



# AVON

## FREE PUBLIC LIBRARY

### **Collection Development Policy**

#### **Purpose**

This policy of the Avon Free Public Library (the "Library") provides direction for the growth and development of collections. The Library strives to select, acquire, curate and provide free and easy access to materials, in all formats, that meet the varied needs and interests of the community. This policy provides guidance, within budgetary and space limitations, for the selection and evaluation of materials that anticipate and meet the needs of the Avon community. It also addresses collection maintenance, and replacement and weeding of materials.

The Library makes every effort to provide the community with a collection that reflects a wide range of views, expressions, opinions and interests. Specific acquisitions may include items that may be unorthodox, unpopular or controversial in nature. The Library's acquisition of such items does not constitute endorsement of their content but rather allows for their free expression.

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.

#### **Key Definitions**

The Library's collection is the assemblage of books and other materials, in a variety of formats (print, electronic media, downloadable audio books, digital, etc.), owned or licensed and maintained by the Library and made available to the public at no cost.

#### **Scope**

This policy applies to the materials in the Library's collection. While considered part of the collection, the materials housed in the Marian Hunter History Room, do not fall under the provisions of this policy but to the policies and procedures of the [Marian Hunter Local History Room](#).

#### **Roles and Responsibilities**

The Library Board delegates the oversight and 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 rests with the designated professional staff under the overall direction of the Director. Consortium-level collections may be governed by an additional set of collection criteria.

## Procedures

### 1. Selection

- A. In order to build and maintain its high quality collection the Library applies the following general criteria when considering materials for acquisition:
  1. Public demand, interest or need
  2. Accuracy and effectiveness of material
  3. Anticipated potential for long-term public interest
  4. Favorable assessments by reputable critics, reviewers, or organizations in professionally recognized publications
  5. Prominence and credibility of author and publisher
  6. Relation to existing collection and other material on the subject
  7. Timeliness and importance of material as a document of the times; current or historical significance of the author or subject
  8. Availability and affordability
  9. Compatibility of format for Library use
  10. Value as resource material
  11. Suitability of subject or style for intended audience
  12. Local origination or particular relevance to Avon and the region
  13. Public's ability to procure item from alternative sources
  14. Availability of electronic bibliographic records
- B. Selection of materials is based on the professional knowledge and judgment of Library staff whose expertise includes familiarity with all types of materials, knowledge of the strengths and weaknesses of the existing collection and awareness of the needs and interests of the community. Suggestions from patrons are always welcome and are given serious consideration. Staff will determine which will be acted upon.
- C. Textbooks will generally not be considered for the collection unless they are the best or only available source of information in their subject area *and* serve the general public and adult learning community. The Library does not purchase multiple copies of textbooks for use by students, a responsibility of the Board of Education.
- D. 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.
- E. Wherever possible, the Library makes electronic information available in the Library and remotely. In choosing to purchase or license electronic databases, the Library applies the same standards for selection as for print materials. However, the Library recognizes that it does not have the same control over electronic databases as it has over its in-house print materials. The Library will make every effort to provide assistance and ensure that the public learns how to use its electronic databases.
- F. Born digital items are those materials created in a digital format. They are distinct from analog items that are subsequently digitized, such as paper manuscripts or photographs. In order to accept born digital items, the Library addresses:

1. Copyright and licensing
2. Redaction of personally identifiable information
3. Any restrictions on use or circulation
4. Maintenance and evolution of accepted formats

## **2. Collection Maintenance**

Maintenance of the collection includes discarding, replacement, rebinding and repair. If an item is lost or damaged, it may not necessarily be replaced depending upon the number of duplicate copies or similar materials in the collection, existence of adequate coverage of the subject field, and demand for the specific author, title or subject. It is sometimes preferable to purchase current materials rather than replace older ones. The staff serves as arbiter in such instances.

## **3. Weeding**

Weeding is a term used by libraries to describe the removal of materials from their collections. Such items may contain outdated or inaccurate information, have multiple duplicate copies, be no longer of interest, inconsistent with evolving community standards, or in poor condition. At the Library weeding is performed as a regular, ongoing process by qualified staff and the Library Director in the interest of keeping all collections current and useful. Weeded materials in good condition may be sold, donated, or disposed of however the Library deems appropriate. Generally, standard titles of permanent value and materials of local significance are spared weeding even if they may meet the criteria for so doing.

## **4. Gifts**

The Library welcomes gifts of books and other materials for the collection and applies to them the same standards of selection that govern 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 redistributed to the Friends of the Avon Library or other non-profit organizations. See the Library's [Gifts Policy](#) for more information.

## **5. Controversial Materials**

- A. The Library recognizes that some materials may not be considered appropriate by all patrons. Selections will not be made based 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.
- B. Responsibility for the reading, listening and viewing habits of children rests with their parents or legal guardians. The Library maintains several age-appropriate collections for children and teens. Materials may be reassigned among these sub-collections based on the age appropriateness of the content. Selection of adult material will not be inhibited by the possibility that books may inadvertently come into the possession of children.
- C. Library materials will not be marked or identified to show approval or disapproval of the contents, and no catalogued book or other item will be

removed from the open shelves except for the express purpose of protecting it from damage or theft.

- D. The decision by an author, publisher, or other 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.

### **Request for Reconsideration**

The Library welcomes expressions of opinion concerning materials in its collection. An Avon Library cardholder who wishes that a specific item be reconsidered for inclusion in the collection, that is to say removed, is asked to complete and submit the [Statement of Concern about Library Materials](#). It will be forwarded to the Library Director who, along with appropriate staff, will review the request and make a determination regarding the retention or removal of the material in question based upon the guidelines outlined in this policy. A letter explaining the decision will be sent to the party submitting the request for reconsideration. The final authority regarding removal or retention of library materials ultimately resides with the Library Board of Directors.

A resource that has previously been reconsidered by request shall be exempt from additional requests for reconsideration for two years following being retained in the Library's collection despite a formal request for reconsideration. The Library Director shall summarize the previous decision in response to any new request for reconsideration during that two year time period.

### **Location**

This policy is housed on the Avon Free Public Library Website:

<https://www.avonctlibrary.info/policies/>

A copy is maintained in the Library's Administration Office.

Approved by the Library Board 1/21/1992

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