

Windham Public Library Materials Selection Policy

I. Introduction

Mission Statement

Windham Public Library is your center for community, information, technology and entertainment by powering learning and fun for all ages.

The Community

The Town of Windham is in Cumberland County, Maine, population 17,001 (2010 Census). Windham is located 10 miles NW of Portland and is the gateway to the Sebago Lake Region with a unique mixture of recreational areas and a large shopping district.

The Collection

The library serves as a limited public forum for access to the full range of recorded information within the marketplace of ideas. Collection development should be content-neutral so that the library represents a wide range of viewpoints and subjects of interest. The collection of the Windham Public Library includes materials in print, audiovisual and electronic formats, including access to the internet. The library acquires, makes available, and encourages the use of materials in a variety of formats for the enlightenment, enrichment and enjoyment of all members of the Windham community, of all ages and interests while recognizing that each individual has varying needs and interests. The library also recognizes that it has limited financial resources and has a responsibility to use its funds to serve the entire community. Consequently, the collection reflects the collective informational, recreational, cultural, and educational needs of the community as opposed to any one individual's needs. The library relies on other available resources such as consortia borrowing, interlibrary loan and appropriate referral to serve individual needs outside the scope of the library's collection. The library also makes use of electronic databases and selected internet sites to further enhance its ability to provide relevant resources and information to its patrons. It is a member of the Minerva library consortium as well as the MaineCat catalog. This membership enables library cardholders to freely borrow and lend materials from other member libraries throughout the state, thus greatly enhancing Windham Public Library's ability to supply the materials community members are seeking. The library affirms the [Library Bill of Rights](#) and its interpretations as adopted by the American Library Association, as well as [The Freedom to Read](#), and [The Freedom to View](#).

Purpose of the Collection Development Policy

This Collection Development Policy is intended to guide the library staff in identifying specific criteria for resources to be added to the collection through purchase, subscription or donation. The policy assists the staff in selecting library resources and maintaining the collection's currency, relevance and usefulness and promotes the development of the collection based on institutional goals and user needs.

Responsibilities

Final responsibility and authority for the selection and maintenance of library materials rests with the Library Director. Library staff will have input into the selection of materials and user

requests are considered if they are found to be appropriate for the collection and within the guidelines of this policy.

II. Selection

General:

All acquisitions, whether purchased or donated, are considered by the same standards. Materials are evaluated on the significance of the entire work rather than individual parts. The following principles will be applied:

- Contemporary or permanent value
- Community interest
- Literary and artistic excellence
- Reputation and/or authority of the author, editor, illustrator or publisher
- Attention of critics, reviewers, media and the public
- Accuracy of content
- Format and ease of use
- Quality of production
- Relation to existing collection and to other materials available on the subject
- Scarcity of information in the subject area
- Availability of material in other libraries
- Price, availability, and demand
- Availability of physical shelving space

Guided by professional judgment, knowledge of the community and user requests, library staff will use selection aids to determine suitability of materials for the collection. These aids may include review journals such as Booklist, Horn Book, Library Journal, The New York Times Book Review, School Library Journal, Audio File, and local reviews. Professional collection development tools such as Public Library Catalog, Fiction Catalog, and H.W. Wilson Children's Core Catalog may also be used. Input from library users and community groups will be encouraged and given careful consideration.

The library recognizes the importance of making available a variety of viewpoints. Resources representing different viewpoints on controversial issues may be acquired or made available, including those which may have unpopular or unorthodox positions. Acquisitions are dependent upon availability of materials on any given viewpoint.

An item will not be selected, or excluded from selection, solely for the reason of race, color, religion, gender, sexual preference, national origin, disability, age, ancestry, or other characteristic of the author or the source. Items will be arranged utilizing generally accepted library practices but prejudicial labels will not be used.

III. Collection Maintenance

In order to maintain the effectiveness of the library's collection, the same criteria used in the selection process will be used to evaluate currently owned items. A regular and systematic weeding of the library's materials will be conducted. Weeding has been shown to increase the quality and use of a library's collection. Materials weeded from the collection will be either sent

to Better World Books, with proceeds benefiting the Friends of the Windham Public Library, or if the material is in poor condition it may be recycled

Criteria for Weeding:

1. Appearance: Books or non-print materials of antiquated appearance, badly bound volumes, poorly printed or illustrated works are candidates for weeding, this also includes, worn out volumes whose pages are dirty, brittle, yellow or missing, and those with frayed bindings, broken spines, or dingy, torn or dirty covers.
2. Unnecessary titles: Examples of titles which are no longer needed include duplicate titles whose popularity has waned and older editions of currently held works.
3. Poor content: Materials which contain dated or incorrect information; poorly written or performed works or items which have been superseded by newer, improved editions.
4. Age: The collection will be reviewed on an ongoing basis and out of date materials or materials that no longer circulate regularly, 3-5 years is the professional standard, may be removed. Items that no longer meet the criteria will be withdrawn.

IV. Reconsideration

The library recognizes that some materials may be controversial and that any given item may offend an individual patron. However, all individuals have the right to choose which library materials they will use. No one individual has the right to restrict the freedom of others to read whatever they wish. No book or other material in question is automatically removed from the collection because of an objection to it.

The library provides patrons an opportunity to request that items in the collection be reconsidered. The initial request should be referred to the Library Director and whenever possible, the complaint should be handled by him/her. The form "Request for Reconsideration of Library Materials", (see appendix) may be shared with the patron and a written response will be sent to the person or organization making the complaint.

If the complainant wishes to appeal the decision of the Library Director, the complainant will notify the Library Director and the challenged material will be referred to a committee of the Board of Trustees. The committee will read the material, consult with Library Director, read book reviews, and come to a decision regarding the challenged material.

The committee will notify the complainant of its decision. The committee will be made up of two (2) staff members, other than the Library Director, two (2) members from the Library Board of Trustees and one member of the community to be appointed by the Library Board of Trustees. The Library Director will act as a consultant for this committee. The reconsideration request will be placed on the agenda of the next regular Board of Trustees meeting to review the request. The decision of the Library Board of Trustees will be final.

Policy accepted by the Windham Public Library Board of Trustees December 10, 2015



Windham Public Library
Request for Reconsideration of Library Resources

The Windham Public Library Board of Trustees has delegated the responsibility of selection and evaluation of library resources to the Library Director and his/her designees, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please return the completed form to the Library Director, Windham Public Library 217 Windham Center Rd. Windham, ME 04062. [Please note that this form may become part of public record.]

Name _____ Date _____

Address _____ Town _____

State _____ Zip Code _____ Phone _____

Do you represent self? _____ Organization? _____

Resource on which you are commenting:

___Book ___Textbook ___Video ___Display ___Magazine ___Library Program

___Audio Recording ___Newspaper ___Electronic Information/Network (please specify)

___Other _____

Title of the resource _____

Author/producer of the resource _____

What brought this resource to your attention? _____

Have you examined the entire resource? _____

What concerns you about the resource? (Use other side or additional pages is necessary) _____

Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic? _____
