

Collection Development & Management Policy

1. Introduction

The Library's mission is to educate and enrich the community by providing free and equal access to information, resources, and experiences. The Simsbury Public Library provides programs, materials, spaces, and services in accordance with the [Library's mission](#), [Statement on Equity, Diversity & Inclusion](#), and [Strategic Goals](#), in order to enrich lives and inspire discovery and connection, while supporting the present and future needs of the community.

2. Purpose & Scope

The Simsbury Public Library Collection Development & Management Policy guides the selection, acquisition, evaluation, weeding, and maintenance of the Library's collections, within budgetary and space limitations, to serve current and future community members. This policy guides the creation and curation of the Library's collections, which includes books and other resources in a variety of formats, including print and electronic, that are purchased or licensed by the Library for free use by the public.

3. Roles & Responsibilities

The Library Board delegates the oversight and management of the library, including the development and management of the Library's collections, within the guidelines of this policy, to the Library Director and the Director's designees among library staff. Responsibility for the selection, repair, replacement, and weeding of materials rests with the designated professional staff under the overall direction of the Director. Consortium-level or partnership collections may be governed by separate collection criteria.

4. Selection of Materials for the Library's Collections

The selection of materials for the Library's collections will be ongoing and based on the professional skills, knowledge, and judgment of the designated library staff, who will maintain awareness of current trends and best practices in the development of collections for adult, youth, and children's audiences. As good stewards of the Town's tax dollars, the Library will continually re-evaluate materials budget allocations and selection strategies.

The following criteria will guide the selection of items for the Library's collections, however, an item need not meet all criteria in order to be selected:

- Current or anticipated patron demand, whether informational or recreational, as evidenced through usage statistics
- Assessments and criticisms from professionally recognized resources, such as published book reviews and trade publications
- Cost, condition, and availability, including through interlibrary loan or other resource sharing partnerships
- Suitability of information, content, or format for intended audience

- Currency, accuracy, and authoritativeness of information or content
- Credibility and integrity of authors or publishers
- Relevance to the Library's mission, values, and strategic goals
- Historical or cultural significance to Simsbury, CT and the Farmington Valley region
- Contemporary, popular significance or anticipated long-term public interest
- Value of item to existing collections, including duplicate copies and series holdings

Materials may be excluded from the Library's collections for inaccurate information, lack of integrity, sensationalism, intent to promote hatred or intolerance, and content that is too limited or specialized. In the case of controversial questions, variety and balance of opinion are sought whenever available.

Accessibility of Collections: The Library collections will include items that increase access to information or content for patrons with different learning abilities, educational levels, or physical needs, including assistive technologies and other accommodations, such as:

Large print books

- Items in world languages
- Items for a given audience with content at varying reading levels
- Downloadable and digital items available on websites or in apps with built-in accessibility features, such as dyslexic font, customizable print size, or adjustable playback speeds
- DVDs and streaming digital items with Descriptive Video Service, Closed Captioning, or Subtitles for the Deaf and Hard of Hearing
- Handheld magnifiers and other assistive reading devices
- A talking book reader, Braille materials, and access to additional resources through the CT Library for Accessible Books

World Languages: The Library's collections will include items in languages other than English, as well as English-language learning materials, to meet the needs of a diversifying and inclusive population, focusing on languages that reflect current or anticipated community interests and uses.

Patron Requests: The Library values demand-driven acquisitions and welcomes requests for purchase from our patrons in order to reflect the community's interests in the Library's collections. The Library will accept purchase requests in-person and online, and will apply the above criteria to all requested items to determine whether to add them to the Library's collections.

Local Authors: The Library values local authors, but can't guarantee that each resource created locally will be included in the Library's collections. Self-published books and other materials published by local or Connecticut authors will be considered for the Library collections if they are donated and meet the selection criteria above as determined by library staff.

Donations: The Library will apply the above criteria to all donated items to determine whether to add them to the Library's collections. The Library reserves the right to give donated items not accepted into the collection to the Friends of the Simsbury Public Library for inclusion in the Book Store or annual book sale. The Library does not accept: textbooks, magazines, scores, reference books, academic titles that do not meet the needs of the general public, items

in obsolete or deaccessioned formats, or items in poor condition (i.e. torn, worn, dirty, moldy, smelly).

