



Materials Selection and Collection Development Policy

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.
- Current availability within the Northern New Hampshire Library Cooperative (NNHLC)

THIRD PARTY ELECTRONIC MATERIALS

The library may enter into agreements with third party vendors who provide access to electronic materials such as downloadable books, movies, music, newspaper articles and television shows. Library staff shall develop and implement procedures and rules for the delivery of these services.

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 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, audiobooks on CD, music CDs, and puzzles, which are then sold at the ongoing book sale to raise library funds. The library reserves the right to not accept donations. Library staff cannot appraise items or indicate a value in anyway.



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. Staff shall develop procedures and rules for the implementation of the ILL program.

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. Library staff shall develop procedures and rules for the removal of items from the collection.

Withdrawn materials that are still in good condition will be donated to the Friends of the Library to be sold in their book sale.

RECONSIDERATION OF LIBRARY MATERIALS

Questions about items in the collection will be directed to the Library Director.

Requests for reconsideration of library materials may only be submitted by residents and taxpayers of the Town of Conway. Nonresident cardholders are not eligible to submit such requests.

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 request for reconsideration shall be listed in the agenda and include the name of the person making the request. 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.

Materials not owned by the Conway Public Library but owned by other libraries within the Northern New Hampshire Library Cooperative are not subject to reconsideration by the Conway Public Library Board of Trustees.

Note about third party electronic materials

The library shall not accept requests for reconsideration of an item that is a part of a larger collection of electronic materials offered by a third party vendor. In this scenario the request for reconsideration can only be for the entire service.