

# **Fryeburg Public Library Collection Development Policy**

## **Mission Statement**

It is the mission of this policy to provide a general set of guidelines for the development and maintenance of the materials collections offered by the Fryeburg Public Library.

## **Philosophy**

It is the aim of the Fryeburg Public Library to meet the informational, educational, cultural and recreational needs of our patrons by providing Library materials and information sources in a variety of formats and reading levels in accordance with the mission and goals of this Library, the varied interests of our patrons, and state and national Library standards.

In compliance with our constitutional rights of freedom of speech and freedom of the press, the Library will attempt to provide the widest range of viewpoints based on the quality, cost, and availability of the materials for purchase; and to provide up-to-date and accurate information to patrons.

Because Library materials and information come in a wide variety of formats, the Library fulfills its mission by buying materials in both print and non-print form. Books, newspapers, magazines, DVD's, and audiobooks are examples of some formats being purchased.

The Fryeburg Public Library subscribes to the principles of intellectual freedom as stated in the Library Bill of Rights (see Appendix 1), a document issued by the American Library Association. Included in this statement is the commitment to honor the rights of an individual to use the Library regardless of age, race, religion, national origin, or social and political views. Accordingly, the staff of the library provides equal service to all Library users. Children and adults are equally free to use the entire Library and to borrow all materials in the circulating collection.

## **Materials Selection**

Materials are selected for the Library collection by trained staff in an effort to maintain a well-balanced, up-to-date, attractive, and useful collection of materials that will meet the needs of the community as a whole.

Factors affecting materials selection include suitability of a material's format for Library purposes, availability of funds, availability of new materials in needed subject areas, replacement of outdated and worn materials (weeding), and space.

The final responsibility for selection goes to the Library Director, who considers the reviews in Goodreads, book award lists (Pulitzer, Edgars, Caldecott, Newbery etc.) professional journals such as *Library Journal*, *Association for Library Service to Children*, *American Library Association*, as well as patron requests and staff recommendations.

### General Selection Criteria

All works considered by the Library are evaluated on the following elements:

1. Suitability of physical format for Library purposes
2. Suitability of subject and method of presentation for intended audience
3. Relationship to existing collection in the same subject field
4. Relevance to present and projected community needs and demands
5. Competence and reputation of author and/or publisher

### Selection of Fiction (Adult and Juvenile)

Works of fiction are evaluated on the following elements:

1. Realistic representation of some aspect of life chosen by the author for description
2. Effectiveness in sustaining the interest of the reader
3. Artistic and technical quality of the work
4. Vitality and consistency of characterization

Although the quality of materials will be judged by the work as a whole, not by excerpts, incidents and language in each work should be in keeping with the social, moral, and emotional background of the characters.

### Selection of Non-fiction (Adult and Juvenile)

Works of nonfiction are chosen on the basis of the following elements:

1. Significance of the topic for the intended audience
2. Sufficient scope for the intended audience
3. Accuracy and effectiveness in the presentation of the information
4. Current interest or relevance
5. Acceptable format for the intended audience

Local history and genealogical materials relating to Fryeburg are particularly sought for the collection. Histories, vital records, town reports, pamphlets about Fryeburg, books by local authors, and books about the region are collected. The Library will consider whether or not the material under consideration duplicates materials already in the Library's collection.

### Selection of Non-print Materials (Adult and Juvenile)

Non-print materials are chosen on the basis of the following elements:

1. Artistic and technical quality of the work
2. Value of the content for fulfilling the informational and recreational needs of the intended audience

It should also be noted that no video recordings with a rating of NC-17 or X will be purchased or placed into circulation by the Library.

## **Children and Youth Collections**

Some items may be included in Library collections that might not be considered appropriate by

all adults for all children. While some books are too mature for one child, other children may be ready for them. Only each child and his or her parents/guardians can decide what material is suitable for that child to read. The Fryeburg Public Library cannot be responsible for enforcing limits on minor's cards, including but not limited to Internet use, amount/type of materials checked out, etc. This type of limit should be discussed and decided upon by parents/guardians and their children.

Elementary and high school libraries serve the curriculum needs of the students. While not duplicating these resources or attempting to follow all the changes in curriculum, the Fryeburg Public Library does recognize the need to provide a wide variety of cultural and recreational reading matter for student and to provide some basic class-related materials for students seeking to complete their assignments outside school hours.

### **Gifts of Materials to the Collection**

The Library reserves the right to dispense with gifts in any manner that it deems appropriate. See the Fryeburg Public Library Donations, Gifts, and Memorials Policy for more details.

### **Patron Requests for Materials**

The Library welcomes patron interest in the collection and will consider requests that specific materials be acquired. The Library is under no obligation to fill any requests that are not deemed suitable to the collection. Patron requests will be reviewed using the materials selection criteria listed above. Due to the varied demands made upon the Library's resources, the number of duplicate copies purchased will be limited.

### **Collection Maintenance**

One goal of the Library to keep collections fresh, exciting, and attractive. Maintenance of the collection is an ongoing process that will be undertaken by trained Library staff under the supervision of the Library director.

1. Materials which are no longer appropriate for the collection because of out-dated content, poor condition, or lack of use will be discarded from the collection.
2. Materials discarded because of loss or poor condition will be considered for replacement.
3. Discarded materials become surplus property and may be placed in the book sale, or disposed of in another manner as deemed appropriate by the Library Director.

### **Concern About Library Materials**

The Fryeburg Public Library endeavors to build a collection representing varying points of view. The choice of Library materials by users is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, no patron can exercise censorship to restrict access to the materials by others. As noted earlier, the Library supports intellectual freedom and has adopted the ALA Library Bill of Rights as policy.

Requests for reconsideration of materials may be made only by registered patrons and may be submitted to the Library Director by filling out a "Request for Reconsideration of Library Resources" form. The Library Director will review the original reasons for the purchase of the

resource, and communicate these reasons to the patron. If the patron is not satisfied with the Director's response, he/she may discuss any lingering concerns with the Town Manager.

### **Confidentiality of Patron Records**

The Fryeburg Public Library abides by Maine Statute Title 27, Chapter 4A Section 121 Confidentiality of Library Records which states that the records of patron transactions and the identity of registered Library patrons is confidential material. The Brewer Public Library does not make available any patron records or lists to any party except in compliance with the law.