

**Enfield Public Library
Policies and Procedures**

Collection Development Policy

I. Purpose of the Policy

The purpose of this Collection Development Policy is to guide library staff in selection of materials, including what subject areas and material types to consider buying, and how much emphasis each item should receive. Additionally, the policy informs the public about the principles upon which library staff make material selections.

II. Description of Community Served and Relationship with other Agencies

The Enfield Public Library, which includes the Central Library and the Pearl Street branch library, serves all citizens of all ages who live, pay taxes, or own property in the town of Enfield, Connecticut. Through BorrowIT CT, a statewide cooperative program among Connecticut libraries, it also provides additional services to any Connecticut resident with a valid library card from another Connecticut town. Conversely, Enfield residents may use the traditional services of any other Connecticut library with their valid Enfield library card.

The Enfield Public Library cooperates with public and private schools, local agencies which serve children, nursing homes, community groups, and other municipal departments in the town of Enfield to enhance the services these groups provide.

III. Library Service Goals and the Purpose of the Collection

It is the mission of The Enfield Public Library to provide multiple resources to meet the educational, cultural, recreational, and technological needs of the community. Through excellent customer service, we offer equitable access to all and create a friendly and safe atmosphere of learning. We are proud to serve the greater Enfield community and look forward to an exciting future fulfilling the diverse needs of our town.

The purpose of the library materials collection at the Central Library is to make available library materials for the educational, informational and recreational needs of the community. The subjects and formats of the Pearl Street branch library collection vary with the needs and demands of the immediate neighborhoods. However, the focus of the branch collection is primarily on children's materials and adult reading. Informational materials at the branch are limited to elementary homework and ready reference, and are intended to be supplemented heavily by the Central Library which maintains the broadest scope of materials, and Internet-based electronic resources.

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IV. Objectives for all Areas of Collection Development

The Enfield Public Library subscribes to the Library Bill of Rights, Freedom to Read Statement and the Free Access to Minors Statement, which have been approved by the American Library Association and are appended to this policy. In accordance with these statements, no library material shall be rejected solely because of the subject it treats; the degree of orthodoxy with which the subject is treated; the race, sex, nationality, or the political, social or religious views of the author; or because the material does not happen to be in accord with the beliefs and opinions of librarians or library users. The selection of any given item is not a library endorsement of the viewpoints expressed. Nor are selections made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and serving the needs of the readers. The library will make every attempt to provide materials representing diverse viewpoints on public issues of a controversial nature.

V. Criteria and Responsibility for Selection, Selection Guides

The selection of library materials is the responsibility of the library collection team and one of their main assignments is to continuously strengthen the collection by selecting materials of quality, as well as material in demand. Such factors as readability, accuracy, quality of writing, cost, format and existing holdings are taken into account. Reviewing media, standard lists of recommended titles and information provided by publishers are used to make material selections.

The Library recognizes that some materials may not be considered appropriate by all patrons. Selections will not be made based upon anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of the overall library patron community.

Responsibility for the reading, listening and viewing habits of children rests with their parents or legal guardians. Selection of material will not be inhibited by the possibility that it may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of the contents, and no catalogued book or other item will be removed from the open shelves except for the express purpose of protecting it from damage or theft. The decision by an author, publisher, or other content creator to withdraw their work from the market and stop selling or publishing it will not be considered sufficient reason alone for the Library to withdraw it from the collection.

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VI. Priorities and Limitations of the Collection

Multiple Copies

In order to facilitate access and satisfy patrons' needs, multiple copies of popular titles have to be purchased. This occurs in the case of frequently asked for standard titles, as well as new titles and best-sellers. "Popularity" is judged by the number of reserves and other patron requests. Moderation will be used, however, so that the library does not expend an inordinate amount of funds on titles which rapidly lose their appeal.

User Suggestions

User recommendations are seriously considered, and are judged using the selection criteria above. If any item is deemed inappropriate for the collection because of cost, format or degree of technicality, etc. an attempt will be made to borrow it for the patron through the interlibrary loan network.

Donations and Memorials

The Library does not accept donations unless they relate to specific local history or are acceptable when judged on the same basis as purchased materials. If the collection development team considers that they will be in demand and will upgrade the collection, donated materials will be cataloged and added to the Library collection. If donations are not considered suitable for the library collection, they will be passed along to the Friends of the Enfield Library for consideration to be used in their annual book sale fundraiser. All accepted donations to the library will be integrated into the existing collection. Special collections which must be separately shelved will not be accepted.

The Enfield Public Library does not assign a value to the materials donated. The library is prohibited by law from appraising donations or placing a monetary value on gifts, but the Library will send a letter of acknowledgement that can be used for tax purposes. To receive a letter of acknowledgement persons should fill out a book donations form indicating the number/amount of books/materials donated and hand it in at the time the donation is made.

The Library welcomes funds to be used for the purchase of memorials. A thank you note will be sent to the donor, and the family of the person honored will be notified. Materials carry a gift plate showing the name of donor and person honored.

Withdrawals and Replacements

The American Library Association recommends that annual withdrawals should average about 5% of the total collection so that the Library can maintain an up-to-date and inviting collection. Lack of demand, obsolete or erroneous information and poor condition are the main reasons for discarding. Standard titles of lasting value (unless they are replaced by newer copies) and materials of special interest will not be discarded.

