

ROXBURY PUBLIC LIBRARY

COLLECTION DEVELOPMENT AND ACCESS POLICY

PURPOSE

The Roxbury Public Library seeks to serve the public efficiently, pleasantly, and without discrimination. The purpose of this policy is to outline the parameters the library uses to develop and maintain a well-balanced collection that meets community needs within the limits imposed by funds and space. The core collection of materials should include items that are timely and those that have withstood the test of time. In addition, patrons should find the Library's collection easy to use and should not be reluctant or embarrassed to ask for materials. For these reasons, the bulk of the Library's collection will be on open shelves for maximum self-service.

FREEDOM TO READ/INTELLECTUAL FREEDOM

The freedom to read, along with the freedom to hear and to view, is protected by the First Amendment to the U. S. Constitution and shall not be restricted or abridged based on the content or viewpoint expressed in the materials in the Roxbury Public Library collection.

ACCESSIBILITY

The Roxbury Public Library has an obligation to select, maintain, and support access to content on subjects by diverse authors and creators that meets—as closely as possible—the needs, interests, and abilities of all the Roxbury community. This includes titles that “affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces” as per the ALA 9th code of ethics.

The Roxbury Public Library subscribes to the American Library Association's Library Bill of Rights, Code of Ethics, Freedom to Read, Freedom to View, Access to Electronic Information, Services and Networks statements and their related interpretations.

MATERIALS SELECTION

Selection and purchase of library materials for the collection rest with the Library Director who may delegate responsibilities to other staff members. Staff will adhere to this policy.

Selection criteria and guidelines apply to all Roxbury Public Library literary material. Each item is evaluated objectively, taking into consideration selection criteria set forth herein, including but not limited to content, educational, informational, creative, literary, and technical quality and merit.

General Selection Criteria

- Relevance to interests and needs of the Roxbury community
- Significance of subject matter
- Accuracy of information
- Extent of publicity, critical reviews and current or anticipated demand
- Current or historical significance of the author or subject
- Reputation or authority of the author or publisher, with preference generally given to titles vetted in the editing and publishing industry
- Timeliness and/or popularity of a subject, title, or author
- Professional reviews from reputable journals and sources
- Award-winning or award-nominated material
- Patron requests
- Value of resource in relation to price, availability, and materials budget
- Technical characteristics, e.g., binding, size, quality of paper and typography

The Library recognizes its obligation to provide materials that reflect current interest, although they may not have enduring value. Within the guidelines of this policy, suggestions from the community for items to be purchased are strongly encouraged. The Library cannot purchase all materials

requested, but will attempt to extend its resources through cooperation with other libraries, information resources and interlibrary loan.

SELECTION OF AND ACCESS TO MATERIALS IN THE CHILDREN'S COLLECTION

The children's collection is intended to serve children from birth through adolescence as well as interested adults. The Roxbury Public Library does not serve as "in loco parentis". Selection of library materials, in this and other collections, will not be restricted by the possibility that materials may inadvertently come into a child's possession. All materials are accessible to the community except as restricted in other Library policies. Responsibility for a minor's choice of material rests with parents or guardians.

GIFTS

Gifts in the form of library collection materials will be accepted if they meet the Roxbury Public Library's principles for selection of new materials. The Roxbury Public Library reserves the right to determine such issues as classification, arrangement, and shelving of gift materials. The Roxbury Public Library will not accept special collections of materials with any donor's stipulations.

RECONSIDERATION POLICY AND FORM

The reconsideration form (below) is to be completed in its entirety for items to be considered for removal from the Roxbury Public Library. No challenged material that has been selected under the guidelines of this policy shall be removed from the collection except by formal action of the Board of Directors.

COLLECTION MAINTENANCE

In addition to acquiring new materials, it is important to remove from the existing collection those items no longer deemed useful or relevant. This policy provides authority for the systematic and regular evaluation of the existing collection and subsequent withdrawal of worn, obsolete or infrequently used materials and supports the public's right of access to an appealing and relevant collection. Roxbury Public Library staff systematically review the collection with the goal of maintaining the quality and vitality of library resources.

The main criteria for weeding are lack of circulation, obsolete information, and poor condition of the materials. Decisions will be based on accepted professional practice such as those described in the CREW Method and the professional judgement of the Executive Director or designated staff.

While the Roxbury Public Library attempts to have copies of standard and important works, it does not automatically replace all materials withdrawn. The same criteria that apply to original selection also apply to replacements.

Items which are withdrawn from the Library will be disposed of in accordance with local law, donated, or transferred to the Friends of the Roxbury Library, Inc. for sale.

Revised, Approved and Adopted by the Library Board of Directors

Cynthia Newby, Chair

7/10/2023
Dated

ROXBURY PUBLIC LIBRARY
Roxbury, Connecticut

RECONSIDERATION OF MATERIAL REQUEST FORM

The freedom to read, along with the freedom to hear and to view, is protected by the First Amendment to the U. S. Constitution and shall not be restricted or abridged based on the content or viewpoint expressed in the materials in the Roxbury Public Library collection.

- Only one form from a household is accepted at a time
- Material being challenged must be read in full.
- This form must be completed in full.

The Executive Director and Board of Directors will review this reconsideration request and respond in a reasonable amount of time to read/view/listen to the material in question in full.

Name _____

Address _____

Phone _____

E-Mail _____

- Type of material being addressed:
- Title:
- Author:
- Original year of publication:

-
- How did you learn about this material:
 - Did you read/listen/view the material in full?

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- Explain the purpose of this material:
 - What positive qualities does the material present?
 - What are your concerns about the material, including citations and quotes:
 - How has the material been assessed in professional review sources (include citations):
 - Provide citations in support of your objection:
 - Explain how the material fails to meet Intellectual Freedom standards:

- Who would be negatively impacted by this material and how (citations and evidence required):
- What would you replace the material with (include titles and professional reviews of replacements):
- Why do you believe you should be able to restrict the reading choices of the Roxbury Public Library community?

Signature _____

Date _____

*Forms that are not signed will be void.