



Collection Development and Maintenance Policy

Adopted 08.23.2022

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Purpose

The purpose of the Mystic & Noank Library's Collection Development and Maintenance Policy is to guide the Library 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, as well as the [Freedom to Read Statement](#) and the [Freedom to View Statement](#), issued by the American Library Association. The Mystic & Noank Library is firmly committed to the principles of intellectual freedom, guaranteeing all residents the right to access a broad spectrum of ideas and viewpoints without censorship or discrimination.

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. Library materials are provided for the interest, information, and enlightenment of all residents. The intent is that the collection be balanced in order to serve the greatest number of users and potential users in the Mystic and Noank community. In following this policy, neither the Library nor its Board endorses every thought, expression, or belief represented in the Library's collection.

The Library has a responsibility to protect and promote each patron's right to read, view, or listen to materials and resources protected by the First Amendment, no matter the viewpoint of the author, creator, or selector. The 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 origin, 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 and streaming materials. In the future, the types of materials acquired will change as new technologies become available.

Digital Collections and Databases

The Library recognizes the increasing importance of digital resources in meeting the information needs of its community. As technology evolves, the Library strives to provide access to a diverse range of electronic materials, including eBooks, audiobooks, digital databases, streaming media, and other online resources. These resources are selected and maintained according to the same criteria applied to physical materials. The Library is committed to maintaining a balance between physical and digital collections to ensure that patrons have access to a comprehensive and diverse range of resources.

Criteria for Selection

Materials selection is an interpretive process based on the professional knowledge and judgment of the Library. 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. In most cases, the Library will not purchase self-published materials that are not reviewed in these established review journals. Suggestions from patrons are welcome and are given serious consideration. General criteria applied in the selection of library materials include:

- Suitability of physical form for library use
- Suitability of subject and style for the intended audience
- Present and potential relevance for community needs
- Insight into human and social conditions
- Importance as a document of the times
- Relation to existing collection and other materials on the subject
- Reputation and/or significance of author
- Skill, competence, and purpose of author
- Attention of critics, reviewers, and public
- Local interest
- Heavy demand
- Availability of similar items through interlibrary loan
- Budget limitations

The Library collects some local and state historical materials. The Library will acquire legal, technical, and medical works only to the extent that they are useful to the general public.

Collection Development Inclusion Statement

The Library is committed to fostering an inclusive space in which all patrons, employees, and volunteers feel welcome. The 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 fair and open access to all facets of the library experience.

Gifts and Donations of Library Materials

Accepting gifts and donations is an important way for the 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. Professional 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

Collection Maintenance

Maintenance of the collection includes discarding, replacement, rebinding and repair. If an item is lost or damaged, it may not necessarily be replaced depending upon the number of duplicate copies or similar materials in the collection, existence of adequate coverage of the subject field, and demand for the specific author, title or subject. It is sometimes preferable to purchase current materials rather than replace older ones. The Library serves as arbiter in such instances.

Weeding

Weeding is a term used by libraries to describe the removal of materials from their collections. Such items may contain outdated or inaccurate information, have multiple duplicate copies, be no longer of interest, inconsistent with evolving community standards, or in poor condition. At the Library, weeding is performed as a regular, ongoing process by qualified staff and the Executive Director and the Assistant Director (“ED/AD”) in the interest of keeping all collections current and useful. Weeded materials in good condition may be sold, donated, or disposed of however the Library deems appropriate. Generally, standard titles of permanent value and materials of local significance are spared weeding even if they may meet the criteria for so doing.

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 will not be inhibited by the possibility that they may come into the possession of children. Responsibility for the reading, viewing, and listening of children and teens rests with their parents or legal guardians.

Requests for Reconsideration of Library Resources

The Library limits consideration of requests to reconsider materials, displays, or programs to individual residents of Groton and Stonington. Concerns or questions should first be addressed to the Executive Director or the Assistant Director (“ED/AD”). If this does not resolve the issue, a [*Request for Reconsideration of Library Resources form*](#) should be filed at the Library.

All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.