5. Collection Maintenance

Maintenance of the Library's collections will be based on the professional skills, knowledge, and judgment of the designated library staff, who will maintain awareness of current trends and best practices in collection management. Collection maintenance includes repair, replacement, and discarding, commonly known as weeding, and requires regular assessment of the collections to meet the ever-changing needs of the community.

Accessibility of Collections: The Library will maintain the physical accessibility of the Library's collections for all patrons through regular shelving, shelf-reading, and spatial reorganization of items, as well as direct staff assistance with retrieval. The Library will maintain accessibility to both physical and digital items by removing or reducing barriers that prevent people with disabilities or impairments from using the Library's collections.

Repairs and Replacements: Whenever feasible, the Library will mend physical items that become damaged due to wear and tear so they may be returned to the shelf and borrowed again, however, some types of damage cannot be repaired, like mold. There may be instances when it is more cost-effective or efficient to replace, rather than repair, lost or damaged items. Library staff will determine whether to repair, replace, or withdraw lost or damaged items based on usage statistics, cost, condition, and availability.

Weeding: Ongoing and regular withdrawal of materials is required to keep collections current, accessible, and responsive to community needs. Space is limited and the importance of an item to the Library's collections may change over time. Once items are withdrawn, library staff will determine how to dispose of them by re-selling, giving away, reusing, or recycling the items as deemed appropriate.

Due to the nature of purchasing and licensing downloadable and digital content, some materials may be removed due to loss of rights or other digital rights management protections. Otherwise, the following criteria will guide the withdrawal of items from the Library's collections, however, an item need not meet all criteria in order to be discarded:

- Damage beyond repair
- Infrequent or low historical use
- Outdated or inaccurate content
- Availability of superseding editions or more current titles about the subject
- Obsolescence or deaccession of format
- Space limitations
- Duplication within the collections
- Availability through interlibrary loan or other resource-sharing partnerships

6. Intellectual Freedom

The Library endorses the principles articulated in the [Library Bill of Rights](#) and the [Freedom to](#)

[Read Statement adopted by the American Library Association](#), as well as the [Intellectual Freedom Statement Against Censorship adopted by the Connecticut Library Association](#).

In accordance with the selection guidelines above, items in the Library's collection will address an array of topics and provide a diversity of perspectives, whenever available, giving patrons of all ages free and equal access to a range of information and content. It is understood that the inclusion or exclusion of items that may be considered controversial in the Library's collections does not constitute an endorsement of the item's information or content.

No information or content will be excluded or removed based solely on the author's or the author's fictional characters' race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability, or genetic information (including family medical history). No library materials shall be sequestered or removed from free and equal public access, except for the purpose of protecting the materials from theft or damage.

7. Request for Reconsideration of Library Materials

Any Simsbury resident may request that an item in the Library's collection be reviewed to ensure it complies with the Library's Material Selection Policy by completing a Request for Reconsideration of Library Materials Form. The Library Director shall investigate the request and respond in writing within fifteen (15) days after the Library receives it. Copies of all written requests and the Library Director's responses shall be provided to the Library Board of Trustees and a permanent record shall be kept of them.

The Library Director shall also give the requestor a copy of this Policy and advise such person that if they are unsatisfied with the Library Director's response, a request may be made in writing within ten (10) days of the Library Director's response so that the issue be reviewed by the Library Board of Trustees. The Library Board of Trustees shall have the ultimate responsibility for responding to the request consistent with Policy guidelines, and such response shall be made in writing to the requestor. A permanent record of all such responses shall be maintained.

A title will be reviewed only once in a five (5) year period unless the content has undergone major revision.

8. Policy Review and Revision

This Simsbury Public Library Collection Development & Management Policy will be reviewed periodically and revised as needed by library staff, the Director, and the Board of Trustees.

~Approved by the Library Board of Trustees November 20, 2023