

Jack Russell Memorial Library

Collection Development and Maintenance 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 community needs, from those expressed and those from community 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.

The Library 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. The Jack Russell Memorial Library 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.

The Jack Russell Memorial Library 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

General criteria for selecting library materials are listed below. An item need not meet all of the criteria in order to be acceptable.

- the need for added materials in subject areas
- availability of material through interlibrary loan
- physical limitations of the library building

- relevance to community needs
- budgetary considerations
- public demand, interest or need
- contemporary significance, popular interest or permanent value
- prominence, authority and/or competence of author, creator or publisher
- timeliness of material
- relation to existing collections
- statement of challenging, original or alternative point of view
- authenticity of historical, regional or social setting
- the special needs of library patrons for materials in accessible formats

Each type of material must be considered in terms of its own merit and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship or value to humanity; others are selected to satisfy the informational, recreational or educational interests of the community.

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

Selection of all materials shall be the responsibility of the professional librarians who operate within the framework of policies determined by the Library Board of Trustees and based on the criteria cited above.

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 accepts gifts of new or gently used books, DVD's and music or books on CD. Please see the Library's gift and donation policy for more specific details.

VI. Reconsideration of Library Materials

The Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval but solely on the basis of the objectives set forth in this policy.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library materials will be sequestered.

Responsibility for reading and the use the Library by children rests with their parent(s) or legal guardian(s). At no time will library staff act as “*in loco parentis*”. Selection of library materials will not be inhibited by the possibility that they may come into the possession of children.

While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others.

Patrons requesting that an item be removed, relocated, labeled and/or restricted from the collection may complete a Reconsideration of Library Materials form.

VII. Procedure for Request for Reconsideration

Any individual expressing an objection to or concern about library materials should receive respectful attention from the staff member first approached. The following steps will be used when dealing with an individual requesting an item be reconsidered.

1. A request for Reconsideration Form must be obtained from the Library and filled out by the complainant. Use one form per item.
2. There are three possible steps to follow depending on the outcome of each step.
3. The first step is meeting the Library Director or designee who is responsible for the collection.
4. If agreement is not reached in the first step, then the second step is a meeting with the Library Director and Staff Member.
5. If an agreement is not reached in the second set, then the complainant is referred to the Library Board.
6. The Library Board’s decision is final/

VIII. Previous Reconsideration Requests

Requests to reconsider materials, which have previously undergone the reconsideration process, shall be referred to the Library Director. Repeated or redundant requests by an individual or a group to reconsider materials with differing title but similar content will be restricted as follows: If the Library Director concludes a request may be redundant, he/she will notify the complainant/complainants that the item(s) in question, having already undergone a thorough review and reconsideration process, will be reevaluated.

In the event that a complainant charges a particular item is not protected under the First Amendment of the Constitution of the United States of America, the onus of proof rests with the complainant.