

## WESTBROOK PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

### **Introduction**

The Westbrook Public Library is a department of the Town of Westbrook and is a taxpayer-supported institution. As a result, the Library Board is responsible for establishing policies and rules of conduct to protect the rights and safety of all library patrons, volunteers, and staff, and for preserving and protecting the library's materials, equipment, facilities, and grounds.

### **Library Mission Statement**

“The Westbrook Public Library is dedicated to supporting our community’s intellectual, cultural and social needs. We offer a balanced collection of materials, information services and programs for lifelong learners.” (Westbrook Public Library, 2019.)

### **Collection Development Policy Purpose**

The Collection Development Policy is to be updated by the Library Director and approved by the Westbrook Public Library Board of Trustees as needed. The aim of this policy is to provide procedural, scope, selection, and removal guidelines that are in line with the library’s mission and approach to patron services. It will also be able to serve as a mediation tool for items under reconsideration.

### **Westbrook Community**

The Westbrook, Connecticut community is a small shoreline town of about 7,000 residents. This community values its history and education. Westbrook Public Library was established in 1895 to serve the Westbrook community.

### **Collection Philosophy**

The Westbrook Public Library collects materials, in a variety of formats, which support its function as an information source for the needs of an active community. The collection works in conjunction with the mission to provide a balanced collection for the community’s intellectual, cultural, and social needs. To the best of the library’s abilities, there is a view of equality for the patrons and the materials that meet their needs. The Westbrook Public Library works to maintain best practices for public libraries in collection development including but not limited to the Library Bill of Rights and Freedom to Read Statement (American Library Association, n.d.).

### **General Collection**

The scope of the general collection contains fiction and non-fiction works that are in current and lasting demand. Including popular works and classic literature. It consists of materials from a variety of formats including AV materials, books on all subjects, periodicals, newspapers, reference materials, and government communications. These formats are selected to meet the changing needs of adults, teens, children, parents, students, and businesspeople.

### **Online Collection**

The online collection represents a variety of views for everyone in the Westbrook community and in some cases the LION consortium. The online collection consists of content on-demand services for downloadable eBooks, audiobooks, music, movies, and TV. The online collection also consists of research databases and continuing education tools.

### **Special Collections**

The Westbrook Public Library has a dedicated collection of reference materials preserving the histories of the town of Westbrook, its key figures, and the community in general. The range of items in this collection includes original works, archives, historical town documents, genealogical records, and other local histories. These materials are accessible and researchable, but do not circulate. Other special collections are defined by genre, format, or donor related identifiers. They are usually purchased with designated materials funds or donated.

### **Government Publications**

The Westbrook Public Library provides access to local and federal government documents as they are made available to the library or requested by patrons. Government documents are made available in the general reference collection.

### **Donations and Gifts**

The Westbrook Public Library accepts donations of books and other materials. The Library retains the authority to accept or reject donated items. Library staff make all decisions as to the use, storage, and final disposition of donated items. The Library does not evaluate or appraise gift materials for tax purposes.

### **Selection Criteria**

Library staff responsible for collection development use their training, knowledge, and expertise along with the following general criteria to select materials for the collection:

- Meets the interests and needs of the local community
- Level of demand and/or notoriety
- Patron requests
- Current or historical significance of the author or subject
- Authority of the author and/or publisher
- Regularly employ key selection/deselection tools such as review journals, reader reviews, and the CREW Manual
- Format relevance, languages, and quality of condition
- Relevance to library patrons
- Budget allocations for specified materials
- Review of gifts and local author submissions
- Monitor circulation performance for duplicates and replacements
- Analyze collection characteristics and collection data to better serve patrons
- Online resources are also evaluated based on accessibility and availability
- Review new electronic resources
- Collaborate, as needed, with other subject specialists

### **Selection Process and Management**

As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Decisions are made and/or influenced by the selection criteria listed above. The Library Director and, if needed, the Westbrook Public Library Board of Trustees, has final say over library collection decisions. Collection management in accordance with this policy is the responsibility of designated library staff members, including but not limited to the Library Director, the Public Service/Assistant Librarian, and the Children's Librarian. Other library staff members may be invited to

participate in “book selection meetings” where designated library staff members meet as needed to review potential selection and deselection needs.

The library will dispose of materials that have been withdrawn according to the criteria for disposition of materials described in this policy. The library has the discretion to give away, recycle, or dispose of donated materials that have not been added to the library’s collection. Discarded library books will not be resold but may be recycled through sustainability programs or donated to other causes. The Library Director will advise librarians responsible for collection development of their budgeted resources and any special funds that may become available. The Library Director and/or their designee has final say over financial decisions related to collection development.

