

Collection Development Policy

The Maggie Osgood Library strives to provide all individuals in the community with free and convenient access to carefully selected books and other materials that support the pursuit of education, information, research, pleasure, and the creative use of leisure time. To achieve this goal, the library must ensure that its collection remains current and responsive to the needs of its patrons and that materials are easily accessible through appropriate technology.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs. The collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

Authority and Responsibility for Selection

The library director is responsible for selecting materials. The Library Committee determines the policy for selecting and acquiring materials. Volunteers and the general public are encouraged to recommend materials for consideration.

Intellectual Freedom

The right to access materials of varying viewpoints is critical to democracy and the principles of intellectual freedom are guaranteed in the state and federal constitutions. In keeping with those principles, the Maggie Osgood Library subscribes to these foundational documents as official policy:

1. The American Library Association's (ALA) [Library Bill of Rights](#)
2. ALA's [Freedom to Read Statement](#);
3. ALA's [Freedom to View Statement](#)
4. ALA's [Free Access to Libraries for Minors Statement](#)

Selection Criteria

Materials are selected by trained staff members for their literary or artistic merit, accuracy, utility, entertainment value, and/or current or historical interest.

Generally, except for items of special local interest or when it is possible to evaluate materials directly, items are selected based on favorable reviews, inclusion in special lists, patron or staff recommendations, popularity, or media coverage. The library seeks to develop a collection that includes materials on a variety of subjects and points of view, in keeping with the community's interests. The collection is reviewed regularly so that gaps in subject areas and formats may be filled. Each item must be considered with appropriate standards for its type and audience and the suitability of its format for a library collection. Some materials may be judged primarily in terms of artistic merit, scholarship, or historical significance; others are selected to satisfy

recreational and entertainment needs. With a limited budget and space, the library emphasizes quality rather than quantity, balancing the value of and demand for materials. Final decisions are based on the value and interest of the item to the public. These standards apply equally to purchased and donated materials.

Guidelines

The library director will follow these basic guidelines while carrying out this policy:

- The library will strive to provide a current and high-interest collection with the resources available for this purpose.
- The library does not attempt to acquire textbooks or other curriculum-related materials unless such materials also serve the general public.
- State and local historical materials will be acquired and preserved for their historical value rather than their literary merit. Usual weeding practices do not apply to local historical materials.
- Because the library serves residents with a wide range of ages, reading skills, and educational backgrounds, it will select materials of varying complexity.
- The library selects materials in languages commonly spoken at home by its patrons.
- Suggestions from the public for the purchase of materials are considered according to the library's general selection policies.

Access

The use of rare and scholarly items, or items frequently subject to damage or theft, may be controlled to protect the materials for future patrons.

Children are not limited to the juvenile collection, although juvenile collections are kept together to facilitate use. Responsibility for a child's selections rests with the parent/guardian. Selection will not be inhibited by the possibility that children may inadvertently use the items. The parent/guardian who would rather his or her child not access certain materials should so advise the child.

Requests to obtain new material

The library encourages patron suggestions for material to be acquired. The Library Director will evaluate all such requests. Criteria will include library collection development policies and budget. Alternative means of obtaining the information such as Interlibrary Loan may be suggested.