

3.0 Materials Policy

The North Branford Library Department provides and maintains a balanced and broad collection of library materials in appropriate and varied formats representing a comprehensive range of interests, viewpoints, values, and levels of ability. It is the library's duty to develop a diverse and unbiased collection of recreational and informational materials for the learning, enrichment and leisure of the community as space and financial considerations allow. The Materials Policy serves as a guide to librarians and to inform the public of the principles upon which selections are made in order to serve the greatest number of library users and potential library users within the North Branford community. The Library Department subscribes to the American Library Association's Bill of Rights and The Freedom to Read statement issued by the American Library Association and the Association of American Publishers, both of which are integral to this policy. The full text of those documents is appended to this policy.

The Library Board is responsible for adopting the Materials Policy. Responsibility for implementing the policy is delegated to the Library Director, who may in turn delegate further portions of that responsibility. Collection management, including decisions about selection, gifts and weeding, is done by librarians, or by qualified staff under their supervision.

SELECTION:

Librarians consult a number of resources in selecting items for the collection. These resources include, but are not limited to: professional journals; trade journals; subject bibliographies; publishers' catalogs and promotional materials; reviews from reputable sources, lists of recommended titles; and patron purchase suggestions.

Generally, the following criteria will be used for materials selection:

1. Popular demand or anticipated interest, based on past library reading trends and informational needs, and on national interest or reading preferences (as indicated on best seller lists such as the New York Times and Publishers' Weekly);
2. Literary merit, accuracy and authoritativeness, based on reviews, recommended booklists, authors, and/or publisher reputation;
3. Enduring value;
4. Current or historical significance of author, subject or genre;
5. Existing library holdings and relation to other materials on the subject;
6. Quality and suitability of the format;
7. Reasonable correlation between cost and actual or potential value and relevance to the community with considerations for the scarcity of material on the subject and availability elsewhere. The Library Department purchases multiple copies of titles that have high patron demand and/or broad popular appeal whenever possible;
8. The Library will endeavor to purchase works by local authors published through mainstream publishers. The Library may purchase self-published titles by local

authors for the collection if there is a compelling reason to do so (e.g., valuable local content, high local interest).

The Library Department does not acquire materials needed for formal courses of study offered by any schools. The Library has materials for self-education, but is not assigned to furnish reading required by academic curricula. The Library does not: select through unsolicited materials provided for preview; unsolicited telephone orders; other processes that require return of any materials not selected; or return any materials not requested by the Library.

WITHDRAWING MATERIALS:

The Library discards materials on a regular basis to maintain the usefulness of the collection. Materials that are no longer deemed useful in the light of stated objectives shall be systematically weeded from the collection according to accepted professional practices.

Items that are in poor physical condition are evaluated for potential replacement. An item will be replaced if it is available, affordable, not out-of-date, in steady demand, or is the best source for information on a relevant topic. Items not meeting those criteria are withdrawn from the collection in order to make room for newer materials.

The Library has an obligation to discard materials that are obsolete or in poor condition duplicate copies of titles no longer in demand, or of little value regardless of reason. Such materials shall be disposed of in one of the following ways:

1. Added to the Library book sale;
2. Deposit in storage;
3. Sale to second-hand book dealers;
4. Transfer to other Town organizations and agencies, or other libraries in need;
5. Materials which are unsuitable for transfer or sale will be recycled or discarded.

DONATIONS TO THE COLLECTION:

The Library Department welcomes gifts of print (books) and non-print (DVD's, CD's, etc.) materials with the understanding that such gifts must meet the same standards and selection criteria as purchased materials outlined in the Materials Policy.

The Library Director determines the retention, location and all other considerations related to the use and disposition of any gift. Materials not added to the collection are withdrawn following the Library Department's stated policy.

Gifts are accepted with the understanding that they become the property of the North Branford Library Department and any special terms or conditions requested by any donor must be accepted by the Library Director.

Adopted by the Library Board June 10, 2020