

Springfield Library

Collection Development Policy

Policy

The Springfield Library Collection Development Policy provides a framework for the growth and development of collections in support of the Library's mission to "promote literacy, expansion of knowledge and community involvement."

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy which meets community interests and needs. This policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The Library Bill of Rights, The Freedom to Read Statement, and The Freedom to Read Statement have been endorsed by the Springfield Library Board of Trustees and are integral parts of the policy.

A. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the Library Director who operates within the framework of policies determined by the Springfield Library Board of Trustees.

B. Criteria for Selection

1. The main points considered in the selection of materials are:
 - a. Individual merit of each item
 - b. Popular appeal/demand
 - c. Suitability of material for the clientele. Qualitative standards shall be used, including recommendations for acceptable professional and commercial reviews. Popularity and community demand shall be among the major criteria for selecting material. Consideration shall be given to material which may be of interest to a few patrons as well as that of interest to many patrons.
 - d. Existing library holdings
 - e. Budget - recognizing that budgetary and space constraints limit the library's ability to purchase materials; librarians shall evaluate material on the basis of their value of interest, information and enlightenment for all people of the community.
2. Reviews are a major source of information about new materials. The primary source(s) of reviews is (are) New York Times Book Review, Goodreads, Fantastic Fiction, and Amazon Reviews.
3. The lack of review or an unfavorable review shall not be the sole reason for rejecting a title that is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media.
4. No book or library material shall be excluded because of race, nationality, religion, political, or social views of the author.
5. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

C. Interlibrary Loan

Interlibrary loan is a transaction in which Springfield Library tries to obtain materials directly from another library on behalf of a patron, or another library borrows materials from Springfield Library on behalf of its patrons. Interlibrary loan is a service that supports the mission of the library by providing enhanced access to library materials and information. As a member of the Four County Library System (4CLS) Springfield Library is able to obtain materials from other libraries in 4CLS and provide material from the Springfield Library collection in return.

Patrons in good standing may request items not found in Springfield Library or other local library collections through interlibrary loan.

Interlibrary loan is both a public service and an integral element in the collection development process. Staff may consider purchasing an item, in lieu of requesting it through ILL, if the material is requested frequently and deemed appropriate for selection within the guidelines described in this collection development policy.

D. Gifts and Donations

Springfield Library encourages and appreciates gifts and donations. The Library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed, because of duplication, condition, or dated information, the Library Director can dispose of them as seen fit. The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the Library Director. Book selection will be made by the director/library manager if no specific book is requested.

By law, the Library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment or receipt of the items if requested by the donor.

E. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

F. Access

The Board of Trustees recognizes that full, confidential, and unrestricted access to information is essential for patrons to exercise their rights as citizens. The Board believes that reading, listening, and viewing are individual, private matters. While anyone is free to select or reject materials for themselves or their own minor children, the freedom of others to read or inquire cannot be restricted. Springfield Library supports the right of each family to decide which items are appropriate for use by their children. **Responsibility for a child's use of library materials lies with his or her parent or guardian.**

The library does NOT stand in loco parentis in regard to children and adolescents. Unattended children will be addressed in accordance with the *Springfield Library Unattended Child Policy*.

Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy and not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft. All patrons will have free access to all materials, and no materials will be sequestered (except items that need protection because of rarity, cost, potential for loss, fragility, or unsuitability of format for heavy use).

G. Selection and Reconsideration of Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a Request for Reconsideration of Library Material form which is available in the library.

1. Selection Policy

Springfield Library, recognizing the varied backgrounds and needs of all citizens, regardless of race, creed, or political persuasion declares as a matter of materials selection policy that:

Complaints regarding any item in the collection will be handled according to the library's Reconsideration Policy.

2. Reconsideration Policy

Complaints about any item(s) in the library's collection will be handled as followed:

- a. The concerned patron will be offered the opportunity to discuss his/her concern with the Library Director. If the patron is dissatisfied with this discussion and wishes to pursue the issue, she/he will be required to complete and submit a Request for Reconsideration of Library Materials Form.
- b. The Director will review the complaint and Reconsideration Form and respond in writing.
- c. If the issue is still not resolved to the patron's satisfaction, the complaint will be taken to the Library Board, along with any supporting documentation from the patron and/or the Library Director.
- d. The Library Board will prepare a written response to the patron.

H. Annual Review

This policy will be reviewed by the Library Director annually. Changes recommended by the Library Director will be sent to the Board of Trustees for further action.

Adopted by the Springfield Library Board of Trustees March 7, 2019

Request for Reconsideration of Library Materials

Date: _____

If you have found materials or library resources about which you have concerns, please complete and submit this form to assure prompt and complete consideration by the Library staff.

Author/Artist _____

Title _____

Book _____ Periodical _____ Other _____ Publisher/Date _____

How did this material come to your attention (optional)? _____

Please describe your concerns regarding this material: _____

Have you read/viewed/listened to this work/exhibition in its entirety? _____

What specific pages/selections illustrate your concerns? _____

What are the positive points of this material? _____

What would you like the library to do about this work? _____

In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject? _____

Have you read the Springfield Library Collection Development Policy? _____

Request initiated by _____

Address _____

State _____ Zip _____ Phone _____

Who do you represent?

_____ Yourself

_____ Organization (Name) _____

Signature of Requester: _____

Date: _____ Received by Staff Member: _____