

# East Granby Public Library

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## Materials Selection & Collection Development Policy

### Objective

This policy guides library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The [Library Bill of Rights](#), [the Freedom to Read Statement](#), and the [Free Access to Libraries for Minors Statement](#) have been endorsed by the East Granby Library Association Board of Directors and are integral to this policy.

### Responsibility for Selection

The Board of Directors delegates the oversight and management of the collection, within the guidelines of this policy, to the Library Director and staff. Responsibility for the selection, maintenance, replacement, and weeding of materials rests with the designated professional staff under the overall direction of the Director. However, because the Director must be available to answer to the Library Board and the general public for actual selections made, the Director has the authority to reject or select any item.

### Selection Criteria

To build a collection of merit, materials are evaluated on one or more of the following criteria. Materials need not meet all to be acceptable:

- Current and potential relevance to the community
- Popular appeal/demand
- Authority, significance, competence, and purpose of the author, creator, publisher, or distributor
- Currency, clarity, and accuracy of information
- Awards and honors
- Consensus of reviews published by respected review sources
- Relevance to existing library holdings
- Representation of diverse points of view
- Availability of materials through inter-library loan
- Suitability of the physical form
- Accessibility and ease of use
- Budget and cost

## **Selection Resources**

In making a selection decision, our Librarians consult but are not limited to, the following widely respected review sources:

- Standard Bibliographic Works
- Publishers' Catalogs
- Staff Suggestions
- Recommendations by Local Specialists
- The New York Times Book Review
- New York Times Bestseller List
- NPR Book Review
- Book Page
- Goodreads
- American Booksellers Association – Indie Best Seller Lists

## **Patron Suggestions**

Patron suggestions for new items are welcomed and will be considered applying the same criteria as is used for the collection. If the decision is made not to purchase an item, the Library will attempt to obtain the item for any East Granby resident through Inter-Library Loan.

## **Deselection Guidelines**

Collection evaluation and maintenance is a continuous and ongoing process based on quantitative and qualitative evidence and professional judgment. Materials that have outdated information, are in poor condition, or are no longer of use or interest will be removed from the collection. Materials are viewed as entire works, not based on isolated passages or sections.

## **Gifts**

The Library may accept gifts of new materials with the understanding that the same guidelines of selection are applied to gifts as to materials acquired for the collection. The Library reserves the right to evaluate and dispose of gifts in accordance with the criteria applied to purchased materials.

Monies donated for the purchase of materials are gratefully accepted. Library staff will make the final determination of the materials to be purchased with such donated funds.

## **Shelving Locations**

Adult Collections: Ages 19+

Teen Collections: Grade 9 through Grade 12, or Age 14 through Age 18

Children's Collections: Birth through Grade 8 or Age 14, with a special subject collection for parents, caregivers, and teachers.

The following are factors used to determine where an item best fits within the Library's collections:

- Physical form
- Format
- Genre
- Reading level
- Publisher-intended audience recommendations
- Professional reviewer age/grade recommendations
- MPAA, ESRB, or another authority's rating
- Popular appeal/demand by a collection's intended audience

Age-defined collections do not equate to a rating system or an age restriction. Any borrower of any age is welcome to select any item from any collection. Age-defined collections are curated to include materials for everyone within their intended audience. This means that everyone within an audience can find something for them in their intended collection; however, this does not mean that everything in a collection will be for everyone within its audience. For example, while both a fourth grader and a toddler are best suited to the Children's Room, a book intended for fourth graders may not be the right selection for a toddler, and vice versa.

### **Controversial Topics**

A balanced collection attempts to represent all people and all subjects as far as the availability of materials, space, and budget allows. Selection and placement in the collections are based on the criteria stated in this policy. The race, religion, nationality, gender, sexuality, or political views of an author, creator, subject, or character; offensive language; depictions or description of violence or sexually explicit activity; controversial content of an item; or endorsement or disapproval by an individual or group in the community does not cause an item to automatically be included or excluded from the Library's collection.

The Library's collection may contain materials that some find objectionable. The Library may also omit from the collection materials that some feel are important. The Library's goal is to provide something for everyone while knowing that not everything will be for everyone.

The Library recognizes parents and legal guardians as the parties responsible for the reading and viewing habits of their children. The selection of materials for the adult collection is not impacted by the possibility that children may obtain materials their parents or guardians consider inappropriate.

### **Request for Reconsideration**

The Library welcomes expressions of opinion concerning materials in its collection. An East Granby Library cardholder who wishes to request that a specific item be reconsidered for inclusion in the collection, that is to say, removed, is asked to complete the [Reconsideration Request Form](#). Such persons who wish to submit a

Request for Reconsideration should read the material in question in its entirety as well as the Library's [Intellectual Freedom and Censorship Policy](#) prior to submittal. The Reconsideration Request Form will be forwarded to the Library Director who, along with appropriate staff, will review the request and make a determination regarding the retention or removal of the material in question based on the guidelines outlined in this policy. A letter explaining the decision will be sent to the party submitting the Request for Reconsideration. Appeals may be requested by submitting a written request to the Library's Board of Directors. The final authority regarding removing or retaining library materials ultimately resides with the Library Board of Directors, and all decisions are final. Materials under review remain in the collection during the reconsideration process.

A resource that has previously been reconsidered by request shall be exempt from additional requests for reconsideration for two years following being retained in the Library's collection despite a formal request for reconsideration. The Library Director shall summarize the previous decision in response to any new request for reconsideration during that two-year time period.

### **Scope**

This policy applies to the materials in the Library's collection. While considered part of the collection, the materials housed in The Betty Guinan / Alice Newman Historical Room do not fall under the provisions of this policy but to the policies and procedures of The Betty Guinan / Alice Newman Historical Room.

### **Digital Content**

Some of the library's content is provided using third-party vendors. The library subscribes to services in which third-party vendors, not library staff, determine the specific title or materials made available through the service. In these circumstances, the library is unable to reconsider materials that the library user objects to but may inform the third-party vendor of user concerns and/or consider these concerns in determining whether to continue using the vendor.

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