

# **Prosser Public Library Bloomfield, Connecticut**

## **Materials Selection Policy**

### **1. Mission Statement**

Bloomfield's Prosser Public Library and P. Faith McMahon Wintonbury Library are committed to enriching our community by providing opportunities to acquire information and education while fostering inspiration and imagination.

### **2. Purpose of Policy**

The Prosser Public Library's materials selection policy serves as a guide for librarians in the selection and withdrawal of Library materials. It also serves to inform the public as to the criteria upon which Library materials are selected and withdrawn. The Library supports intellectual freedom and subscribes to the Library Bill of Rights, the Freedom to Read Statement, and the related supportive documents of the American Library Association. The Library seeks to build and maintain within budgetary and space limits, a balanced collection of materials in a variety of formats for all ages. In following this policy, neither the Library nor its Board endorses every thought, expression or belief represented in the Library's collections. In addition to a basic informational collection, the P. Faith McMahon Wintonbury Library meets the special interests of its neighborhood community, and is supplemented by the Prosser Public Library, which maintains a broader scope of materials.

### **3. Criteria and Responsibility for Selection**

The selection of Library materials is the responsibility of the Director and the materials selection librarians.

Library materials are diverse in topic, format, and other characteristics. Each type of item must be considered in terms of its own merit and the audience for whom it is intended. No single set of selection criteria can be applied to all cases.

In general, the selection of books and other Library materials will take into account the following criteria:

- The appropriateness of the item to the needs and interest of Library users and of the community as a whole
- The timeliness and accuracy of the information
- The competence of the presentation
- The contribution of the item toward strengthening the existing collection
- Suggestions from Library staff and the general public
- The value of the item based on literary or scholarly excellence and other inherent quality considered without regard to popular demand
- Budgetary limitations

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In selecting fiction, it will be the Library's goal to provide items which meet the needs of users of varied backgrounds, reading tastes and interests.

It is the Library's goal to build a balanced collection of materials of current popular interest as well as materials of permanent worth. In addition, subject matter and diversity of opinions are significant factors for selection.

### **4. Guidelines for Collection Management**

#### **Multiple Copies**

Purchase is made to meet demand for popular titles. New books requested by patrons will be purchased whenever consistent with collection development policies. In order to insure that the wait for bestsellers is kept reasonable, the Library will attempt to acquire additional copies when appropriate.

#### **Donations and Memorials**

The Library accepts donations of books and media on a limited basis. These are subject to the same criteria as purchased materials. All donations which are added are integrated into the existing collection. Special collections which must be shelved separately will not be accepted. The Library does not assess the value of materials, and therefore will not provide that information for tax purposes. The Library welcomes funds to be used for the purchase of memorials. A thank you letter will be sent to the donor and the family of the person honored will be notified. Materials may carry a gift plate showing the name of the donor and the person honored.

#### **Withdrawals and Replacements**

The American Library Association recommends regular weeding so that the Library can maintain an up-to-date and inviting collection. Lack of demand, obsolete or erroneous information and poor condition are the main reasons for discarding. Standard titles of lasting value (unless they are replaced by newer copies) and materials of special local interest will not be discarded. Discarded materials will be marked as such and given to the Friends of the Bloomfield Public Libraries for their regularly scheduled book sales.

The Library does not necessarily replace materials which have been discarded due to loss, damage or wear. The following criteria are taken into account when making decisions as to whether or not to replace a given item:

- Demand
- Number of duplicates
- Adequate subject coverage in the field with remaining materials
- Availability of copies elsewhere in the system

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### **Children's Materials Selection**

The Children's Department provides materials for children from infancy through 8<sup>th</sup> grade as well as materials for parents and teachers. Juvenile materials are selected with the same criteria as adult materials, and are kept on open shelves where they are available to all children. Children may borrow materials from the adult collection. Ultimate responsibility for children's reading, viewing and listening rests with their parents or guardians.

### **Teen Materials Selection**

Teen Services provides materials to meet the special personal, topical and recreational interests of middle and high school age residents. The adult and children's collections will continue to provide print materials, electronic resources and media to meet the general cultural, educational, and informational needs of middle and high school age residents. Ultimate responsibility for teens' reading, viewing and listening rests with their parents or guardians.

### **Requests for reconsideration of materials**

Any patron who wishes to object to the presence of a particular item in the collection may do so by completing the "Request for Reconsideration of Library Resource" form. The Director and the librarian responsible for selection of the material in question will investigate and recommend action. If the issue is unresolved, the Board will review such objections. While an item is under review, it will remain in the collection. The patron will be informed of the decision regarding the objection.