

Enfield Public Library

Collection Development Policy

The mission of the Enfield Public Library is to be a focal point of the Enfield community by providing all residents and community members with a variety of resources and activities that educate, enrich, and entertain. The objective of the Collection Development Policy for the Library is to provide print and non-print materials and services that meet the educational, informational, cultural, and recreational needs of the Enfield community. The Library adheres to the Library Bill of Rights, which honors the rights of an individual to use the Library regardless of age, race, religion, national origin, or social or political views.

Because of the volume of publishing, as well as the limitations of budget and space, the Library must have a selection policy with which to meet community interests and needs. The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

Selection Criteria

1. Materials are chosen following these general criteria:
 - a. General excellence: authority of the author and accuracy of work
 - b. Anticipated interest/popular demand
 - c. Relation of work to the existing collection/enhances a specific collection within the library
 - d. Scarcity of information in subject area
 - e. Availability of material elsewhere in the community
 - f. Price, format, and ease of use
2. Library staff are responsible for the selection and discarding of books and other materials. Decisions to purchase are made using professional selection criteria. Reviews are a major source of information about new materials. The primary sources of reviews are Library Journal, Publishers Weekly, Booklist, School Library Journal, and AudioFile.
3. The public is encouraged to make requests for purchase to the library staff. When the item is not purchased, and it is one that the patron wants for their own use, the staff may attempt to borrow it through interlibrary loan.

Gifts

The Library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as they see fit. The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial or "honor" gifts of books or other library materials are encouraged, and the Library staff offers guidance in their selection. It is desirable for gifts of or for specific titles to be offered after consultation with the Library Director. Book selection will be made by the Director if no specific book is requested. The Enfield Public Library encourages and appreciates gifts and donations.

Self-published Books

Self-published books donated by local authors will be evaluated according to the Gifts selection criteria. Self-published books by local authors who want the Library to purchase a copy will undergo the same evaluation process as all other purchased library materials.

Challenged Materials

The Enfield Public Library recognizes that some materials are controversial and that any given item may offend some patrons. However, it is not the Library's responsibility to practice censorship. No library materials will be excluded from the collection because of the race, nationality, sex, political, social, or religious views of the author. Censorship is purely an individual matter and while anyone is free to reject for themselves materials of which they do not approve, censorship cannot be exercised to restrict the freedom of use and/or access to others. Selection is based on the criteria given throughout this policy document and does not represent an endorsement by the Library of any theory, idea, or lifestyle. Processing and shelving of materials in no way reflects a judgment of the materials. There will be no labeling of items or of catalog records to indicate point of view or bias.

Although materials are carefully selected, differences of opinion can arise regarding suitable materials. If a member of the community questions the appropriateness of a particular item in the collection, a discussion with the Library Director is welcomed. If a discussion does not meet the individual's needs, a Request for Reconsideration form can be requested from the staff. The inquiry will be placed on the agenda of the next regular meeting of the Enfield Public Library Board of Trustees.

Children

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Weeding

The collection is systematically weeded to eliminate unnecessary items such as outdated or superseded materials, items no longer of interest or demand, duplicates, and worn or damaged materials. Items of marginal value may also be weeded due to space considerations. When weeding, staff consider the selection guidelines detailed above as well as the recommendations found in *CREW: A Weeding Manual for Modern Libraries*.