

Weston Public Library

Collection Development Policy

Introduction

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.

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](#). In accordance with these documents, no material shall be excluded because of race, nationality, religion, gender, gender identity, sexual orientation, political or social view of either the author or the material.

Additionally, the Library believes 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

The authority and responsibility for selection is 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.

General 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.

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 fiction and non-fiction books, DVDs, books on CD, 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. Please see the [Guidelines for Accepting Donations](#) policy for additional information.

- 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 (i.e. Bibliomation and iCONN)
- l. Suitable format for library use
- m. Local interest

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.

Electronic Resources

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 & 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.

Requests for Reconsideration

The Library recognizes the right of individuals or groups to question materials in the collection. Such concerns may be stated in writing on the "Statement of Concern" form found on the [Policies](#) page. The form may be sent to the Library Director, who will refer it to the Library Board for review. The inquiry will be placed on the Library Board of Trustees' next regular meeting agenda. Material under consideration will remain available to patrons while the statement of concern is reviewed. The Library Director will notify the concerned individual or group in writing of any outcome as soon as practical. A title will be reviewed by the Library Board of Trustees only once within a five year period unless the content has undergone major revisions, or at the discretion of the Library Director or the Library Board of Trustees.

This collection development 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