

Purpose and Scope

This policy guides the development of the collection to reflect the Weston Public Library's Mission Statement. The Weston Public Library's mission is to provide a broad range of informational, educational, and recreational resources to serve the diverse needs of the community. This policy applies to both the digital and print materials in the Library's collection. The Library strives to select, acquire, curate and provide free and easy access to materials, in all formats, that meet the varied needs and interests of the community. This policy provides guidance, within budgetary and space limitations, for the selection and evaluation of materials that anticipate and meet the needs of the community. It also addresses collection maintenance, and replacement and weeding of materials.

Intellectual Freedom and Censorship

The Weston Public Library is dedicated to the protection of the free expression of ideas and the private reading, listening, and viewing rights of individuals. The Weston Public Library has adopted the American Library Association's guidelines for public access to information set forth in the [Library Bill of Rights](#), [Freedom to Read](#), and [Freedom to View](#). All Library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.

Additionally, the Library recognizes the importance of the public library as a place for voluntary inquiry, the dissemination of information and ideas, and promotion of free expression and free access to ideas by residents. Library materials should represent a wide range of varied and diverging viewpoints in the collection as a whole. All Library materials are provided for the interest, information, and enlightenment of all residents whose reading, listening, and viewing are individual private matters. While patrons are free to select or reject materials for themselves or their children, the freedom of others to read, listen, or view will not be restricted. The Library does not stand *in loco parentis*. Parents and guardians, not the Library staff, have the responsibility to guide and direct the reading, listening, and viewing choices of their children.

Responsibility of Selecting Library Materials

The authority and responsibility for selection are vested with the Library Director and Library staff. The Library Director and Library staff use this policy and their training and expertise in selecting Library materials. Librarians are professionally trained to curate and develop a collection that provides access to the widest array of library and educational materials.

Selection Criteria

The Weston Public Library seeks to develop a collection of print, multimedia, and electronic resources in addition to technology and equipment to meet the unique needs of the Weston community within the constraints of budget allocations, shelf space, and staffing. The Library maintains its high-quality collection based on professionally accepted standards of material relevance, physical condition, availability of duplicates, availability of age appropriate or grade-level material, and continued demand of the material.

Resource sharing with other libraries, as well as information in electronic formats, are valid and necessary ways of meeting patron needs. Selection of all formats offered is governed by open-mindedness and awareness of the changing needs of the community. Materials selected are not an endorsement by the Weston Public Library of either the content or viewpoint presented.

Professional reviews provide a valued source for materials selection. Book lists and bibliographies by recognized authorities in specific areas are used, as are requests from Library patrons.

Print/Multimedia Resources

The Weston Public Library actively collects fiction and non-fiction books, large print books, films, audiobooks, periodicals, and newspapers. The Library strives to balance demand for current highly requested titles and the need to maintain and develop a collection of standard works of lasting value representing a variety of viewpoints. All materials, whether purchased or donated, are evaluated according to one or more of the following standards. An item need not meet all of these standards in order to be added to the collection:

- a. Relevant to community needs and interests
- b. Attention of critics, reviewers, and Library users
- c. Popularity of titles and authors
- d. Reputation or significance of work by the author or artist
- e. Contribution to the diversity and scope of the collection
- f. Representation of diverse points of view
- g. Authority, accuracy, and timeliness
- h. Literary and artistic merit
- i. Relevance to the present collection or anticipated needs
- j. Value as permanent resource material
- k. Accessibility through collections in our cooperative databases
- l. Suitable format for Library use
- m. Local interest

Digital Collections/Databases

Electronic resources are considered an extension of the Library's in-house collection. Electronic resources are more easily and frequently updated, have become a preferred format for answering reference inquiries, provide access to resources not available in physical format in the Library due to financial or space constraints, and provide interactive educational formats. ResearchIT, a service from the State Library, provides access to reference resources and back issues of many periodicals. The Library also subscribes or provides access to electronic resources intended to meet the specific needs of the Weston community including eBooks, downloadable audiobooks, streaming media, language learning, local history collections, and magazines. Library staff research and evaluate electronic resources according to the same criteria detailed above for print and media resources.

