



Conway Public Library

Materials Selection/Collection Development Policy

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SCOPE

The Conway Public Library selects materials in support of its mission:

"The Conway Public Library offers community residents of all ages access to information sources, a place to gather, opportunities for lifelong learning and personal growth, and popular materials to meet cultural, educational, and recreational needs."

The emphasis of the collection is on acquiring materials of wide-ranging interest to the general public and offering choice of subjects, perspectives, and formats that meet most library needs within current budget limitations.

RESPONSIBILITY FOR SELECTION

Authority for collection maintenance, including selection and weeding of materials is delegated by the Library Board of Trustees to the Library Director and the Director's designated staff.

SELECTION CRITERIA

A public library should serve the total community. With this in mind, consideration will be given to acquiring a collection which meets the needs of all segments of the society. The Library Director and the Director's designated staff are mindful of the needs and interests of Conway residents and select materials accordingly. Suggestions by individual citizens and local groups will be given consideration, but the Library Director will make the final determination of titles to be purchased.

Materials are evaluated as complete works and not on the basis of a particular passage or passages. A work will not be excluded from the library's collection solely because it represents a particular aspect of life, because of frankness of expression, or because it is controversial. Parents or guardians are responsible for the reading, listening, and viewing selections of minors. Selection of materials intended for an adult audience will not be restricted by the possibility that these materials may come into the possession of minors. The selection of an item is not meant to express or imply an endorsement of the author's work or viewpoint.

All acquisitions, whether purchased or donated, are evaluated by the following standards and in accordance with guidelines stated by the American Library Association in its Library Bill of Rights, Freedom to Read and Freedom to View statements. An item need not meet all of the criteria to be acceptable, nor will any single criterion be decisive. Neither the order of the general criteria nor the order of items in a list of specific criteria indicates relative importance.

Selection may be based upon:

- a title's present and potential relevance to community needs.
- a title's importance as a document of the times.
- a title's format and its appropriateness and effectiveness to content.
- the reputation and/or significance of author, publisher or producer.
- a positive review in one or more appropriate professional journals.
- positive critics' and staff members' reviews.
- a title's relationship to existing materials in the collection.
- budgetary limitations.
- a title's lack of availability or easy accessibility from other lending sources.
- lack of sufficient and current materials available on the same subject.
- the author, illustrator, or subject residing locally.
- whether a title's format is appropriate to library use and is not easily damaged.
- a title's enhancement of a specific collection within the library.
- the author or producer being already represented in the collection.
- the title's literary and artistic merit.
- the accuracy of content.
- popularity with library users, current literary trends, or publisher predictions.
- a request made by a library user.
- the material's ability to support the Conway School District curriculum.

MATERIAL CLASSIFICATIONS

The library maintains the following material classifications: fiction, nonfiction (Dewey 000-999), biographies, reference, paperbacks, large print, New Hampshire, periodicals, audiobooks, music, films and educational videos/DVDs, and graphic novels. Picture books, easy readers, paperback series, and parent/teacher books are specific children's classifications. Henney History Room materials as well as the Donald Graves and Bear Camp Video collections are special collections with specific classifications and unique rules for use. Materials are classified based on literary reviews and popularity with a particular audience. Placement in the children, young adult (teen), or adult collections is done to make user selection easier, and is generally based on content and the age of the

protagonist, not reading level. Fiction and nonfiction books for adults purchased (not published) within the last six months are classified as NEW and can be found in the New Books collection.

EDUCATIONAL MATERIALS

The library actively seeks to establish communication and cooperation with neighboring community libraries and schools. While the library does not house textbooks, every effort is made to work with Conway School District educators to ensure that the library selects materials to support the Conway School District curriculum. Although the focus is on the public education system, library staff will attempt to assist local private/parochial schools when: (1) notified of upcoming assignments, (2) budget permits, and (3) purchases are deemed to be of value to the collection. Upon request by schools, the library will identify relevant materials and place them on reserve as a supplemental resource for assignments. Teachers may borrow materials for their classes. For those in need of specialized or academic resources that are beyond the scope of the collection, users are encouraged to use interlibrary loan to obtain materials from other libraries. The library serves as a clearinghouse for the New Hampshire State library van delivery and as such teachers may request interlibrary loans be delivered directly to the library in lieu of their school for pickup.

