

Aldrich Public Library Collection Development Policy

In accordance with 22 V.S.A. § 69, the Aldrich Public Library adopts this collection development policy which includes the materials selection policy, the materials retention policy, and the policy for reconsideration of library materials.

Introduction & Purpose

The Aldrich Public Library (the library) maintains collections of resources to help library users pursue their intellectual interests and educational objectives, including material for leisure time enjoyment and practical problem solving. The library believes that members of the community have a right to be offered the widest possible selection of materials of quality and interest.

The library strives to build a collection representing multiple points of view that reflect the community's diverse people and history, including a diversity of race, ethnicity, sex, gender identity, sexual orientation, disability status, religion, and political beliefs and a diversity of authors, creators, and media. The library neither promotes nor discourages particular views and opinions; it presents particular materials representing opposing views for the consideration of the community. Having a given item in the collection does not indicate support for or endorsement of its views or contents.

The library's collections reflect a commitment to intellectual freedom. Compliance with the First Amendment to the U.S. Constitution, the Civil Rights Act of 1964, and Vermont laws prohibiting discrimination in places of public accommodation shall underpin the practices and practical processes of maintaining the library's collections. The library also adheres to the American Library Association's Library Bill of Rights and its Freedom to Read Statement.

The library remains committed to securing professional services, including legal counsel, as necessary to ensure that its collection development activities comply with the above-identified State and federal laws.

Materials Selection Policy

Materials selection is the responsibility of professional librarians on staff at the Aldrich Public Library.

Multiple factors determine what materials are included in the library's collections: funding, space, staffing, and ongoing maintenance needs. Library staff weigh the following criteria when making collection decisions:

- Alignment with the library's mission and strategic plan
- Review in a standard reviewing source (e.g., *Booklist*, *School Library Journal*, *Publishers Weekly*, *Library Journal*, *Kirkus Reviews*) and/or reviews and discussion in national newspapers and magazines, local publications, broadcast media, and reputable online sources.
- Community interests, demand, and suggestions
- Representation by and of diverse individuals and groups
- Significance and relationship to the local community and State of Vermont
- Authority, qualifications, and factual accuracy of the creator(s), publisher(s), and/or producer(s)

- Price and availability
- Accessibility of format and content
- Good technical quality ensuring anticipated viability and/or longevity of the format

Existence and availability of resources in other Vermont libraries will be taken into consideration to prevent unnecessary duplication. The library will be willing to borrow for our patrons' materials not in our collection through the Interlibrary Loan Network.

The library encourages Library Users to recommend items for inclusion in the collection and accepts donated materials in good condition. Suggested and/or donated materials will be evaluated by library staff prior to being included in the library's collection and must meet the library's selection criteria; others will be sold or otherwise disposed of

The library may provide access to subscription databases and shared online collections. The library may not have direct control over the inclusion or exclusion of specific titles within those shared collections.

Materials Retention Policy

Maintaining an up-to-date, accurate, interesting, and presentable collection requires the periodic weeding and disposition of materials. Materials that no longer meet the needs of the community and/or no longer support the library's selection and retention policy will be withdrawn from the collection. This may include materials that are damaged, that include obsolete information, or that have not been used within a reasonable length of time.

Policy for the Reconsideration of Materials

Although each item added to the collection is carefully evaluated, the library stands ready to review individual decisions upon written request. The library welcomes the opportunity to discuss with patrons the interpretation and applications of this policy.

Listed below are the steps for a Library Patron to submit a request for reconsideration of materials:

- An individual (Library Patron) with a concern about the inclusion of an item in the library's collection is encouraged to discuss their concern with the library director (the Director).
- If speaking with the Director does not resolve the concern, a Library Patron may initiate a formal request that an item be removed from the library collection or relocated within the library collection by completing a Request for Reconsideration form and submitting it to the library. The form can be submitted in person at a circulation desk or via mail to the library. Both should be submitted to the attention of the Director.
- The item in question will remain in circulation; it will not be relocated or removed from the library collection during the review process.
- The library will review only one request per patron for reconsideration of materials at a time and will do so in the order in which requests are received.
- The Director will notify the Library Patron in writing that their Request for Reconsideration form has been received and will inform the Library Patron when they anticipate processing the form in accordance with this policy.

- The Director or their delegate will review the Request for Reconsideration form and the material in question. They will evaluate the usage of the item by the public (circulation) and evaluate whether the selection of the item conforms with the library's Materials Selection and Retention Policy.
- The Director will notify the Library Patron by email of the library's decision regarding the request within 30 business days of receipt of the completed Request for Reconsideration form, stating the reasons for the decision to the Library User who submitted the request.
- If the Library Patron is not satisfied with the library's decision, they may submit a written appeal to the Aldrich Public Library Board of Trustees (the Board) within 20 business days of the mailing of the decision letter.
- The Board will review the written appeal at the regularly scheduled board meeting following receipt of the letter. If the appeal is received one week prior to the meeting or later, it will be heard at the next regularly schedule board meeting.

The Board will notify the Library Patron in writing whether or not their appeal will be heard by the Board. If the Board plans to address the appeal at a meeting, the Library User will be notified of when and where the next regular meeting of the board will be held. The decision of the Board is final. Once an appeal has been considered by the Board, it will not be reconsidered.