### **Patron Requests**

Library Patrons may request items that the library does not own or have access to via Interlibrary Loan or LION consortia sharing for the library to add to the collection. Patron requests will be given priority consideration based on availability, price, format, collection relevance, the above selection criteria, and/or the librarian’s discretion.

### **Budget and Resource Allocations**

Budget and resource allocations are set by the Library Director. Allocations may be amended based on availability of additional funding. Resources include Town of Westbrook funding, Library Gift Funds, grants, and donations.

### **Disposition of Materials**

Materials will be removed from the collection based on the following criteria: items are damaged or in poor condition, items have lost their relevance for use, items have not been circulated or used for a prolonged period of time, the contents of an item become inaccurate, there is greater circulation and availability at other libraries in the LION consortia, spatial limitations deem removal of items necessary, there are an excessive number of copies in relation to demand, approval of a reconsideration request, and/or unknown factors that require the removal of an item.

### **Reconsideration of Materials**

Formal requests for removal of items from the library’s collection may be made to the Library Director, Public Service/Assistant Librarian, or Children’s Librarian using the form provided in Addendum A. Request for reconsideration of LION consortia materials, such as Overdrive digital content, is subject to LION Libraries Online, Inc. collection policies. Completion of the “Westbrook Public Library Request for Reconsideration of Materials Form” is required. The director, with appropriate professional staff, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in this policy. Within 30 business days, the director will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Library Board of Trustees (The Board). The Board will either accept the Director's decision as final or address the appeal at their board meeting. The decision of which action to take is solely up to the discretion of the Board and the Board will notify the individual within 10 business days of their decision. If the board plans to address the appeal at their board meeting, the Board will notify the individual of when and where the meeting will be held. The Library Board of Trustees reserves the right to limit the length of public comments. The decision of the Library Board of Trustees is final.

### **Intellectual Freedom**

In accordance with the mission of the Westbrook Public Library, providing access to materials for all members of the community is essential. Library patrons of the Westbrook Public Library have the right to use the entirety of the collection according to library loan rules and will not be restricted access based on any reason other than fiduciary obligations (i.e. excessive overdue fines, pending replacement charges, or LION Consortia best practices) or matters of compliance with library policies.

### **Policy Review**

This policy will be reviewed every 3-5 years or as needed and will be retained in accordance with the appropriate record series code of the Connecticut State Library's Master Schedules for Retention Policies and Procedures (Connecticut State Library, n.d.).

Adopted December 2021. Revised January 2022.

## Addendum A

### Westbrook Public Library Request for Reconsideration of Materials Form

The Trustees of Westbrook Public Library have established a Collection Development Policy and a procedure for selection, disposition, and reconsideration of materials. If you wish to request reconsideration of a resource, please return the completed form to the library director. Completion of this form is required for reconsideration. The director, with appropriate professional staff, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in this policy. Within 30 business days, the director will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Library Board of Trustees (The Board). The Board will either accept the Director's decision as final or address the appeal at their board meeting. The decision of which action to take is solely up to the discretion of the Board and the Board will notify the individual within 10 business days of their decision. If the board plans to address the appeal at their board meeting, the Board will notify the individual of when and where the meeting will be held. The Library Board of Trustees reserves the right to limit the length of public comments. The decision of the Library Board of Trustees is final.

Westbrook Public Library. 61 Goodspeed Drive. Westbrook, CT 06498

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you represent self?  Or an organization?  Name of Organization \_\_\_\_\_

1. Resource on which you are commenting:

Book (e-book)  Movie  Magazine  Audio Recording

Digital Resource  Game  Newspaper  Other

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

2. What brought this resource to your attention?

\_\_\_\_\_  
\_\_\_\_\_

3. Have you examined the entire resource? If not, what sections did you review?

\_\_\_\_\_  
\_\_\_\_\_

4. What concerns you about the resource?

\_\_\_\_\_  
\_\_\_\_\_

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

\_\_\_\_\_  
\_\_\_\_\_

6. What action are you requesting the committee consider?

\_\_\_\_\_

### References

- American Library Association. (n.d.). *Library Bill of Rights*. Retrieved from <https://www.ala.org/advocacy/intfreedom/librarybill>
- American Library Association. (n.d.). *Freedom to Read Statement*. Retrieved from <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>
- American Library Association. (n.d.). Reconsideration document. Retrieved from <https://www.ala.org/tools/sites/ala.org.tools/files/content/samplepublic.pdf>
- Connecticut State Library. (n.d.). Retrieved from <https://atlas.ct.gov/Portal/pages/index.jsp>
- Larson, Jeanette & Texas State Library Archives and Commissions. (2012). *CREW Manual*. Retrieved from <https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/pubs/crew/crewmeth12.pdf>