



31 Mount St. Mary's Way
Hooksett, NH 03106
www.HooksettLibrary.org

Collection Development Policy

Library Mission: The Hooksett Library is a community resource center providing quality, high-demand: materials, programs, information and technology.

The Library Board of Trustees, as the governing body of the Hooksett Public Library per New Hampshire RSA 202-A:2, consider reading, listening, and viewing to be individual, private choices. The Board believes that full, confidential, and unrestricted access to information is essential for patrons to exercise their constitutional rights. While anyone is free to select or reject materials for themselves or their own minor child(ren), the freedom of others to read, view, listen or inquire will not be restricted. Only parents and guardians have the right and responsibility to guide and direct the reading, listening and viewing choices of their own minor child(ren). The Library does not stand in the place of parents (*in loco parentis*).

The Hooksett Public Library strives to inform, enlighten, and empower every person in our community. The Library and the Library Board of Trustees uphold the democratic right of all Americans to freely express their thoughts and ideas. We support the right of each individual to privately read, listen, and view the full range of published thought and ideas.

Objectives of the Collection

Collection decisions are made in conjunction with the library's mission and goals, especially the following:

- Positioning the library as the preferred partner for lifelong learning
- Embracing diversity
- Developing library services that incorporate both physical and virtual collections
- Committing to excellence in service to improve effectiveness and remove barriers

The library collection taken as a whole will be an unbiased and diverse source of information and materials representing as many viewpoints as possible. Subjects will be covered in sufficient depth and breadth to meet anticipated and expressed individual and community needs.

The Library neither encourages nor discourages any particular viewpoint. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, political or social views of the author. Selection of materials by the Library does not mean endorsement of the contents or the views expressed in those materials.

The Library collection will be organized, 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 material shall be controlled only to the extent necessary to protect it from damage or theft.

Materials will not be labeled on the basis of content beyond those indicating call number or material type; some items in the children's collection are labeled to reflect holidays and times of year (seasons) as a directional aid.

Responsibility for Selection

The responsibility and authority for selection of all print and non-print material rests ultimately with the Library Director. The Director may delegate the selection and deselection of materials in selected areas to library staff based on their role in the library, their education, training, and experience.

The Library encourages public suggestion of items and subjects to be considered for the collection. Serious consideration will be given to purchasing patron-requested materials when these requests meet collection objectives. Remaining requests may be met through resource sharing with other libraries, interlibrary loan, electronic retrieval or other means.

Staff contributes to the development of patron-oriented collections by:

- Interacting with patrons with understanding, respect, and responsiveness
- Recognizing that materials of varying complexities and formats are necessary to satisfy diverse needs of library users
- Balancing individual needs and broader community needs in determining the best allocation of collection budget for acquiring or providing access to materials and information
- Seeking continuous improvement through ongoing measurement of the library's collections.
- Reviewing the collection on a regular basis to identify areas of community interest that may need to be strengthened.

Selection

Factors considered when adding specific material to the Library collection include, but are not limited to:

- Present collection composition
- Community relevance
- Individual merit of each item
- Budget
- Current or historical significance of author or subject
- Timeliness
- Public interest and level of demand
- Audience for material
- Diversity of viewpoint
- Acquisition accessibility

Materials are purchased for a variety of age groups as a reflection of the community and in a variety of formats. Anticipated usefulness or popularity, is based on the library's past reading trends and informational needs, and on national interest or reading preferences (as indicated, for example, by the *New York Times* and *Library Journal* best sellers lists).

Material is judged on the basis of the work as a whole, not by a part taken out of context. Material selection may be based on current reviews and professional library and literary opinion as shown in journals, standard bibliographies, and other publications in the field. Some of these include *Library Journal*, *School Library Journal*, *Publisher's Weekly*, *Book Page*, *Good Reads* and others available through online resources.

The lack of a review or an unfavorable review shall not be the sole reason for rejecting or adding a title. The Library Director will consider demand, the need to balance the library collection in a specific subject area, books discussed on public media, and requests of library patrons.

