



COLLECTION DEVELOPMENT POLICY

The South Burlington Public Library's major goal in collection development is to meet the informational, educational, and recreational needs of the community. This policy is intended to provide guidance for the evaluation, selection and deselection of materials and define the scope and standards of the collection. The end result will be a well-balanced collection that reflects factors including, but not limited to our community's varying economic, racial, ethnic, and educational backgrounds, within the limits of our budget. This policy will be reviewed annually and will reflect changes in our community.

A. Selection

The Library Director and staff have the full authority to select materials for the collection. They recognize the rights of all patrons to have free, secure access to a wide diversity of views and expressions as guaranteed under the First Amendment to the Constitution. The race, religion, nationality, or political views of an author or creator; offensive language; depictions or descriptions 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 automatically to be included or excluded from the library's collection.

The Library endorses the American Library (ALA)'s Library Bill of Rights <https://www.ala.org/advocacy/intfreedom/librarybill> and the Vermont Freedom to Read Statement <https://vermontlibraries.org/vermont-library-freedom-to-read-statement>. The Library's collection includes print, DVD, spoken word, and digital collections for users from birth through adulthood. All materials, whether purchased or donated, and regardless of format, are considered in terms of the criteria listed below. An item need not meet all of these standards to be added to the collection.

- Popular interest
- Accuracy of information
- Diversity of opinion
- Reputation of author, publisher, producer, or illustrator
- Positive reviews in professional and critical sources
- Creative, literary, or technical quality
- Treatment of subject across multiple levels of emotional and intellectual maturity
- Relationship to existing materials in the collection
- Materials that address the Library's values, including equity, diversity, respect and sustainability.
- Cost and availability

The Library also serves the community by collecting objects that are useful to residents for checkout. These items are considered part of a special collection called the Library of Things (LoT). The LoT collection helps the

community be sustainable by sharing resources, making commonly used items available without a fee, and saving storage space for those who live in small and/or shared spaces. These items will be selected based on one or more of the following standards.

- Popular interest
- Supportive of other City department services and spaces

LoT items may require a liability waiver at the Director's discretion.

B. Collection Maintenance

Maintenance of the library's collection through reevaluation by the Library staff ensures its usefulness and relevance to the community. Staff sets a collection review schedule such that all areas of the collection are reconsidered every three years, using the criteria set above for selection. Staff utilizes collection development materials, professional judgment, and experience to withdraw and/or replace items in the collection. Outdated, obsolete, irrelevant, seldom used, or worn items will be removed from the collection. Materials easily obtainable from another library may also be withdrawn.

LoT items will be maintained as needed with cleaning and replacement of parts.

C. Suggestions for purchase

Recommendations from the public are encouraged and given careful consideration. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection.

D. Gifts

The Library Director may establish additional criteria to be used by Library staff in accepting gifted materials, such as the items' condition or publication date, availability of storage space, and other factors. Once donations are accepted by staff, items become the property of the Library and may be added to the collection. Or, they may be given to other libraries and non-profit agencies (including the Friends of the Library) sold, traded or discarded if not selected for the collection. Donated items will not be returned to the donor. The Library will not accept any item that is not an outright gift. The Library will provide a form for donors to fill out for tax purposes. However, the Library cannot provide an appraisal or value for the donated items. Donations of new items may be used for special recognition or as memorials at the discretion of the Library Director.

Donations of items for the LoT will only be accepted at the discretion of the Director.

Monetary gifts given without restriction may be accepted for the purchase of materials. Monetary gifts offered with specific restrictions will be reviewed by the Library Director and the Board of Trustees as needed.

E. Access to other library collections

The Library's collection is further enhanced by the following services:

- Interlibrary Loan is a nationwide system that allows Library staff to borrow requested materials from other libraries to meet individual interests. No fees will be charged for this service.
- The Homecard System allows reciprocal lending between many nearby libraries, enabling our cardholders to borrow books and other materials from any Homecard library using their South Burlington library card. (link)
- The ABLE Library is a free national program that provides large print books, braille books, digital talking books and audio described DVDs and videos for people who have difficulty reading regular large print or handling print materials. Applications may be approved by library staff. (link)

F. Reconsideration of Materials

As mentioned above, the Library supports and adheres to Vermont's Freedom to Read statement <https://vermontlibraries.org/vermont-library-freedom-to-read-statement>. Nonetheless, from time to time, Library patrons may raise objections to materials in the Library's collection.

- As staff become aware of such objections, the Director will discuss the concern and selection procedure with the complainant.
- Should residents of the South Burlington community wish further consideration to recommend the removal of a particular item from the collection, they may submit a "Request for Reconsideration of Library Materials" (see below).
- Upon receipt of the completed form, the Library Director will select two staff members who did not select the work in question and one Librarian from an area library to read, view, or listen to the material in its entirety. The Director will not serve on this committee.
- This committee will check the materials against the selection criteria above, read reviews, and consult recommended lists. This group will present a written recommendation to the Chair of the Board of Trustees for the purpose of bringing it to the full Board of Trustees for discussion. The Chair will also share it with the complainant.
- The staff member who selected the materials may send comments regarding her/his selection to the Board as well.
- The Board will consider the merits of the written recommendation at a publicly warned meeting and will vote to uphold or override the recommendation. Following which the Board of Trustees will notify the complainant.
- The Board's vote determines the final decision on that challenged material and no additional requests for reconsideration may be filed regarding that material. The library will retain or withdraw challenged materials as mandated by the decision of the Library Board of Trustees.
- The challenged material will remain in circulation during the reconsideration process.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Please complete this form and submit it to the Library Director as part of the above process.

Author:

Title:

Type of material:

Request initiated by:

Address:

Email:

Phone:

Have you read, watched, or listened to this item in its entirety? If not, please identify which parts of the material you are referring to.

What are your concerns? Please be specific.

How would you like this to be resolved?