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Discarded materials will be marked “discarded” and will be disposed of at the discretion of the Library Director. Discarded materials may be offered to charitable, historical and educational as well as public institutions or sold to the public daily at the Library, or by the Friends of the Enfield Library. The Library does not necessarily replace materials which have been discarded due to loss or damage. Demand, number of duplicate copies, adequate subject coverage in the field with remaining materials, and availability of copies elsewhere in the library system are all taken into account when making decisions as to whether or not to replace a given title.

VII. Parameters of the Collection

Print Materials – Adult Collection

The print collection consists of books and periodicals. Selection of these materials requires knowledge of several factors: awareness of current social and political issues, knowledge of the book trade and scope of materials available, knowledge of the needs and desires of the community, and budget considerations.

The library serves a variety of ages, ethnic and educational backgrounds and, therefore, attempts to provide a broad range of recreational and educational materials on several levels and subjects. Particular emphasis is placed on providing books useful to the residents of Enfield. As the Library is used heavily by school-age children and teenagers to complement materials available in school libraries, attention is given to books on subjects included in the school curriculum. Textbooks for specific courses are not purchased, however, unless they happen to be the most appropriate available source of information in that field. Where electronic resources may decrease costs and increase access, they may compliment or supplant hard copy.

The Library purchases a broad range of general magazines as well. Periodicals that reflect the interests of the community may be offered in a variety of formats.

Local History and Town Documents

The library collects materials pertinent to history of Enfield and the region. Every effort will be made to make them accessible to library users. Donated materials and artifacts relating to the history of Enfield will be reviewed to determine appropriateness to the collection. Items not deemed appropriate will be offered to the Enfield Historical Society.

Nonprint Materials

The Library maintains a collection of physical nonprint materials, such as audiobooks, CDs, DVDs, musical instruments and art kits. In order to maintain an alignment with patron demand and best practices, the library will review the non-print collection on an ongoing

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basis and implement changes as appropriate. Both professional and popular review sources will be used for selection, in addition to-patron requests, and use patterns.

Weeding of the nonprint media collection is based upon the physical condition of the material, its use, and/or its availability for replacement.

Digital Materials and Databases

Electronic materials play an important role in the Library's collection. These materials include databases, e-Books, e-Audiobooks, and downloadable and streaming media. Criteria used in selecting digital resources include ease of use, uniqueness of content, technology requirements, vendor reputation and customer service, availability for remote access, and cost. Certain digital collections the Library makes accessible to users are governed by the vendor's specific terms of service, including patron residency and minimum age requirements.

Children and Teen Materials

The children's materials collection serves youth, as well as adults who care for them. Children's materials represent all reading levels and consist of books, magazines, kits, toys, and audiovisual materials.

The collection development team is responsible for selecting children's materials. The collection will provide a broad range of recreational and educational materials on several levels and subjects. All materials are accessible to the entire community; there are no restrictions on what circulates.

The children's collection may duplicate materials from the adult collection if interest and reading levels are appropriate and if demand calls for duplication. The Head of Children/Teen Services purchases multiple copies of titles in high demand. Materials which become damaged or lost are replaced if they are in demand. Purchasing of textbooks is the responsibility of the schools. Multiple copies of materials may be purchased to meet the demands of schoolwide assignments.

VIII. Extending Resources

The Library cannot purchase every item of value or all materials which may be requested, but will extend its resources through cooperation with local libraries and other libraries around the state to facilitate lending. Staff will actively follow resource sharing trends and implement as appropriate.

IX. Evaluation of the Collection

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The process of collection development requires that staff be aware of the demands of the community and that it identify strengths and weaknesses of the collection, so that weaknesses can be corrected and strengths maintained. In order to do this, library staff shall evaluate the collection on an ongoing basis. Methods of evaluation include: analysis of reference questions, reserves and interlibrary loan requests to determine areas of need and review demographic data to determine changes in the composition of the community.

X. Requests for Reconsideration of Material

If a patron adamantly objects to a particular item in the physical collection, the following procedure should be followed:

The patron will fill out the Reconsideration of Material, Program, Display Form detailing objections to the material. The form will be referred to the Library collection development team, who will investigate and recommend action. Appeals can be presented to the Library administration for a decision.

If a patron adamantly objects to an item in an online databases in which third-party vendors, not Library staff, curate content, the following procedure will be followed:

The patron will fill out the Reconsideration of Material, Program, Display Form detailing objections to the material. The form will be referred to the Library collection development team, who will investigate and recommend action. Library staff may inform the third-party vendor of patron objections.

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Reconsideration of Material, Program, Display Request

Reconsideration initiated by: _____ Date: _____

Are you an Enfield resident? Yes/No

Address: _____

Telephone: _____

Email: _____

Do you represent an organization or group? Yes/No

If yes, please identify: _____

Type of material (please specify): _____

Title: _____ Author: _____ Publisher: _____

1. How was this material brought to your attention?

2. To what in the work do you object? Please be specific, cite pages or scenes.

3. Did you read/view the entire work? If so, please briefly summarize.

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4. How does this work fail to meet Intellectual Freedom standards as put forth in the Library Bill of Rights and Freedom to Read statements (included with this form).

5. What do you feel might be the result of reading this work?

6. For what age group would you recommend this work?

7. What do you believe the purpose of this work is?

8. How has this material been assessed in professional review sources? Please include citations.

9. What would you replace this material with so that the subject is still represented in the collection?

10. Please attach any other comments.

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Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.