Howard Whittemore Memorial Library

Collection Development and Maintenance Policy

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. The Library makes every effort to provide library materials for the interest, information and enlightenment of all residents, which represent a wide range of varied and diverging viewpoints in the collection as a whole. The library recognizes the importance of the public library as a place for voluntary inquiry, the dissemination of information and ideas, and the promotion of free expression and free access to ideas by residents.

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

Responsibility of Selecting Library Materials: 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. The Library Board delegates the oversight and management of the collection, within the guidelines of this policy, to the Library Director and staff that are professionally trained to curate and develop a collection that provides access to the widest array of library and educational materials. Responsibility for the selection, maintenance, replacement and weeding of materials is held by the designated professional staff under the purview of the Director. Any librarian or staff member of a public library who, in good faith, implements the policies described in this policy shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding that results from such implementation.

Selection Criteria: All or some of the following criteria are considered when selecting adult 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

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. Responsibility of the reading, listening and viewing habits of children rests with their parents or legal guardians.

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 Collections 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 consortium or 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 using professional accepted standards due to physical condition, material relevance, availability of duplicates, availability of age appropriate or grade-level material or continued demand of material. Weeded items in good condition may be sold, donated or disposed of properly at the discretion of the Library Director.

Gifts and Donations: The Library welcomes donations of books or other materials for the collection and applies to them the same standards of selection that determine purchases. Self-published books by local or Connecticut authors will be considered for the library collection if they are donated, meet the library's standards of quality, and are determined to be of suitable interest to the public. 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.

Controversial Materials: The library recognizes that some materials may not be considered appropriate by all patrons. Selections will not be made upon anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of the overall library patron community. The removal, exclusion or censoring of any book on the sole basis that an individual finds such book offensive is prohibited. Library materials will not be marked or identified to show approval or disapproval of the contents, and no cataloged book or other item will be removed from the open shelves except for the express purpose of protecting it from damage or theft. The decision by an author, publisher or content creator to withdraw their work from the market and stop selling or publishing it will not be considered sufficient reason alone for the library to withdraw it from the collection.

Intellectual Freedom and Censorship: The library adheres to the principles of intellectual freedom adopted by the American Library Association as expressed in its Library Bill of Rights, Freedom to Read, and Freedom to View statements. No library material, display or program shall be removed, or programs be cancelled, because of origin, background or viewpoints expressed in such material, display or program or because of the origin, background or viewpoints of the creator of such material, display or program. All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.

Request for Reconsideration: The Library welcomes expressions of opinion concerning materials, programs or displays, however all requests for reconsideration of materials, programs and displays are limited to the individual residents of Naugatuck. Any resident

with a vested interest who wishes that a specific item, program or display be reconsidered is asked to review the library's Material Review and Reconsideration Policy and to submit a Request for Reconsideration form to the Library Director.