

## COLLECTION DEVELOPMENT

### PURPOSE OF THE COLLECTION

The purpose of the Unity Public Library materials collection is to provide users with reliable information and entertainment, by making available print, non-print and electronic materials and resources.

A broad collection and quality services promote life-long learning in a welcoming, caring and community-centered facility.

### SELECTION OBJECTIVES

The Unity Public Library supports intellectual freedom and has adopted the following statements by the American Library Association as policy.

#### Library Bill of Rights

#### Freedom to Read

#### Freedom to View

### COLLECTION DEVELOPMENT RESPONSIBILITIES

Authority for selection or de-selection of materials is delegated by the Library Board of Directors to the Library Director who may in turn delegate to staff the responsibility to manage acquisitions.

### GENERAL SELECTION CRITERIA

Selection of all library materials shall be made in consideration of the following criteria:

1. Popular appeal and demand
2. Contemporary significance or permanent value
3. Quality, including accuracy, authority, currency and level of production
4. Need/relationship to other material in the collection and/or the availability from other sources such as through interlibrary loan
5. Reviews found in professional journals and general periodicals and lists of award winners. Review sources include, but are not limited to, Kirkus Reviews, Publishers Weekly, Library Journal, School Library Journal and VOYA
6. Materials of regional interest (eg. Maine or local history collection)
7. Appropriateness of format
8. Cost
9. Space
10. Professional judgement

11. Purchase suggestions are always welcomed and provide Library staff with useful information about interests or needs that may not be met by the Collection. Suggestions can be made in person at the circulation desk.
12. Outside enthusiasts and professionals may also be consulted on an as-needed basis. Their expertise may be used to help Library staff select materials for addition or removal.

### Donations, Gifts and Memorials

The Unity Public Library welcomes donations, gifts and memorials, but accepts them with the understanding that it has the right to handle or dispose of them in the best interest of the library. Donations shall meet the same selection criteria as purchased materials. If the library cannot use an item, it will be refused or diverted to a library book sale. In the event of items being sold, the proceeds are used to support library programs.

Donations of new or used paperback, hardcover, audio books, DVDs, CDs are always welcome. Please be sure that items are clean (do not emit an odor or physically appear to be musty or moldy) and undamaged. Please bring donations in a bag or a box and no more than 2 boxes at a time.

When the Library receives a cash gift for the purchase of materials, whether as a Memorial or for any other purpose, the general nature of the material(s) to be purchased will be based upon the wishes of the donor. The Library does not appraise gifts. If the donor needs an appraisal for tax purposes, it is the donor's responsibility to have appraisal made.

### WEEDING, STORAGE & WITHDRAWAL

Decisions about keeping materials as part of the active collection depend on the amount of available space, the condition of the item, whether the information is still current or of value, whether there is a better format available, how many copies of an item are available elsewhere, and how often it is used.

Items removed from open shelves may be withdrawn from the Collection and included in the Library's book sales, discarded completely, or boxed for storage. The final decisions are made by the library Director.

### REQUESTS FOR RECONSIDERATION OF MATERIALS

The Unity Public Library welcomes comments and suggestions regarding the continued relevance of materials in the collection. Patron suggestions are considered and utilized by the Library in the ongoing process of developing the Library's collection of materials and resources. Whenever any patron formally objects to the presence or absence of any library material, the process will be as follows:

1. The complainant begins the process with a conversation with the Library Director.

2. If the complainant is not satisfied with the results of that conversation, the complainant will be given a "Request for Reconsideration of Library Materials" form to be filled out, and offered the opportunity to have his/her concern heard.
3. The Library Director will carefully consider the request and (if the complainant requests), an ad hoc committee will be formed to review said request. This committee will consist of the Library Director plus Collection Development staff and may or may not include the Library Board and other professional librarians.
4. The ad hoc committee will check reviews and other standard guides, survey library colleagues and determine whether the item conforms to the selection standards of the Unity Public Library collection development policy.
5. Decisions will be rendered by the ad hoc committee.
6. The ad hoc committee will promptly notify the complainant, giving the reasons for the decision.

Materials subject to the complaint will not be removed from use pending final action.  
All challenges will be handled in a manner consistent with the Library's Confidentiality Policy.

#### PRIVACY AND CONFIDENTIALITY POLICY

Maine has a confidentiality of library records law to protect the privacy of all library patrons.  
See: MRS Title 27. "Libraries, History, Culture and Art, Ch. 4-A. Library records s 121. Confidentiality of library records"

Accordingly, library staff members are not authorized to discuss a patron's library records with anyone other than the cardholder, nor are they allowed to release private information to any third party without a court order. Under Maine law minors are afforded the same privacy rights as adults.

This policy was developed in conjunction with the American Library Association (ALA) and the Maine State Library (MSL)

All policies can and should be revisited periodically and revised or added to, accordingly.

Last revised November, 2021