

Collection Development Policy: Selection and Withdrawal of Materials

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

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, both popular and unpopular. 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

The library collection supports the mission of the Hooksett Public Library to be a community resource center providing quality, high-demand: materials, programs, information and technology. The Hooksett Library acquires and makes available materials that inform, educate, entertain and enrich individuals within our community.

The Library is responsible for providing materials to residents and taxpayers of all ages, backgrounds, and opinions. 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 Board of Trustees considers 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 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 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 material shall be controlled only to the extent necessary to protect it from damage or theft.

The Board recognizes that library resources are not unlimited. Selection of materials must be consistent with budget allocations. Resource sharing with other libraries, and

electronic and other methods of information access, are valid and necessary ways of meeting patron needs.

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 weeding of materials in selected areas to other members of the library staff, such as the Assistant Director and the Youth Services Librarian. Patron requests for specific materials may be considered as long as materials meet the criteria for selection.

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, electronic retrieval or other means.

Selection

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

1. Present collection composition
2. Community relevance
3. Individual merit of each item
4. Budget
5. Current or historical significance of author or subject
6. Timeliness
7. Public interest
8. Level of demand
9. Audience for material
10. Diversity of viewpoint
11. 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, based on Hooksett's past library reading trends and informational needs, and on national interest or reading preferences (as indicated, for example, by the *New York Times*, *Publisher's Weekly*, *Library Journal* and *Book Sense* 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*, *Booklist*, *Publisher's Weekly*, *Book Page* 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.

The Board of Trustees recognizes that full information on issues of public concern may require access to information sources which exemplify those concerns. Individual items, which in and of themselves may be controversial or offensive to some patrons or staff, may appropriately be selected if their inclusion will contribute to the balance and effectiveness of the Library collection as a whole. Titles which are obviously and exclusively written for pornographic or sensational purposes will not be selected. 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 responsibility for a child's choice in reading materials belongs with the parents and legal guardians of the child. Library materials selection will not be determined by the possibility that materials with controversial content may come into the possession of children.

Types of Materials

Databases:

The Library subscribes to several general multi-subject databases as well as many subject-specific databases ranging in content from article citations to primary texts. 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 the database, indexing, amount of full text documents and cost are also considered. Existing database subscriptions are reviewed annually for retention based on usage statistics and relative value.

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.

Online resources:

Sites selected from the World Wide Web and linked from the Library's homepage are subject to the same selection criteria as other materials.

Realia:

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

Newspapers:

Retention of Issues: *The New Hampshire Union Leader*, *Concord Monitor* and *USA Today* newspapers are kept for five weeks. For past issues no longer retained, patrons are encouraged to use the EbscoHost MasterFile Premier Database for a full-text copy of the article they are seeking.

Periodicals:

Magazines are collected for informational, recreational and leisure reading. Local interest, appeal, subject matter, demand and price are considered when adding new titles. Available indexing is considered when determining how long a title is retained. Professional journals are acquired within the library field. Back issues of magazines and journals are kept for one to five years depending on interest and online indexing available.

Gift subscriptions 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.

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 Public Library has materials for self-study, but it is not primarily designed to furnish reading required for academic study.

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 or returned to the donor. 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 following a public hearing of the Library Board of Trustees and purchases will be made based on this Collection Development Policy and/or restrictions placed by the donor.

Multiple Copies

Multiple copies of materials will be purchased based on the reservations made, the need for circulating and non-circulating copies of a particular item or items, and those local history items that are valuable and in demand. The rule of thumb for an acceptable reserve list is a 4:1 ratio, or four holds/patrons per every one requestable item. The Library Director shall use the "Purchase Alert Report" available through the library's automation system to gauge the holds on popular items. When a reservation list exceeds a 4:1 hold ratio, the library may order an additional copy. Similarly, the library may order the item in the large print and/or audio format especially if it is a notably popular title and that format is available and in demand. Budget limitations will be weighed when making the decision for multiple copies of any item.

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. Weeding 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 rapidly changing fields), 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's annual book sale. Unsold materials from the book sale may be given away for charitable purposes or recycled if no other options are available.

Collection Review Procedure

The Hooksett Public Library selects materials based on the criteria specified within this policy. The Library does not advocate particular views or beliefs but attempts to provide free access of a well-balanced collection of topics, age levels and opinions to all members of the community. Each individual has the freedom and responsibility for making choices about what to read. No labels will be assigned to materials beyond those indicating genre.

Should a *Hooksett community member or Hooksett library card holder* object to a particular item owned by the Hooksett Public Library the challenger shall be offered the opportunity of completing a "Request for Reconsideration of a Library Resource" form (See appendix A) to be submitted to the Library Director. The request shall be reviewed by the Library Director and the material will be evaluated based on the complaint. The Library Director will issue a written decision to the challenger. The Library Board will be notified at the next public meeting.

Persons still wishing to express concerns to the Board about materials in the collection will be heard during a regular meeting under the agenda item, "Public Input", or at another time designated by the Board for public expression. In the event of an appeal, the decision of the Library Board of Trustees is final.

The Library Board of Trustees endorses the American Library Association's Library Bill of Rights, The Freedom to Read Statement and The Freedom to View Statement.

Hooksett Library Collection Development Policy, Established 06/2011. Updated 12/2013, 01/2016.