

# Mystic & Noank Library

## Collection Development Policy

### **Purpose of the Collection Development Policy**

The purpose of the Collection Development Policy is to guide the librarians and to inform the public of the criteria upon which selections are made. Vital to the Policy are the [Library Bill of Rights](#) as 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.

This policy is directed toward building and maintaining, within the limits imposed by available funds and space, a collection of library materials representing a comprehensive range of interests, tastes, viewpoints, values, and levels of ability. The intent is that the collection be balanced in order to serve the greatest number of users and potential users in the Mystic community. In following this policy, neither the Library nor its Board endorses every thought, expression, or belief represented in the Library's collection.

The Mystic & Noank Library has a responsibility to protect and promote each patron's right to read, view, or listen to materials and resources protected by the First Amendment, no matter the viewpoint of the author, creator, or selector. The Mystic & Noank Library provides free and universal access to information for all. A person's right to use a library should not be denied or abridged because of origin, age, background, or beliefs.

### **Types of Materials**

The Library provides access to information in a wide variety of print and non-print formats. The Library currently collects books, newspapers, magazines, DVDs, audiobooks, and downloadable and streaming materials. In the future, the types of materials acquired will change as new technologies become available.

### **Criteria for Selection**

Materials selection is an interpretive process based on the professional knowledge and judgement of the librarians. This process requires familiarity with all types of

materials, knowledge of the existing collection, and an awareness of the needs of the community. Librarians consult standard bibliographic works and published reviews in professional and general publications. In most cases, the Library will not purchase self-published materials that are not reviewed in these established review journals. Suggestions from patrons are welcome and are given serious consideration. General criteria applied in the selection of library materials include:

- Suitability of physical form for library use.
- Suitability of subject and style for intended audience.
- Present and potential relevance for community needs.
- Insight into human and social condition.
- Importance as a document of the times.
- Relation to existing collection and other materials on the subject.
- Reputation and/or significance of author.
- Skill, competence, and purpose of author.
- Attention of critics, reviewers, and public.
- Local interest.
- Heavy demand.
- Availability of similar items through interlibrary loan.
- Budget limitations.

The Library collects some local and state historical materials. The Library will acquire legal, technical, and medical works only to the extent that they are useful to the general public.

### **Collection Development Diversity Statement**

The Mystic & Noank Library is committed to fostering a diverse, equitable, and inclusive space in which all patrons, employees, and volunteers feel welcome. The Mystic & Noank Library strives to establish a community experience in which diverse identities, experiences, and ideas are valued and human dignity is affirmed. We are committed to providing equitable access to all facets of the library experience and to provide the resources to further these objectives.

## **Gifts and Donations of Library Materials**

Accepting gifts and donations is an important way for the Mystic & Noank Library to benefit from the generosity of the community it serves. Gifts and donations of materials are reviewed using the same criteria as purchases, and the Library will determine how best to incorporate such materials into the existing collection. Gifts received by the Library that are not added to the collection will be forwarded to the Friends of the Library group for their use at a future sale. The proceeds from the sale shall accrue directly to the benefit of the Library, in a fashion consistent with accepted library policy. Any items unsold by the Friends of the Library may then be donated to another organization or discarded.

## **Collection Evaluation and Withdrawals**

To provide the best possible materials to the community, the collection is evaluated on a regular basis. Professional staff use industry standard resources to assist with determining material relevancy as well as the following criteria for withdrawal from the collection:

- Items are worn, stained, or damaged beyond repair.
- Items are out of date, contain inaccurate information, or are not historically significant.
- New, more current, or more comprehensive resources are available.
- Items have low circulation and/or demand.

## **Controversial Materials**

The Library recognizes that some materials may offend some patrons. Selections will not be made based on anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collections and to serving the interests of library patrons.

Selection of adult materials will not be inhibited by the possibility that they may come into the possession of children. Responsibility for the reading, viewing, and listening of children and teens rests with their parents or legal guardians.

## **Requests for Reconsideration of Materials**

If a patron objects to the presence of any item in the Library's collection, the patron may register a formal complaint by completing the [Request for Reconsideration of Library Resources form](#) and returning it to the Library Director or Assistant Director. The Director will inform the patron, in writing, of the decision within two weeks of the receipt of the form. No materials shall be removed from public use during the reconsideration process. The Library will only review requests from residents of the community we serve.