conducted to ascertain patron preferences with respect to format, genre, or particular titles in the case of the magazine and newspaper collections.
8. Due to limited budget and space, the Library cannot purchase all materials that are requested by patrons. Resource sharing with other libraries through Inter-Library Loan (ILL), and electronic and other methods of information access, are valid and necessary ways of meeting patron needs. Some materials may not be available through ILL or through electronic means, particularly if they are rare, in high demand, or have been published within the past six months.
9. Donations from residents are encouraged to augment the collection, particularly of high-use and popular titles, materials that are accessioned less regularly, and more expensive materials: audiobooks, professional materials, etc.
10. Multiple copies and formats of materials will be purchased at the discretion of the Library Director. Criteria for purchasing additional copies of a title include the number of holds on the item, the expected future demand for the item, available space, budget considerations, and the anticipated availability of the item from other libraries in the state.

**Selection Criteria – DVD/BluRay**

In an attempt to offer a balanced DVD collection, the Library purchases films in a variety of genres: children's, popular, independent, documentary, foreign, and classic. Reviews for DVDs are consulted in magazines such as *Entertainment Weekly* or *People*, and newspapers, as well as through online sources. Award-winning titles will be given extra consideration.

**Selection Criteria – Periodicals**

The periodical collection includes both magazines and newspapers. Magazines are reviewed annually for circulation and use in conjunction with a review of which magazines are available in full-text HTML or PDF format through the Library's eResources (Hoopla/Libby).

**Selection Criteria – Educational Materials**

The Library will not attempt to furnish materials needed for formal courses of study offered by public or private schools, colleges, or universities. The Library has materials for self-study, but it is not primarily designed to furnish reading required for academic study.

**Selection Criteria – Digital Materials**

1. eBooks are purchased occasionally for the Library's circulating eReaders but are not considered a core collection priority.
2. Hoopla and Kanopy are subject to the same selection criteria as our primary collection.
  - a Patrons who would like to file a Request for Reconsideration for materials included in eCollections are encouraged to file the request directly with the vendor as well as notify the Library.
3. Sites linked from the Library's homepage are subject to the same selection criteria as other materials.
4. The Library may subscribe to general multi-subject databases as well as many subject specific databases. They are intended to supplement or replace print materials. Careful consideration is given to accessibility of the electronic databases both in the Library and remotely. Ease of use for the general public, frequency of updates, community interest, reliability of content, and cost are also considered. Existing database subscriptions are reviewed annually for retention based on usage statistics and relative value.

**Selection Criteria – New Hampshire Downloadable Books Consortium (Overdrive/Libby)** The NHDB collection is comprised of fiction and nonfiction eBooks and audiobooks. It aims to supplement the popular physical collections found in NH public libraries. The Consortium has its own selectors who follow a Collection Development policy voted on by the Consortium's member libraries. The latest version of the policy is available on the service's official website: <https://tinyurl.com/2hddvdyv>. A request for reconsideration by NHDB may be found here: <https://tinyurl.com/2p8vpb8b>.

**Selection Criteria – Local Authors**

Every attempt is made to acquire titles published by mainstream publishers that are written by local authors or which have a local connection (Sandown and southeastern NH area). Titles by local writers that are self-published or published by vanity presses are not added to the collection unless there is a compelling reason to do so, such as valuable/ rare content, high local interest, or outstanding merit.

**Collections Maintenance – Weeding/ Withdrawal**

An up-to-date, attractive, and useful collection is maintained through a continual withdrawal and replacement process. Weeding activities are as important as original selection and purchase decisions and many of the same criteria apply. Replacement of worn volumes is dependent upon condition, current demand, usefulness, more recent acquisitions, availability of newer editions, and availability of funds to purchase replacement materials.

The Library subscribes to the CREW (Continuous Review, Evaluation, and Weeding) method when weeding collections. The CREW method uses an acronym, MUSTIE, to indicate when an item should be removed. MUSTIE stands for:

- Misleading and/ or factually inaccurate
- **U**gly – worn out beyond mending or rebinding.
- **S**uperseded by a new edition or a better source.
- **T**rivial – of no discernible literary or scientific merit.
- Irrelevant to the needs and interests of the community.
- **E**lsewhere – material may be easily borrowed from another source (other libraries, multiple or very similar copies in Sandown or in the Southern New Hampshire Library Cooperative).

Decisions are often based on a combination of these and other criteria, such as age, condition, frequency of use/circulation, and the existence of multiple copies. The automated Library circulation system provides numerous reports to assist the staff in the weeding process.

Back issues of magazines are generally retained for one year, or as long as physical space permits. Newspaper back issues are kept for one week.

All items to be removed from the collection will be stamped “Discard” over ownership marks on front and back covers/ pages, and with permanent marker lines drawn over barcode labels. Items in poor condition will be recycled; other items will be offered to the Friends of the Sandown Public Library for their book sale. Materials not accepted by the Friends will be donated to other charitable or educational organizations or recycled if no other cost- and labor-effective options are available.

**Collections Maintenance – Repair/ Replacement**

Every effort is made to repair Library materials before they are weeded and discarded. At least one staff member receives training in book repair and assesses materials set aside for repair on a monthly basis. Every effort will be made to replace items which cannot be repaired or have been lost and paid for by a patron. In some cases, the cost of replacement is too high to justify replacement, particularly for out-of-print and rare materials.

**Gifts/ Donations of Materials**

The Library welcomes gifts of books and other materials with the understanding that it will evaluate them in accordance with the same criteria applied to all other materials. Those that do not conform to the Library’s selection criteria will not be added to the collection. Such items will be placed in the Library

book sale or returned to the donor. The Library Director makes the final decision about whether or not to add donations to the collection. The Library cannot determine the value of gifts but will acknowledge receipt of materials.

Monetary gifts for the purpose of purchasing materials may be accepted and expended in accordance with State Law (RSA 202-A). Purchases will be made in accordance with any conditions specified by the donor to the extent that these are consistent with this Policy.

Reviewed, Revised, Approved by the Trustees of the Sandown Public Library, 6/08/2023

**Appendix I: Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other Library resources should be provided for the interest, information, and enlightenment of all people of the community the Library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a Library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948;  
February 2, 1961;  
June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.