NONPRINT FORMATS

The library recognizes the place of nonprint formats in the collection as legitimate educational and recreational resources for the community it serves. To maintain a modern and useful collection, the library monitors the development of new formats and, within budgetary and technical limitations, adds these to the collection. Examples of nonprint formats include: CDs, DVDs, CD ROMs, MP3s, Playaways, electronic books, websites and electronic databases.

MULTIPLE COPIES

The library will purchase multiple copies of titles that have high public demand or are anticipated to have high demand because of author popularity or publisher predictions. When deemed appropriate and budget permits, extra copies will be purchased if there are 6 or more requests for a given title. These copies will not be circulated to other libraries, ensuring that popular titles are more readily available to users of Conway Public Library.

STANDING ORDERS

To ensure new editions of regularly updated titles quickly get added to the collection, some titles will be placed on standing order with publishers or book suppliers without prior evaluation. The majority of these are reference materials, but travel books, college guides, test review books, and other annual series are also put on continuation for the circulating collection. In some cases, collections like large print and audiobooks are supplemented with standing order plans to ensure ready availability of new titles.

Librarians will periodically reevaluate standing orders and automatic continuation titles. Titles may be cancelled, new titles added, or the number of copies adjusted to accommodate community interest and demand.

MEMORIAL GIFTS

Monetary gifts can be made to the collection to honor a family member or friend via the Friends of the Conway Public Library. Donors may request that a gift be purchased from within a subject area, but title selections will be made by staff in accordance with the Materials Selection/Collection Development Policy and based on need. The gift will have a bookplate acknowledging the honoree and acknowledgement letters will be sent per the donor's request. Memorial gifts will be evaluated as part of the library collection, and may be withdrawn if at some point deemed appropriate according to the library's weeding guidelines.

DONATIONS

The Friends of the Conway Public Library gratefully accepts gently used donations of hardback books, paperbacks, children's books, DVDs and videos, audiobooks on CD and cassette, music CDs, and puzzles, which are then sold at the ongoing book sale to raise library funds.

Donations are accepted in portable containers (bags, boxes, etc.) at the library front desk. Donations should not be put in the book drop or left in front of the building. Donors may ask for a letter acknowledging the donation. However, library staff cannot appraise the items or indicate a value in the acknowledgment letter. Time permitting, library staff will review donations and consider adding them to the collection in accordance with the Materials Selection/Collection Development Policy. The Friends and library staff reserve the right to sell or otherwise dispose of donations not added to the collection.

Due to the lack of storage space and the difficulty of resale of some materials, not all donations are acceptable. We cannot accept:

- damaged or unclean books, including:
 - damaged spines
 - water damages
 - mold damages
 - smoke damages
 - torn covers, pages
 - highlighted material
 - books written in or marked (except signed or inscribed)
- reference books more than 3 years old
- computer books/manuals more than 3 years old
- magazines, including National Geographic and American Heritage
- Reader's Digest Condensed Books
- textbooks
- bulk packs or other bound study materials
- vinyl records

We urge donors to observe these guidelines because unacceptable materials must be discarded at library expense.

Occasionally, staff find personal items in donated books (examples: bookmarks, photographs, news clippings). By the time the items are discovered, staff is unable to tell who made the donation.

Photographs are usually saved for a reasonable amount of time in hopes that the owner may come to claim them. Most other items will be discarded immediately.

