

Materials Selection Policy

The purpose of this policy is to establish guidelines for the development of the materials collections for adults and children at the Concord Public Library (“Library”) and its satellite locations in accordance with the mission and vision of the Library.

The 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 their parent or guardian.

This policy provides a framework for the growth and development of collections in support of the Library’s mission to provide free and equitable access to cultural and educational experiences and celebrate ideas, promote creativity, connect people, and enrich lives. It’s the Library’s goal to provide Library materials to a diverse community that reflect a wide range of views, expressions, opinions, and interests. No works are excluded on the basis of the author’s race, nationality, or their political, social, or religious beliefs. Materials dealing with controversial views are judged as entire works, not on isolated passages or sections. The Library’s acquisition of these items does not constitute endorsement of their content, but rather makes available their expression.

The Library strives to meet citizens’ needs for materials such as books, magazines, newspapers, electronic content, and audio and video recordings. In addition, computers, wireless access points, websites, and electronic databases offer up-to-date resources. In all areas of collection development, product licensing, and access, selectors will strive to balance collection diversity and demand with attention to available funds and space. Included are works of enduring value, as well as timely materials on current issues. Selection is based on community needs and interests.

Criteria for Selection

Selection decisions will be made according to one or more of the following standards:

- Relevance to community needs
- Popular demand
- Timeliness or lasting value
- Accuracy and authority
- Cost
- Format
- Availability of the information from other libraries or from other sources
- Bibliographies of recommended materials
- Evaluation by professional reviewers and critics
- Efficiency of ordering

New and Discontinued Formats

New formats will be considered when evidence indicates that a significant portion of the population has the necessary technology to make use of it. Availability of items in the format, the cost per item and the Library’s ability to acquire, handle and store the items will be factors in determining when a new format will be collected. Similar considerations will influence the decision to stop purchasing a format.

Other Considerations:

Materials are purchased in an assortment of formats as well as for a variety of age groups as a reflection of the interests of the community. Selection of electronic books carries all of the same considerations as print books when applicable by platform.

Textbooks will be purchased only if they cover a subject better than a trade publication. They will not be purchased to meet course requirements.

Interlibrary loan will be used to fill patron requests that the Library collection doesn't include. Titles for which multiple interlibrary loan requests have been made will be considered for purchase.

The Library tries not to duplicate materials that the New Hampshire State Library and the New Hampshire Historical Society Library house.

Memorial Gifts and Donations

Memorial gifts are welcome. Preferences for titles or subjects of materials may be designated by the donor; however, the Library reserves the right to refuse gifts that do not meet the criteria of this policy.

Staff will evaluate donations using the same criteria as for purchased materials. Donations not added to the collection may be sold at a library book sale.

Reconsideration of Materials

Reading preference is an individual matter. The Library collection reflects differing points of view. Inclusion of an item does not imply endorsement of the viewpoint of the author.

A Concord Public Library cardholder or resident of Concord, requesting reconsideration of an item in the collection or consideration of an item absent from the collection must fill out a Request for Reconsideration of Library Resources Form, which is appended. The final judgment on the request rests with the Library Director and the Library Board of Trustees.

Revision

The Materials Selection Policy shall be amended as needed and reviewed at least every five years.

Responsibility for Selection

The Library Director will delegate to the appropriate staff the authority and responsibility for selection of Library materials.

Appendix

Library Bill of Rights

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.

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