

Collection Development and Maintenance Policy

I. Purpose

The purpose of the Collection Development Policy as instituted by the Woodbridge Library Commission is to guide Library employees in selecting and maintaining an outstanding, well-balanced collection of the best and most useful materials available to meet the needs of the community within the limits imposed by funding and space.

The Library Bill of Rights, adopted by the American Library Association, and the Freedom to Read Statement, issued jointly by the American Library Association and the Association of American Publishers, are foundations of this Collection Development Policy and are to be considered part of it. Copies of these documents are included as appendices to the Policy Manual.

II. Collection Scope

The library's resources include, but are not limited to, books, periodicals, newspapers, pamphlets, documents, movies, music, audiobooks, ebooks, and other digital resources. Additional forms of information sources will be considered as they develop. A balanced, diverse range of interests, tastes, viewpoints, values and abilities, as represented by the town's residents, should be included in the collection.

III. Responsibility for Selection

The Collection Development Policy is the responsibility of the Library Commission and is to be administered by the Library Director and the professional staff. Professional staff will oversee the selection of materials in their designated sections of the collection.

IV. Selection Criteria

The following are the criteria that may be considered when selecting materials for inclusion in the library's collection, whether through purchase or gift:

- A. Opinions of critics and reviewers*
- B. Authority and reputation of author or publisher*
- C. Current or historical significance of author or subject*
- D. Accuracy and timeliness*
- E. Literary or artistic merit*
- F. Relevance to community needs and interests*
- G. Suitability of format for library use*
- H. Public demand*
- I. Price and availability*
- J. Accessibility through transit holds or interlibrary loan*

V. Policies for Selection in Specific Areas

A. Children's Department

The Children's Department provides materials for children of varying ages and abilities. The primary objective of the collection is to provide books and materials which excite and foster a child's desire to read.

Juvenile materials are selected with the same care and judgment as adult materials and are kept on open shelves where they are available to all children. Children may borrow materials from the adult collection.

B. Young Adult

Young Adult materials are selected with special concern that they satisfy the recreational, emotional, cultural and information needs of middle- and high school-age students and that the materials chosen cover a wide range of interests, reading skills and developmental levels.

C. Academic Resources

The library is not designated to furnish material for curriculum study in schools, but to complement that study. The library is not always able to purchase or obtain through interlibrary loan multiple copies to meet the demands of the school reading lists. This is due to budgetary restrictions and high demand for these titles in other libraries. Textbooks will be purchased only when they constitute the best available source of information on a particular subject.

D. Local History

The library will collect local and state historical materials, as space and budget allow.

VI. Gifts

Gifts of books and other library materials shall meet the same selection criteria as purchased materials. Gifts are accepted subject to the following limitations: (1) the library retains unconditional ownership; (2) the library makes the final decision on acceptance, use, or disposition.

VII. Challenged Materials

The library does not exclude titles, other than because of budgetary limitations, except for those that do not meet the above selection criteria.

Parents or guardians assume the final responsibility for what materials their children borrow from the library.

Patrons who feel that inappropriate items have been selected for the collection may ask that they be reconsidered. If a complaint arises about library materials, the patron

is requested to fill out a Statement of Concern about Library Resources form. The Library Director will review the complaint, evaluate the original reason for the purchase, and consider the objection in terms of this Collection Development Policy. The Director will reply to the complainant in writing and include a review of the materials and, if deemed necessary, a copy of the Collection Development Policy, the Library Bill of Rights and the Freedom To Read Statement adopted by the American Library Association. If a patron considers the resolution unsatisfactory, then they may request review by the Library Commission.

VIII. Maintenance

- A. Maintenance of materials, including weeding, is an ongoing and essential part of the collection development process that ensures that the library's materials are useful and accessible. The library's collection is limited by available space, and it must change over time to reflect changes in the community and in the library's goals. Weeding is a continual evaluation of resources intended to remove items that are outdated, damaged, or have not been borrowed in three to five years.*

- B. The professional staff of the library, under the general direction and supervision of the Library Director, will be solely responsible for the weeding of the collection.*

- C. Weeding decisions are made based upon a combination of the following: for fiction, currency, demand, duplication of titles, physical condition and frequency of circulation. Nonfiction is judged by the same criteria plus factual accuracy and the availability of more up to date materials on the particular subject.*

- D. Exceptions are made for local or state history material, classics or items considered to be part of the Library's core collection.*

- E. Once the items have been withdrawn from the bibliographic database by the Technical Services staff, they are ready for disposal. The library staff will make every effort to find placement for withdrawn materials in relatively good condition. These materials will first be offered to the Friends of the Library. Thereafter, they may be donated to local organizations, sold, or offered to the public for free. Severely damaged items will be discarded.*

- F. Withdrawn materials shall not be reserved for individual patrons.*