

## **Kensington Public Library Collection Development Policy**

This policy is established by the Library Board of Trustees to inform the public of the principles upon which the library makes decisions regarding the maintenance and use of the collection and its programming.

### **Mission Statement**

The mission of the Kensington Public Library is to serve as a community resource that provides all residents of Kensington with free access to a broad array of quality materials and programs that meet their personal, educational, and recreational needs. We accomplish our mission by striving to:

Maintain and make available a relevant collection of materials in a variety of formats.

Offer programs and services that encourage the development of reading and learning in children.

Provide a community space where residents can meet, interact, enjoy programs of public interest, and study.

Maintain a friendly and knowledgeable staff trained to offer professional service.

Assess and respond to the changing educational, informational, recreational, and professional needs of the community.

Collaborate and cooperate with other town departments and community organizations.

Operate in accordance with the New Hampshire library laws and current standards set by the American Library Association.

### **Responsibility for Selection of Materials**

The ultimate responsibility for selection of library materials and programs rests with the Library Director who operates within the framework of the policies determined by the Board of Library Trustees. The public and all staff members are welcome to recommend materials and programs for selection. Collection management is a system-wide approach, allowing for the most effective and efficient use of staff time and funds.

Patron demand is a powerful influence on Library collection decisions. Circulation, patron purchase requests and holds levels are all closely monitored, triggering the purchase of new items and additional copies of high demand items. A broad range of materials should both serve and meet the needs of the library's patrons.

The library recognizes that some materials selected for the collection, as well as programs offered, may be controversial and that any may offend an individual. Selections will be made, not based on anticipated approval or disapproval, but solely on the merits of the work in relation to building the collection or adding to the event calendar, and to serving the needs of library users in accordance with the library's stated goals.

### **Selection Criteria**

The criteria considered in the selection of library materials include:

- Existing library holdings
- Patron demand
- Community interest and significance
- Individual merit as determined by documentation, awards, professional reviews and/or subject area experts
- Budget
- Local interest

The criteria considered in the selection of library programming include:

- Local/community interest
- Timely topics
- Wide-range interest
- Recommendations from other libraries and patrons

Points considered in the selection of materials and programs:

1. Objectionable language and vivid descriptions of sex and violence when dealt with realistically within the context of the book will not be criteria for rejecting the book.
2. The responsibility for children's choices in reading material or participating in programs rests with the parents and legal guardians. Selection of library resources will not be limited by the possibility that it may come into the possession of or viewed by minors.
3. Material or programming is judged based on the work as a whole, not by a part taken out of context.
4. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests of library patrons and books discussed on public media.
5. Due to limited budget and space, the library cannot purchase all materials that are requested. Interlibrary loan may be used to obtain materials from other libraries in New Hampshire for the use of our patrons or when a request is outside the scope of the collection

### **Gifts**

The Kensington Public Library accepts donations of books and other materials. The library retains the authority to accept or reject gifts with the understanding that the same standards of selection are applied to gifts and donations as to materials acquired by purchase. Gifts and donations become the sole property of the library, and the library's staff makes all decisions as to the use, housing, and final disposition of donations. The library does not evaluate or appraise gift materials for tax purposes.

### **Maintaining the Collection**

The library staff follows the CREW method of collection maintenance. CREW stands for Continuous **R**eview, **E**valuation, and **W**eeding.

- **Weeding:** A current, useful, and accessible collection is maintained through a continual evaluation and discarding /replacement process. Replacement of worn volumes is dependent upon current demand, accuracy, usefulness, more recent acquisitions, and availability of newer editions. The responsibility and authority for weeding print and non-print material rests ultimately with the library director, who may delegate weeding tasks to other members of the library staff.

The CREW method gives six general criteria for considering weeding an item from the library's collection. These have been summed up with the acronym MUSTIE:

M= Misleading--factually inaccurate

U= Ugly--worn beyond mending or rebinding

S= Superseded by a new edition of by a much better book on the subject

T= Trivial--of no discernible literary or scientific merit

I= Irrelevant to the needs and interests of the library's community

E= Elsewhere--the material is easily obtainable from another library

Decisions are based on some combination of these criteria - that is, an item will probably not be discarded based on meeting only one of these criteria. Other criteria that might also be considered include age, condition, frequency of use/circulation, multiple copies, and currency/accuracy. The automated library system makes available numerous reports to assist the staff in the weeding process.

- **Disposal of Discarded Material:** Weeded materials may be disposed of at the discretion of the Library Director, either through book sales, donations, or proper trash disposal.

### **Challenged Materials**

The Board of Trustees of the Kensington Public Library believes that censorship is a purely individual matter and declares that while anyone is free to reject material or a program of which one does not approve, one cannot exercise this right of censorship to restrict the freedom of others.

The Kensington Public Library selects materials and programs based on the criteria specified within this policy. In its selection of Library materials and programs, the Kensington Public

Library and its Board of Trustees endorse and support the Library Bill of Rights and the Freedom to Read Statement of the American Library Association.

They subscribe to the principles put forth in the ALA Labels and Rating Systems, the ALA Resolution on the Removal of Challenged Materials, Freedom to View Statement, and Access for Children and Young Adults to Nonprint Materials. Copies of these items are in the appendix.

Patrons requesting that materials be withdrawn from, relocated, or restricted within the collection must complete a Request for Reconsideration of Library Resources form which is available from the Director. Additionally, patrons objecting to a certain program or event must complete the form.

The challenged material will remain in the collection while it is being reviewed. Similarly, no event will be cancelled during the review process. The request shall be reviewed by a committee comprised of the Library Director, a staff member, and a trustee. The committee will then issue a written decision to the challenger within 30 days. This decision may be appealed to the Library Board of Trustees in which case the challenger's appeal will be placed on the agenda of the next regular meeting of the Kensington Public Library Trustees during the public session.

Decisions of the Library Board are final and binding and are made within 60 days of receipt of the appeal.

Approved by the Board of Trustees on March 10, 2022