

Jack Russell Memorial Library Collection Development Policy

I. Objectives

The Jack Russell Memorial Library (JRML) acquires and makes available materials which inform, educate, entertain and enrich people's lives. Since it is not possible for any library to acquire all materials, it is necessary to employ a policy of selectivity in acquisitions. The Library provides, within its financial limitations, a collection of reliable materials embracing broad areas of knowledge. Included are works of enduring value as well as timely materials on current bestseller lists. Within the framework of these broad objectives, selection is based on local community needs, from those expressed and those from local demographics and evidence of area of interest. Allocation of the materials budget will also be determined by usage indicators, and objectives for development of the collection.

New formats shall be considered for the collection when, by industry report, and evidence from local request that a significant portion of the community population has the necessary technology to make use of the format. Availability of the format, the cost per item, and the Library's ability to acquire and handle the items will also be factors in determining when a format will be collected. Similar considerations will influence the decision to delete a format from the Library's collection.

It is the Library's goal to provide a diverse Hartford community with library materials that reflect a wide range of views, expressions, opinions and interests. Specific acquisitions may include items that may be unorthodox or unpopular with the majority or controversial in nature. The Library's acquisition of these items does not constitute endorsement of their content but rather makes available its expression.

JRML provides free access to materials in a number of formats (print, media and electronic) to all patrons.

Library users make their own choice as to what they will use based on individual interests or concern. JRML supports the right of each family to decide which items are appropriate for use by their children. Responsibility for children's use of library materials lies with his or her parent or guardian.

JRML adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights and the Freedom to View Statements. The Library subscribes to the Freedom to Read statement prepared by the American Library Association and the American Book Publishers' Council.

Library Bill of Rights
<http://www.ala.org/advocacy/intfreedom/librarybill>

Freedom to View Statement
<http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement>

Freedom to Read Statement
<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

II. Criteria for Selection

The library will not promote specific beliefs or views but will provide enough suitable material to enable the public to make informed decisions. Materials judged to be of lasting value will be added to the collection. Those materials meeting present and anticipated user interests may also be provided.

Selection of materials may be influenced by many factors, including but not limited to the following:

- budgetary considerations
- physical limitations of the library building

- suitability of the format and construction
- availability of specialized materials in other local libraries
- availability of material through interlibrary loan
- the need for added materials in particular subject areas
- the special needs of library patrons for materials in accessible formats

While the Library works closely with the education programs within the area's education facilities, the Library does not have the resources to add textbooks to the collection.

All librarians have a professional responsibility to be inclusive, not exclusive, in developing collections. Efforts will be made to provide materials representing all viewpoints.

Tools used in selection include professional journals, trade journals, publisher's promotional materials and review from reputable sources. Purchase suggestions from library patrons are welcome and given serious consideration.

III. Responsibility for Selection

Responsibility for the initial selection of library resources rests with the Library's professional staff, based on the criteria cited above. Designated staff are responsible for specific areas of the collection, under the overall direction of the Library Director operating within the framework of policies determined by the Board of the JRML.

IV. Collection Maintenance, Replacement and Weeding

Library staff regularly review items in the collection to ensure that they continue to meet patron needs. Materials that are worn, obsolete, unused, old edition or unnecessarily duplicated are removed. It is the responsibility of professional library staff to assess the need for replacing materials that are damaged, destroyed or lost. Items are not automatically replaced. Decisions are based on need, demand, budget and criteria for selection.

V. Gifts

JRML welcomes gifts of materials, with the understanding that they will be evaluated using the same criteria as those applied to purchased materials. If the gifts do not meet these criteria, the Library reserves the right to dispose of them as it sees fit. Please see the Library's gift and donation policy for more specific details.

Revised and Approved by the Jack Russell Memorial Library Board of Trustees December 8, 2021; December 9, 2015; Approved by the Hartford Public Library Board of Trustees April 12, 1989.