



Collection Development Policy

Purpose of the Collection Development Policy

The purpose of the Collection Development Policy is to guide the librarians and to inform the public of the criteria upon which selections are made. Vital to the Policy are the [Library Bill of Rights](#) as adopted by the American Library Association and the [Freedom to Read Statement](#), issued jointly by the American Library Association and the Association of American Publishers.

This policy is directed toward building and maintaining, within the limits imposed by available funds and space, a collection of library materials representing a comprehensive range of interests, tastes, viewpoints, values, and levels of ability. The intent is that the collection be balanced in order to serve the greatest number of users and potential users in the Falls Village community. In following this policy, neither the Library nor its Board endorses every thought, expression, or belief represented in the Library's collection.

The David M. Hunt Library has a responsibility to protect and promote each patron's right to read, view, or listen to materials and resources as protected by the First Amendment, no matter the viewpoint of the author, creator, or selector. The David M. Hunt Library provides free and universal access to information for all. A person's right to use a library should not be denied or abridged because of age, background, or beliefs.

Types of Materials

The Library provides access to information in a wide variety of print and non-print formats. The Library currently collects books, newspapers, magazines, DVDs, audiobooks, and downloadable materials (e-books, e-Audiobooks, and downloadable media). In the future, the types of materials acquired will change as new technologies become available.

Criteria for Selection

Materials selection is an interpretive process based on the professional knowledge and judgment of the librarians. This process requires familiarity with all types of materials, knowledge of the existing collection, and an awareness of the needs of the community. Librarians consult standard bibliographic works and published reviews in professional and general publications. Suggestions from patrons are welcome and are given serious consideration.

General criteria applied in the selection of library materials include:

- literary merit, critical acclaim, artistic quality, vitality and originality;
- educational and informational value;
- accuracy, objectivity, effectiveness and timeliness of presentation;
- current interest and demand;
- diversity and representation of viewpoint;
- representation of a literary, political, or social movement, genre, trend or national culture;
- availability in a format appropriate for circulation and multiple use; and
- availability at a cost within the Library's budgeted resources.

Collection Development Diversity Statement

The David M. Hunt Library is committed to fostering a diverse, equitable, and inclusive space in which all patrons, employees, and volunteers feel welcome. The David M. Hunt Library strives to establish a community experience in which diverse identities, experiences, and ideas are valued and human dignity is affirmed. We are committed to providing equitable access to all facets of the library experience and to provide the resources to further these objectives.

Gifts and Donations of Library Materials

Accepting gifts and donations is an important way for the David M. Hunt Library to benefit from the generosity of the community it serves. Gifts and donations of materials are reviewed using the same criteria as purchases, and the Library will determine how best to incorporate such materials into the existing collection. Gifts received by the Library that are not added to the collection will be forwarded to the Friends of the Library group for their use at a future sale. The proceeds from the sale shall accrue directly to the benefit of the Library, in a fashion consistent with accepted library policy. Any items unsold by the Friends of the Library may then be donated to another organization or discarded.

Collection Evaluation and Withdrawals

To provide the best possible materials to the community, the collection is evaluated on a regular basis. Staff use industry standard resources to assist with determining material relevancy as well as the following criteria for withdrawal from the collection:

- Items are worn, stained, or damaged beyond repair.
- Items are out of date, contain inaccurate information, or are not historically significant.
- New, more current, or more comprehensive resources are available.
- Items have low circulation and/or demand.

Controversial Materials

The Library recognizes that some materials may offend some patrons. Selections will not be made based on anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collections and to serving the interests of library patrons.

Selection of adult materials (including electronic materials) will not be inhibited by the possibility that they may come into the possession of children. Only each child and their parent or caregiver can decide what material is suitable for that child to read or view. The fact that children possibly may access materials their parents or guardians consider inappropriate does not impact the selection of materials for the library's collection, including digital materials and platforms.

Requests for Reconsideration of Materials

If a patron objects to the presence of any item in the Library's collection, the patron may register a formal complaint by completing the Request for Reconsideration of Library Resources form and returning it to the Library Director. The Director will inform the patron, in writing, of the decision within two weeks of the receipt of the form. No materials shall be removed from public use during the reconsideration process. The Library will only review requests from residents of the community we serve.