

ANDOVER PUBLIC LIBRARY
355 Route 6
P.O. Box 117
Andover, CT 06232
phone/fax: (860)742-7428

COLLECTION DEVELOPMENT POLICY

Purpose of Policy:

This policy reflects as much as possible the mission of the Andover Public Library: "...to provide the public with information, library materials, and library services which support them in their work, home lives, learning, and leisure activities." This policy sets the guidelines for the Librarian/Director (noted forward as "Librarian") in the selection of materials for the Library and informs the public of the principles upon which selections are made. The Andover Public Library adheres to the American Library Association's Library Bill of Rights.

Responsibility for Selection:

Responsibility for the collection rests with the Librarian. The Librarian and delegated staff will determine items to be included in the collection by using staff recommendations, reviews in professional library journals, and recommendations from individuals and groups. Suggestions from patrons are welcome and are given serious consideration.

Selection Criteria:

The following considerations will be made when purchasing materials for the collection:

- * Importance and value to the collection
- * Reputation, credibility, and/or authoritativeness of the author, artist, publisher, or producer
- * Current and anticipated appeal, popular demand, and timeliness
- * Significance of the subject matter
- * Local interest
- * Availability or scarcity of materials on the subject
- * Cost
- * Level of difficulty and specialization
- * Professional reviews, summaries, and descriptions of materials
- * Formal suitability
- * Space availability/constraints
- * Accessibility to materials within the CT interlibrary system

Requests for Purchase:

Suggestions for purchase are welcome and appreciated. We will use the same criteria when considering requests from local patrons as mentioned above in our Selection Criteria.

Donations and Gifts:

The Andover Public Library accepts donations of books and other materials on a limited basis. Donated items are subject to the same criteria as any purchased additions to the collection. Gifts are accepted without commitment as to final assignment.

Collection Maintenance:

In order to provide the best service to the community, the collection is regularly evaluated. Materials are evaluated on an ongoing basis for accuracy, currency, and enjoyment and will be withdrawn when their individual value to the library's collection no longer exists. Materials which are no longer useful because of condition, lack of circulation, or because they no longer meet selection criteria will be withdrawn from the collection and offered to the public.

The Library makes available materials for the educational, informational, recreational, and inspirational needs of the community. Ownership of library material does not necessarily mean that the Library endorses the ideas or points of view contained in the material. Selections are not made on the basis of an anticipated approval or disapproval, but on the merits of the work in relation to the building of the collection and to serving the needs of patrons.

Library materials used by children are the responsibility of the child's parent or guardian. The selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Reconsideration of Library Materials:

Objections to the inclusion or exclusion of materials owned by the Andover Public Library should be made in writing, giving reasons in detail. Material Consideration Forms are available for this purpose. The Librarian will review the material in question, make an initial determination on the request, and respond to the person who challenged the material. If the complainant is dissatisfied with the Librarian's determination, the complaint will go to the Library Board of Directors. The Library Board will meet with the Librarian and will make a determination about the materials. Decisions of the Library Board of Directors will be final. The Librarian and the Library Board will use this policy, the Library Bill of Rights, and related supportive documents of the American Library Association to help make its final determination of any challenged materials.

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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.