

Chesterfield Public Library
Collection Development and Maintenance Policy

Freedom to Read: The selection of print and non-print materials will support the Library Bill of Rights, the Freedom to Read and The Intellectual Freedom statements; copies of each are included.

Responsibility: The library director is responsible for the selection of the materials purchased and maintained by the library. Recommendations by the staff, especially in the children's areas are welcomed and considered. Requests by library users are, also, helpful in determining the needs of the community.

Criteria for Selection:

1. Print and non-print and electronic materials will be selected, within the limitations of space and budget, which will help the community improve their minds, broaden their lives, and fulfill their educational, intellectual, cultural, and recreational needs.
2. In choosing materials, the following will be considered:
 - Author's qualifications
 - Format, price, and ease of use.
 - Subject suitability and accuracy.
 - Availability of materials elsewhere.
 - Popular demand.
 - Local authors and local interests.
3. Curriculum-oriented materials will not be purchased, as a rule. Exception could be made if the material is of special interest, or of value to the area.
4. There is to be no fixed ratio of non-fiction/fiction purchases, or of children/adult purchases. However, because of limited funds, multi copies of materials will be not purchased except in special incidences. The public and the school librarians shall work toward providing each other with online catalogs, thereby avoiding unnecessary duplication of materials.
5. Library collections include: pre-school materials, juvenile and young adult fiction and non-fiction, adult fiction of several genres, a wide range of non-fiction, magazines, large print, mystery, audio books, videos, and puzzles. Some online databases and resources are provided through the New Hampshire State Library either without charge, or at group rates.

Aids to Selection:

1. H. W. Wilson's Core Collection Catalogs.
2. The ALA Best Books Review
3. Baker & Taylor Forecast, and other reviews.
4. User requests and recommendations.
5. Evaluation of materials first hand (book stores or agents)

Censorship: It is not the responsibility of the library director or the library staff to censor any of the materials available at the library, or obtained through the using the library's online services. The use of any, and all library materials, or services, by children and young adults will be supervised only by their parents or guardians.

Complaints: Any complaints about the library materials or services offered, or about the Collection Development Policy, should be submitted in writing to the Library Board of Trustees. The Board will render a written to the complaint at the next regular meeting. See: Request for Reconsideration of Material form.

Gifts and Donations: *Donations of books and other media, in good condition, are welcomed. Items not incorporated into the library collection will be used in the book sales with the proceeds used to purchase new materials.*

Accepted Materials:

Children's books
Hardcover and paperback fiction and non-fiction
Audio books and movies: CD's and DVD's

Not Accepted:

Textbooks
Audio cassettes and VHS tapes

Please DO NOT bring in items in poor condition. Including:

Dirty, moldy, water-damaged, torn or missing covers and pages, nor items with writing, markings or highlighting.

Withdrawal of Materials: Weeding of the collection will follow the Continuous Review Evaluation Weeding (CREW) method.

Any materials may be withdrawn from the collection if they do not meet the library's goals, and/or fall into one of the following categories:

1. Materials in which there is no longer interest.
2. Materials that are more than ten years old and have not circulated for five consecutive years. Exceptions would be that they are still listed in the Core Catalogs, or of local origin. In which case, they will be given further consideration.
3. Materials that are torn, musty, or in irreparable condition. If warranted, they may be updated or replaced.
4. Materials that are outdated and no longer valid.

All withdrawn materials in fair to good condition will be included in the library book sales, or donated to appropriate institutions. The rest will be recycled.