All materials must promise a reasonable correlation between cost and actual or potential value to the community.

Due to limited budget, the library cannot purchase all materials that are requested. Self-initiated patron requests, the GMILCS Common Borrower Card service and interlibrary

loan services will be used to obtain materials from other libraries for the use of our patrons for materials that are beyond the scope of our collection.

Potentially objectionable language and vivid descriptions of sex and violence when dealt with realistically within the context of a book, movie, or other work of art, will not be criteria for rejecting the material.

The Library recognizes that some materials selected for the collection may be controversial and that any given item may offend any individual. Materials or programs of the required quality, serving the purposes of the Library and relating to an existing need or interest will not be removed from the collection because of pressure by groups or individuals expressing disapproval.

Selection or removal of materials shall not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy. No library materials shall be sequestered except to protect them from damage or theft.

It is the responsibility of parents to determine what their children, and only their own children, may read. The selection of materials will not be restricted by the possibility that young people may obtain materials that their parents consider inappropriate. Only parents and guardians have the right and responsibility to guide and direct the reading, listening and viewing choices of their own minor child(ren). The Library does not stand in the place of parents (in loco parentis).

Types of Materials

Local Authors & Resources:

Every attempt is made to acquire titles by local authors that are published by mainstream publishers. Self-published titles (e.g., via print-on-demand, vanity or subsidized presses) are not purchased for the collection unless there is a compelling reason to do so (valuable local content, high local interest). Local authors are welcome to donate their works to the library.

Multimedia:

The nature of media and the technical quality of production are additional factors to be considered in selecting audio, video, electronic and other non-print formats.

Newspapers:

Retention of Issues: Newspapers are kept for one week. For past issues no longer retained, patrons are encouraged to use the library's online resources EbscoHost MasterFile Premier Database for a full-text copy of the article they are seeking.

Online resources:

The Library subscribes to general multi-subject databases as well as many subject-specific databases ranging in content from article citations to primary texts and media. The following criteria are used when considering purchase or subscription to an online resource:

- Accessibility of the electronic databases both in the library and remotely.
- Availability of the information to multiple simultaneous users
- Availability of usage data reports
- Cost of the product
- Ease of use of the product
- Frequency of updates
- Potential overlap with other library online resources
- Quality and uniqueness of content
- Relationship with Library's print holdings
- Relevancy and currency of content
- Target audience
- Existing database subscriptions are reviewed annually for retention based on usage statistics and relative value.

Newspapers:

Newspapers are collected for informational and recreational reading. Retention of Issues: Newspapers are kept for one week .

Periodicals:

Magazines are collected for informational, recreational and leisure reading. Local interest, appeal, subject matter, demand and price are considered when adding new titles and determining subscription renewals on an annual basis. The library retains the most recent twelve issues of each title. Professional library journals are acquired for staff development and are available to patrons upon request.

Gift subscriptions for magazines are evaluated with the same criteria as purchased subscriptions. These subscriptions are accepted or declined based on the needs of the library and the judgment of the Library Director.

Realia:

As part of the history of Hooksett, the local area or a local personage realia may be added to the library collection at the discretion of the Library Director and according to the “Selection Criteria” in this policy.

Textbooks and academic specific resources:

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

Library of Things

A special collection of items that provide unique learning experiences or are items with occasional use in the home. The Library of Things are available to Hooksett Library cardholders. Use of the Library of Things is intended to encourage experimentation, curiosity, and learning; offer self-guided recreation; save patrons money; and reduce waste in the Hooksett community.

Selection Criteria. Items will be added to the collection using following criteria:

- The item meets at least two of the four goals of the LOT collection (stated above).
- There is patron demand or demonstrated community need for the item.
- There is adequate space to store the item.
- There is funding for the item.
- Instructions for using the item are available or can be created easily by library staff.
- It is reasonable to assume that patrons can use the item without extensive specialized training.