Technology and Equipment

The Weston Public Library strives to meet expressed patron needs in the provision of technology and other equipment in the form of specialized hardware and software within the constraints of budget allocations, space, and staffing. The Weston Public Library relies on the generosity of the Friends of the Weston Library, Library Board of Trustees, and contributions from the community for the majority of the specialized Technology and Equipment the Library has available to the community. As such, the Library provides access to Technology and Equipment that is designed to supplement the collections and services the Library provides and that fall within the scope of the donations provided to support the purchases. This includes items such as equipment found in the Library's Makerspace, and equipment that facilitates or enhances existing programs and services. Although our specialized hardware and software are much appreciated and valued contributions to our collection, we cannot necessarily guarantee the operation or functionality and may have to disable or remove such items if unable to troubleshoot or secure funding for repairs/replacement.

Suggestions for Purchase

The Library strongly encourages patrons and staff to suggest items, topics or authors they would like to see included in the collection. All suggestions for purchase are subject to the same selection criteria as other

materials and are not automatically added to the collection. Requests may be met through resource sharing with other libraries, electronic delivery, or other means.

The Library does not collect textbooks, academic, or technical materials unless they are considered useful to the general reader.

Gifts/Donations

The Library welcomes gifts of books and other materials for the collection and applies to them the same standards of selection that govern purchases. Gift materials are accepted with the understanding that those that meet the Library's selection criteria may be retained and those that do not may be redistributed to the Friends of the Weston Public Library or other non-profit organizations. See the Library's [Guidelines for Accepting Donations Policy](#) for more information

Withdrawal of Materials

In order to provide the best service to our community, the collection is regularly evaluated using professionally accepted standards. To keep the collection fresh and relevant, the Library maintains a schedule of evaluation, applicable to both print and digital resources. Librarians continually review Library and other educational materials with the Public Library using professionally accepted standards, which shall include, but not be limited to:

- The material's relevance
- The physical condition of the material
- The availability of duplicates or copies of the material
- The availability of more recent age-appropriate or grade-level appropriate material
- And the continued demand for the material

Materials withdrawn from the collection may be offered to charitable, historical, and educational institutions, or may be offered for sale for a nominal price as determined by the Director. Worn, outdated, or inaccurate materials will be discarded. Items withdrawn for reasons of condition, loss, or damage will be considered for replacement.

Controversial Materials

The Library recognizes that some materials may not be considered appropriate by all patrons. Selections will not be made based upon anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of the overall Library patron community.

Responsibility for the reading, listening and viewing habits of children rests with their parents or legal guardians. The Library maintains several age-appropriate collections for children and teens. Materials may be reassigned among these sub-collections based on the age appropriateness of the content. Selection of adult material will not be inhibited by the possibility that books may inadvertently come into the possession of children. The removal, exclusion, or censoring of any book on the sole basis that an individual finds such book offensive is prohibited.

Library materials will not be marked or identified to show approval or disapproval of the contents, and no catalogued book or other item will be removed from the open shelves except for the express purpose of protecting it from damage or theft.

The decision by an author, publisher, or other content creator to withdraw their work from the market and stop selling or publishing it will not be considered sufficient reason alone for the Library to withdraw it from the collection.

Library Material Review and Reconsideration

The Weston Public Library Board of Trustees recognizes the importance of hearing from the public regarding material selection. Any person with a vested interest to challenge any Weston Public Library material, display, or program may fill out the Board of Trustees approved Request for Reconsideration form and return it to the Library Director. The completion of the Request for Reconsideration form does not guarantee either accession to the collection or removal from the collection but does ensure the attention of Library staff to user opinion, interests, and concerns. The Library limits consideration of requests to reconsider materials, displays, or programs to residents of Weston. Please see our Library [Material Review and Reconsideration Policy and Request for Reconsideration](#) form for further information on this process.

This Collection Development and Maintenance Policy will be evaluated periodically and revised as time and circumstances require.

Adopted April 2, 2002; Revised May 14, 2013; Revised May 3, 2022; Revised October 3, 2022; Revised March 8, 2023 (logo removal only); Revised November 17, 2025.