

Stafford Library Collection Management Policy

Introduction

This policy guides the development and management of the collection to reflect the Stafford Library's Mission Statement. The Stafford Library's mission is to provide current resources to meet the informational, educational, cultural, recreational, personal, and professional needs of the residents of Stafford.

In order to accomplish these ends, the Library employs a knowledgeable, well-trained and caring staff committed to serving the community by assembling, preserving and administering organized collections of materials in a variety of formats, programs, technologies and services.

The Stafford Library is dedicated to the protection of the free expression of ideas and the private reading, listening, and viewing rights of individuals. The Stafford Library has adopted the American Library Association's guidelines for public access to information set forth in:

ALA The Library Bill of Rights: <https://www.ala.org/advocacy/intfreedom/librarybill>

ALA Freedom to Read Statement:
<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

ALA Freedom to View Statement:
<https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

The Stafford Library has also adopted the Connecticut Library Association's "Intellectual Freedom Statement Against Censorship":

https://ctlibraryassociation.starchapter.com/images/IF_Freedom_statement_2022.pdf

In accordance with these documents, no material shall be excluded because of race, nationality, religion, gender, sexual orientation, political or social view of either the author or the material.

Additionally, the Library believes reading, listening, and viewing are individual private matters. While patrons are free to select or reject materials for themselves or their children, the freedom of others to read, listen, or view will not be restricted. The Library does not stand *in loco parentis*. Parents and guardians, not the Library staff, have the responsibility to guide and direct the reading, listening, and viewing choices of their children.

Responsibility

The authority and responsibility for selection is vested with the Library Director and staff. The Library Director and staff use this policy and their training and expertise in selecting Library materials. Patrons and staff are encouraged to recommend titles for consideration.

General Selection Criteria

The Stafford Library seeks to develop a collection designed to meet the unique needs of the Stafford community within the constraints of budget allocations, shelf space, and staffing. Resource sharing with other libraries, as well as information in electronic formats, are valid and necessary ways of meeting patron needs. Selection of all formats offered is governed by open-mindedness and awareness of the changing needs of the community. Materials selected are not an endorsement by the Stafford Library of either the content or viewpoint presented.

Professional reviews provide a valued source for materials selection. Book lists and bibliographies by recognized authorities in specific areas are used, as are requests from Library patrons.

Print/Media Resources

The Stafford Library actively collects fiction and non-fiction books, large print books, DVDs, books on CD, periodicals, and newspapers. The Library strives to balance demand for current highly requested titles and the need to maintain and develop a collection of standard works of lasting value representing a variety of viewpoints. Possible acquisitions, whether donated or purchased, are evaluated by one or more of the following criteria:

- a. Relevant to community needs and interests
- b. Attention of critics, reviewers and library users
- c. Popularity of titles and authors
- d. Reputation or significance of work by the author or artist
- e. Authority, accuracy, and timeliness
- f. Literary and artistic merit
- g. Relevance to the present collection or anticipated needs
- h. Value as permanent resource material
- i. Accessibility through collections in our cooperative databases (i.e. Bibliomation and iCONN)
- j. Suitable format for library use
- k. Local interest

Items selected must meet one or more of these criteria but not every item that meets one or more of them will be selected. The Library strongly encourages patrons to suggest items, topics or authors they would like to see included in the collection. Requests may be met through resource sharing with other libraries, electronic delivery, or other means.

The Library does not collect textbooks, academic, or technical materials unless they are considered useful to the general reader.

Electronic Resources

Electronic resources are considered an extension of the Library's in-house collection. Electronic resources are more easily and frequently updated, and have become a preferred format for answering reference inquiries and for use by remote patrons. Many such resources are provided through iCONN, a service of the Connecticut State Library.

The Library also subscribes to electronic resources intended to meet the specific needs of the Stafford community. In addition to providing access to resources not available in physical format in the Library due to financial or space constraints, the electronic resources are intended to serve the Town's commuting and traveling population.

Library staff research and evaluate electronic resources according to the same criteria detailed above for print and media resources.

Collection Maintenance

In order to provide the best service to our community, the collection is regularly evaluated. To keep the collection fresh and relevant, the Library maintains a schedule of evaluation, applicable to both print and digital resources. Withdrawal from the collection is based on the following criteria:

- Items are worn, stained, or damaged beyond repair
- Items are out of date, contain inaccurate data, or are not historically significant
- New, more current, or more comprehensive resources are available
- Ephemeral material of little or no permanent value
- A more desirable format is available
- Duplication
- Low circulation

Material no longer suitable for the collection may be donated or discarded at the discretion of the Library Director or the Youth Services Librarian.

Challenges to Materials

The Library recognizes the right of Stafford Library patrons, and/or parents or guardians of patrons who are minors, to question materials in the collection. Such concerns may be stated in writing on the "Statement of Concern" form. The form may be sent to the Library Director, who will refer it to the Library Board for review. Material under consideration will remain available to patrons until a decision is made. The Library Director will notify the concerned individual or group in writing as soon as practical.

This collection development policy will be evaluated periodically and revised as time and circumstances require.

Approved by the Stafford Library Board February 11, 2021

Approved Revision by the Stafford Library Board October 12, 2023

Stafford Public Library Statement of Concern

The Library Board has authorized the use of this form as part of its Collection Development Policy.

Date: _____

Your Name: _____

Address: _____

Email: _____

Town: _____ Zip Code: _____

Title of Item: _____

Author: _____

Format: (book, DVD, CD, etc.) _____

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

What concerns you about this material? _____

When completed, this form should be returned to:

Library Director, Stafford Public Library, 10 Levinthal Run, Stafford Springs, CT 06076

Approved by the Stafford Library Board, May 28, 2022