Donations: Donated items will be considered based on the materials selection criteria above.

Donations of items will only be accepted if the item is in usable condition with a reasonable expectation it can circulate for at least one year after acquisition.

Removal from Collection: LOT items will be routinely evaluated. Items will be removed from the collection based on condition, usage, and space constraints. Popular items that are removed because of wear and tear will be replaced as funds allow.

Digital Resources:

The Hooksett Library is a member of the New Hampshire Downloadable Books (NHDB) Consortium and the GMILCS consortium shared Digital Library collection.

Libby/NHDB Consortium: As a member of the NHDB Consortium, the Hooksett Library selectively purchases additional copies of high-demand titles in the NHDB Consortium to fulfill Hooksett cardholder's requests. The decision to purchase additional copies is based on the holds ratio for the consortium (equaling the length of time before it will be available for a Hooksett patron with a hold on the item), the number of Hooksett cardholders with a hold and the price of the title and the anticipated number of times the item will circulate.

The Hooksett Library occasionally purchases additional titles for Hooksett cardholders based on patron-request and collection development guidelines, particularly for series that have missing titles.

Requests for reconsideration for titles in the NHDB Consortium shall be directed to the Library Director first to assess whether it is a Hooksett Library advantage title or copy. If it is an advantage title, the request for reconsideration shall be reviewed by the Hooksett Library. If the title is a NHDB Consortium purchase (not an advantage copy or title), the request for reconsideration shall be directed to the [NHDB Consortium Collection Development Policy](#).

Cloud Library: In the event of a request for reconsideration for a title within Cloud Library, the challenger shall submit a request for reconsideration to the Hooksett Library Director to be shared with the GMILCS Board. The collection development policy for the GMILCS consortium's shared collection in Cloud Library states: *In the case of a challenge at a member library within the consortium, the individual library's policy prevails and the GMILCS Board would be notified of the resulting actions.*

Donations

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 purchase materials. Those that do not conform to the general selection criteria are generally not added to the collection. These items are in turn placed in the Friends of the Hooksett Library's book sale to be resold or redistributed. The library reserves the right to dispose of any items donated to the library. The Library Director makes the final decision about whether or not to add a gift/donation to the library collection.

Monetary gifts may be accepted and expended for the purpose of acquiring materials following a vote of acceptance by the Library Board of Trustees. Purchases will be made based on this Collection Development Policy or for purchase of specific items suggested by the donor. When the library receives a monetary donation for the purchase of materials, library staff make the selection with the principles set forth in this policy.

The Library reserves the right to not accept monetary donations for materials that do not adhere to the guidelines set in this policy.

Multiple Copies

Multiple copies of materials will be purchased based on the number of hold requests at the Hooksett Library. A holds ratio of 4:1 (four holds per one requestable item) may prompt the purchase of an additional copy for the library's collection. Additionally, multiple copies may be purchased in advance of publication based on anticipated demand.

Withdrawal of Material

Systematic removal of materials deemed no longer useful or relevant to the collection is essential in maintaining the purposes, quality, and browsability of resources. Withdrawal of materials is as important as the original selection, and the same criteria are applied. Materials withdrawn from the collection generally are either too worn for continued use or repair, outdated (particularly in subjects where information is rapidly changing), or no longer in active use due to changing user interests. Materials withdrawn from the collection are placed in the Friends of the Hooksett Library annual book sale. Unsold materials from the book sale may be given away for charitable purposes or recycled if no other options are available.

Challenged Materials and Resources:

The Library Board of Trustees, in delegating the responsibility for selection and evaluation of library resources to the Library Director has established reconsideration procedures to address concerns about those resources. See the [Hooksett Library Request for Reconsideration of a Library Resource Policy](#) for more information.

Hooksett Library Collection Development Policy, Established 06/2011. Updated 12/2013, 01/2016, 03/21/2022, 01/30/2023.