



## **Howard Whittemore Memorial Library Collection Development Policy**

The Howard Whittemore Memorial Library seeks to provide a carefully selected and diverse range of free materials, in a variety of formats, for all members of the community from infancy through maturity. The selection of materials for the collection is an inclusive process and all viewpoints, opinions and ideas are represented, but do not indicate endorsement by the Library.

**Scope of the Collection:** The library is committed to providing materials to educate, inform and entertain patrons through multiple resource formats, including but not limited to:

- Print- such as hardcovers, paperbacks, magazines and newspapers
- Non-print- such as audio and visual formats
- Digital- such as online databases, digital audiobooks and ebooks, recordings, images and historical archives
- Equipment- such hotspots and other new technologies, children's games and manipulatives

**Selection Responsibilities:** The Library Board delegates the management of the collection, within the guidelines of this policy, to the Library Director and staff. Responsibility for the selection, maintenance, replacement and weeding of materials is held by the designated professional staff under the purview of the Director.

**Adult Selection Guidelines:** All or some of the following criteria are considered when selecting materials:

- Popular interest or demand
- Patron requests
- Current or historical significance of author or subject matter
- Critical reviews in professional journals
- Local interest or particular interest to the region
- Timeliness and accuracy of the information
- Literary merit
- Relationship to existing materials in the collection

- Affordability and availability
- Diversity of viewpoints and experiences

**Youth Selection Guidelines:** The Youth Services Department offers developmentally appropriate materials to meet the information and entertainment needs of children, from birth through eighteen years of age. Some materials in the Youth Services Collection may not be considered appropriate by all adults for all children. Only each child and their parent or caregiver can decide what material is suitable for that child to read.

All or some of the following criteria are considered when selecting materials for the Youth Services Collection:

- Content
- Authority
- Literary merit, artistic quality, originality and creativity
- Relevance to the needs of the community
- Current or local interest in subject matter or author
- Popular demand
- Limitations on space and funds

**Digital Materials and Databases:** The Library makes electronic information, in the form of databases, e-books, audiobooks and downloadable/streaming media, available in the library and remotely. The same criteria used in the selection of print materials is applied in the evaluation of digital resources. However, certain digital collections are determined by the vendor's specific terms of service, such as minimum age requirements and patron residency. Some materials in the digital collection may not be considered appropriate for all children by all adults. It is the responsibility of the parent or caregiver to ensure appropriate access to broader digital collections.

**Collection Maintenance:** The maintenance of the collection includes the repair, replacement and discarding of materials. The regular evaluation of the collection ensures that materials available remain relevant and usable for all patrons. Some materials are periodically withdrawn from the collection due to damage, outdated information, lack of relevance or low circulation. Weeded items in good condition may be sold, donated or disposed of properly at the discretion of the Library Director.

**Gifts:** The Library welcomes donations of books or other materials for the collection and applies to them the same standards of selection that determine purchases. Gift materials are accepted with the understanding that those that meet the Library's selection criteria may be retained and those that do not may be donated to the Friends of Whittemore Library or other non-profit organizations.

**Request for Reconsideration:** Any patron who wishes to object to the presence of a particular item in the collection may submit a Reconsideration of Material Form. This request will be reviewed by the Library Director and a committee of professional staff, who will determine whether the material in question follows the Library's Collection Development Policy. Within 30 business days, the Director will make a determination regarding the retention or removal of the material and inform the patron who requested the reconsideration, stating the reasons for the decision. If the patron is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Library Board.

**Howard Whittmore Memorial Library's policy is to provide the public with the best resources for all ages; to assemble, organize, preserve and make easily available books and other materials consistent with the mores of the community. Within this policy, the library supports the Library Bill of Rights and the Freedom to Read Statement adopted by the American Library Association.**

Approved by Library Board, October 2023