INTERLIBRARY LOAN

Items not held in the library's collection because they are beyond its scope or because of limited budget and space may be available to Conway residents through Interlibrary Loan. Only library users in good standing may request material from another library. Users may request most titles available through the library's participation in the New Hampshire Union Public Access Catalog (NHU-PAC Database). If the item is unavailable in New Hampshire, the requesting library user will be asked if she/he wishes the library to perform an out-of-state search. Borrowing fees required by out-of-state or private libraries will be paid for by the user.

Borrowers will have seven days following notification to pick up the material, and must check out material only on their own library card. Material not picked up in the allotted time will be returned and may not be re-requested by the borrower for three months. Renewals will be at the discretion of the lending library. Cost resulting from loss or damage of an interlibrary loan item will be paid by the borrower as determined by the lending library.

The library will loan materials only to other libraries. All requests from individuals must be processed through a library. The New Hampshire van delivery service will be used whenever possible. Any additional shipping costs will be assumed by the Conway Public Library. Items will be lent for thirty calendar days and can be renewed for an additional thirty days if not reserved by a Conway user. Items not available for loan except at the Library Director's discretion are reference and archival materials, materials purchased within the last six months, and items in high demand at the Conway Public Library. Borrowing libraries will be billed for the replacement cost of lost items.

BINDERY GUIDELINES

To keep the library collection looking fresh and healthy, most books in poor condition that are still considered of value will be replaced with a new copy. Rebinding is reserved for classic or valuable titles that are out of print or hard to find, that come from a set that is in otherwise good condition, or that are expensive to replace. If such books cannot be repaired or rebound, they will be withdrawn from the library collection.

WEEDING

The library maintains an up-to-date and currently useful collection through continuous evaluation. When materials are determined to no longer be of value to the collection, they are withdrawn. Materials may be withdrawn if they are worn, obsolete or out of date, if they are little used, if a new edition has been purchased, if multiple copies are no longer needed, if a format has been replaced by something newer, or to make room for more materials. The library does not attempt to protect or preserve old editions, except in rare cases when an item is deemed to be of local interest.

While the decision to remove an item from the collection is highly subjective, several tools are used to ensure consistency wherever possible, including a regular weeding schedule, circulation statistical reports, and guides to highly recommended titles for library collections, like Public Library Catalog.

Furthermore, recognized weeding guidelines and methods for public library collections, such as the CREW method, will be utilized.

Withdrawn materials that are still in good condition will be donated to the Friends of the Library to be sold in their book sale. Materials withdrawn from the reference collection that still contain valuable information may be transferred to the circulating collection.

RECONSIDERATION OF LIBRARY MATERIALS

Questions about items in the collection will be directed to the Library Director. In her/his absence, the individual will be directed to the librarian in charge of the collection in which the item in question is located or another librarian.

If the individual still desires to question the appropriateness of the item, she/he is required to put her/his request in writing by completing and signing the form entitled "Request for Reconsideration of Library Materials" (available at the circulation desk) and submit it to the Library Director. An integral part of the library's Materials Selection/Collection Development Policy is that materials are evaluated as complete works and not on the basis of a particular passage or passages. Therefore, only those requests in which the initiator has read/listened/viewed the ENTIRE work will be considered.

Upon receipt, the Library Director will appoint an ad hoc committee of library staff including, but not limited to, the director and the librarian responsible for the collection in which the item in question is located. Referring to the library's Materials Selection/Collection Development Policy, the committee will review the request and make a decision. The Director will communicate the committee's decision in writing to the person who initiated the request and to the Library Board of Trustees.

In the event that the person who initiated the request is not satisfied with the committee's decision, she/he may request a hearing before the Library Board of Trustees at their regularly scheduled meeting by making a written request to the President of the Board. The Board reserves the right to limit the length of the presentation and number of speakers. The Board will determine whether the request for reconsideration has been handled in accordance with the Library's stated policies and procedures. On this basis, the Board will vote to uphold or override the decision of the Library Director.