



## Collection Development Policy

Effective Date: January 01, 2007

### I. POLICY OVERVIEW/DESCRIPTION

In support of the mission and values of the Kellogg-Hubbard Library, the Collection Development Policy serves as a guide for the selection, acquisition, maintenance, and retention of materials by establishing roles, responsibilities, and a process for addressing Library user concerns. The Library Director will maintain collection development procedures and forms supplementary to this policy.

### II. OBJECTIVES OF THE LIBRARY'S COLLECTIONS

The Library strives to meet the educational, recreational, cultural, and information needs of our community members through maintaining a comprehensive and diverse collection of materials in multiple formats. Collection decisions encourage freedom of expression by representing a wide range of views, expressions, opinions and interests. The Library also strives to reflect the unique communities it serves through a commitment to materials with local interest and a representation of local and Vermont authors.

### III. RESPONSIBILITY FOR COLLECTION

The Library Director oversees the selection, maintenance and disposition of materials for the collection, with input from other library staff. Suggestions from patrons are welcomed and will be subject to the library's selection criteria. We also review gifts and donations using these criteria and our *Gift Acceptance Policy*. As a public library, our collection requires a focus on materials that appeal to a broad range of users, rather than the academic and technical works collected by universities and research institutions.

### IV. COLLECTION METHODS AND CRITERIA

The following criteria are considered when reviewing materials:

- professional media reviews
- expressed or anticipated patron demand
- enduring value of the material
- quality, accuracy or authenticity of materials
- inclusion of materials in a special bibliography or index
- scope and depth of our present collection or the availability of materials at other libraries in the area

- expertise of the author or publisher
- publication date and format of the material
- Relevance to the needs and interest of the community
- Local significance of the author or subject.
- Budget constraints

No single criterion justifies a purchase; we consider all the criteria in reaching a decision.

## **V. MAINTAINING THE COLLECTION**

The collection is assessed continuously to ensure that materials are accurate, useful, current, and in good shape. The Library Director, or their designee, make the decision to withdraw materials, using professional best practices and taking into account space considerations.

## **VI. CHILDREN'S ACCESS TO LIBRARY MATERIALS**

The Kellogg-Hubbard Library makes a broad selection of library materials and information available for everyone, including children and teenagers. Decisions about what materials are suitable for particular children should be made by the people who know them best -- their parents or guardians. The Library will not exclude access to materials based on age.

## **VII. REQUEST FOR RECONSIDERATION OF MATERIALS**

Any registered Kellogg-Hubbard Library patron may request that an item in the library collection, or a proposed acquisition for the Library collection, be reviewed to ensure it complies with our collection methods and criteria by submitting a completed Request for Reconsideration form. The Library Director will consider each request relative to this policy, staff input and other appropriate sources. The Library Director will respond in writing to the individual making the request within two weeks. In the event that the individual making the request is not satisfied with the response, they may appeal in writing, within four weeks to the president of the Board of Trustees, who will organize an *ad hoc request for reconsideration committee* comprised of trustees and librarians, which will consider the request and response and make a final decision. While the item is under review, it will remain available in the Library collection.

Once a title, regardless of format, has been evaluated under the reconsideration process, it may not be challenged again for one calendar year. Request for Reconsideration Forms will be retained as required by our *Records Retention Policy*.

Related Document: *Request for Reconsideration Form*

## **VIII. RELATED RESOURCES**

Freedom to Read (ALA) Library Bill of Rights (ALA)  
 Diversity in Collection Development (ALA)  
 Free Access to Libraries for Minors (ALA)  
 Freedom to View (ALA)  
CREW: A Weeding Manual for Modern Libraries  
 KHL Records Retention Policy  
 KHL Gift Acceptance Policy

**IX. REVISION HISTORY POLICY MANUAL**

<b>Date</b>	<b>Revision #</b>	<b>Modification</b>
2023-11-15	5.0	Policy significantly updated to reflect practice and add controls for reconsideration requests. Policy renamed from Materials Selection to Collection Development
2021-06-16	4.0	Request for Reconsideration Form Added. Minor updates.
2020-3-18	3.0	Job titles changes to reflect administrative structure
2017-07-19	2.0	Minor revision to reflect the change of job title from "Library Director" to "Director of Library Services"
2015-10-16	1.0	Policy revised for length and clarity
2007-01-01	0.0	New policy approved by Kellogg-Hubbard Library Board of Trustees



## Kellogg-Hubbard Library Request for Reconsideration of Library Materials

*Registered library patrons who would like the Library to reconsider a title's place in the collection are required to complete this form in its entirety.*

### Please provide the following information on this material:

Title: \_\_\_\_\_

Author: \_\_\_\_\_ Format: \_\_\_\_\_

Copyright/Date: \_\_\_\_\_ Publisher/Producer: \_\_\_\_\_

### Request initiated by:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Do you represent yourself or an organization? \_\_\_\_\_ Organization \_\_\_\_\_

### Review:

Have you read, viewed or listened to the entire work? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, what parts did you review?

For what age group is this work intended?

What do you believe is the theme or major intent of this work?

Please describe your objection to or support of this work: (Please be as specific as possible, including page numbers, specific sections, etc.)

Have you read our Collection Development Policy? Yes \_\_\_\_ No \_\_\_\_

**What action are you requesting the Library take?**

Add to collection \_\_\_\_ Discard from collection \_\_\_\_ Re-shelve in another location \_\_\_\_

Other\_\_\_\_\_

In its place, what work of equal literary quality would you recommend the Library purchase that would cover the same subject or content? (N/A for acquisition requests)

We appreciate your concerns and welcome your comments. The Library Director will mail or email you a response within two weeks. Appeals must be made in writing to the board of trustees within four weeks of receipt of an initial decision.

*Return to Library Director, Kellogg-Hubbard Library, 135 Main St., Montpelier, VT 05602*