

Littleton Public Library

Collection Development Policy

Statement of Purpose

The Littleton Public Library's materials collection is developed and managed to meet the majority of the cultural, informational, educational, and recreational needs of the library's service area. This policy is established by the Library Board of Trustees to inform the public of the principles upon which the library makes decisions regarding the maintenance and use of the collection.

Responsibility for Selection of Materials

The ultimate responsibility for selection of library materials rests with the Library Director who operates within the framework of the policies determined by the Board of Library Trustees. Though the tasks of selection may be shared with library staff, only the Library Director can make final decisions about the suitability of a particular item.

The general public and all staff members are welcome to recommend materials for selection. Collection management is a system-wide approach, allowing for the most effective and efficient use of staff time and funds. Patron demand is a powerful influence on library collection decisions. The Littleton Public Library should not attempt to collect materials at a comprehensive or research level for any subject area other than local issues. A broad range of materials should both serve and await the needs of the library's patrons.

The library recognizes that materials selected for the collection may be controversial and that any given item may offend any individual. Selections will be made, not on the basis of anticipated approval or disapproval, but solely on the merits of the work in relation to building the collection, and to serving the needs of library users in accordance with the library's stated goals.

The library strives to maintain materials that represent a range of viewpoints about various issues. Selection of materials by the library does not mean endorsement of the contents of views expressed in those materials.

The library does not stand *in loco parentis*. Parents and guardians, not the library, have the responsibility of guiding and directing the reading, listening, and viewing choices of their own minor children. Selection of adult collection materials will not be inhibited by the possibility that the items may be utilized by minors.

Selection Criteria

The criteria considered in the selection of library materials include:

- Existing library holdings
- Patron demand
- Community interest and significance
- Individual merit as determined by documentation, awards, professional reviews and/or subject area experts
- Budget
- Quality of the physical format
- Availability of the material or information elsewhere

Points considered in the selection of materials:

1. Objectionable language and vivid descriptions of sex and violence when dealt with realistically within the context of the book will not be criteria for rejecting the book.
2. The responsibility for children's choices in reading material rests with the parents and legal guardians. Selection of library material will not be limited by the possibility that it may come into the possession of minors.
3. Material is judged on the basis of the work as a whole, not by a part taken out of context.
4. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests of library patrons and books discussed on public media.
5. Due to limited budget and space, the Library cannot purchase all materials that are requested. Interlibrary loan may be used to obtain materials from other libraries in New Hampshire for the use of our patrons or when a request is outside the scope of the collection.

Maintaining the Collection

The Library staff follows the CREW method of collection maintenance. CREW stands for Continuous Review, Evaluation, and Weeding. Read the manual here: <https://bit.ly/3MeM022>

The CREW method gives six general criteria for considering weeding an item from the library's collection. These have been summed up with the acronym MUSTIE:

M= Misleading: factually inaccurate

U= Ugly: worn beyond mending or rebinding

S= Superseded: by a new edition of by a much better book on the subject

T= Trivial: of no discernible literary or scientific merit

I= Irrelevant: to the needs and interests of the library's community

E= Elsewhere: the material is easily obtainable from another library

Circulation statistics also inform weeding decisions.

Disposal of Discarded Material: Weeded materials may be disposed of at the discretion of the Library Director, either through book sales, donations, or proper trash disposal

Digital Content

Littleton Public Library staff are not responsible for selecting materials available in Libby and Hoopla- our digital content providers.

Appendix A: Littleton Public Library

REQUEST FOR RECONSIDERATION OF A LIBRARY RESOURCE

The trustees of Littleton Public Library have established a materials selection policy and procedure for gathering input about particular items. If you wish to request reconsideration of a resource, please return the completed form to:

Littleton Public Library

Attn: Resource Reconsideration Request

92 Main St., Littleton, NH 03561

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

I represent Self ___ or Organization (provide name) _____

Resource on which you are commenting: ___ Book (e-book) ___ Movie ___ Magazine ___ Audio
___ Digital Resource ___ Game ___ Newspaper ___ Other

Title _____

Author/Producer _____

What brought this resource to your attention?

Are you concerned with the entire resource? If not, which sections?

What concerns you about the resource?

Which resource(s) would provide additional information and/or other viewpoints on this topic?

What action are you requesting the board consider?
