

Lee Public Library

Collection Development Policy

Section I: Purpose

This material selection policy is intended to guide the Librarian and staff in their roles as selectors, and to inform the public about the principles upon which selections are made.

Section II: Objectives

The general objectives of the Lee Public Library are intended to meet the civic, educational, informational, cultural, and recreational needs of its users through collections that include a wide variety of print and non-print materials for all levels of educational achievement. The Lee Public Library adds appropriate materials except for unusually expensive materials and highly specialized or esoteric items for which there is limited interest.

Section III: Philosophy of Selection

The Board of Library Trustees recognizes the right to free and unrestricted communication as expressed in the Constitution of the United States of America and adheres to the American Library Association (ALA) Bill of Rights and The Freedom to Read Statement. (See ALA web site)

Library Bill of Rights (reaffirmed 1/23/96 by ALA Council)

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services:

- I. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background or views.
- VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Lee Public Library

Collection Development Policy

It is the responsibility of the library to provide alternatives. Patrons are free to make their own choices.

Section IV: Responsibility for selection

The responsibility for selection lies with the professional staff of the Lee Public Library. The general public may also recommend materials for consideration. The ultimate responsibility for materials selection rests with the Director of the Library who operates within the framework of policies determined by the Board of Trustees.

Gift materials and bequests of private collections are accepted only with the understanding that their inclusion in the collection, sale, or disposal is subject to the needs of the library. Gifts or bequests which have specific stipulations attached are not normally accepted.

Recommendations for acquisition are welcomed from all members of the library's community. The staff evaluates these suggestions according to the criteria and guidelines in this document. Patrons likewise have the right to request that material in the library's collection be reconsidered. The Board provides a specific procedure for handling such requests and outlines the steps to be followed.

Section V: Weeding of Collection Items

Maintenance of the collection through weeding is a fundamental responsibility of the Library. Library staff will periodically remove items that are no longer current or useful. The staff continually evaluates materials, replacing or repairing those which are worn or damaged and withdrawing items no longer current or in demand.

Section VI: Criteria for materials selection

The following guidelines are applicable to most selection decisions. Other factors may be taken into consideration, and the importance or weight of a particular guideline will vary from one acquisition to another.

- Community needs, interests, and demands
- Durability
- Availability in other area libraries
- Price
- Available space
- Recommendations of reviews
- Reputation and qualifications of the creators, publisher or producer
- Literary, artistic, and technical values
- Relationship to the collection
- Format
- Suitability for intended user
- Judgment of work as a whole

Lee Public Library

Collection Development Policy

Section VII: Adult Collection

Fiction

The library purchases a wide range of fiction reflecting the diverse interests of a public that varies greatly in education, taste, and reading ability.

Non-Fiction

The library's non-fiction collection includes material on most topics that might be of interest or concern to the library's constituency. Unusually expensive materials and those with an extremely narrow or limited focus are not normally acquired.

The library attempts to acquire materials representing all significant points of view on current and historical questions and controversies, including legal, constitutional, political, economic, medical, ethical, religious, social, sexual, and other issues. Inclusion of material representing a particular belief, opinion, or point of view in the library's collection does not constitute endorsement by the library.

New Hampshire collection

This collection contains material on the history, description, and development of the Town of Lee and surrounding communities. Some background histories of the surrounding area are included, particularly those covering localities and events closely related to the initial development of the region.

Town and State Records and Documents

The Lee Public Library typically adds Town Reports and other documents as they relate to town activities or business. We have some town records on microfilm. Additional materials are available at the Town Office.

Large Print Collection

The Library offers a small collection of large print materials for that segment of the community who cannot read regular print. Patron interest and availability of materials are also factors in determining the purchase of large print items. Additional materials are available on a long-term loan from the State Library.

Newspapers

Our policy is to carry local newspapers according to other selection criteria.

Government documents and pamphlets

Some pamphlets or supplemental materials are retained on a space available basis.

Paperback Books

Due to the popularity of both the paperback format and many titles that are not otherwise available, the library maintains a collection of mass-market paperback books including both fiction and non-fiction.

Lee Public Library

Collection Development Policy

Magazines

The Library maintains a representative collection of magazines intended to supplement the book collection. The focus of the magazine collection is on publications that will provide current information on a variety of popular and practical research topics. Included in this collection are financial and business journals as well as titles dealing with health issues, parenting, news, consumer product evaluations, hobbies and crafts, and arts and entertainment.

The main criteria used to determine whether a magazine will be added and maintained include the following: 1) the potential for use of the magazine; 2) past circulation history 3) its inclusion in indexes received by the library; 4) an examination of a sample copy; 5) reviews of the publication; 6) the availability of the magazine at other area libraries; 7) coverage of the publication's subject area in the library's existing collection.

Audio-visual collections: CDs & DVDs

The Lee Library selects, acquires and maintains a diversified collection of audio visual materials through use of the following criteria:

- Price
- Durability
- Availability elsewhere

This collection consists of popular entertainment videos as well as informational videos and books on CD. The collection includes feature length movies (children's and adult) intended for home use and other private showings that do not constitute public performances. Videos produced specifically for instructional use in the classroom are not purchased.

Section VIII: Youth and Children's Collections

Young Adult Collection

The young adult collection includes recreational reading particularly appropriate to adolescents ages 12 through 18. It is not intended to be a comprehensive collection serving all the needs and interests of young adults, nor is it the library's intention that young adults should be confined to the use of this material.

Children's Collection

The Children's Collection includes materials for use by children up through age 12. The library provides picture books for reading aloud and sharing with children from preschool to grades three or four. In these books, the text and pictures should complement each other. The Children's Librarian takes an active role in selecting books that meet the needs, interests and abilities of children through age 12. The Librarian and Children's Librarian will use the same criteria as indicated for the main collection.

Lee Public Library

Collection Development Policy

Fiction

Fiction, picture books and easy readers and chapter books are selected to align with the needs, interests and abilities of children.

Non-Fiction

Non-fiction should be accurate, objective, and consistently appropriate to the age of the reader. Ideally, the format should be appealing; it might include diagrams, maps, illustrations, and photographs as needed to enhance the understanding or enjoyment of the text. The text should show some originality of treatment. The style should be direct and neither over simplified nor too complicated for the intended audience. Indexes and bibliographies should usually be included, and they should be accurate and complete.

Periodicals

Periodicals are selected to appeal to children of all ages and are chosen from approved professional lists and from examination of new publications.

Children's Audio and Video Collection

The audio and video collection for children is selected based on the same criteria as those used for the main collection.

Approved by the Board of Trustees, April 10, 2003.

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