

DERRY PUBLIC LIBRARY
Collection Development Policy
Approved 2/12/07
Amended 09/20/10
Amended 10/25/10
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Amended 11/16/20

The goal of the Derry Public Library (“DPL”) Collection Development Policy is to select materials in a manner consistent with our **MISSION STATEMENT**.

CONTENT OF COLLECTIONS

The library strives to provide material to support the diverse interests and concerns of its citizens of all ages, and to promote creative use of their leisure time.

DPL staff selects, organizes, preserves and makes freely and easily accessible, materials in a variety of formats. The quantity of material available on any given subject or by any given author will be in proportion to the evident need and interest of the public served, as indicated by analysis of circulation statistics and patron requests. The selection of materials will exhibit a balance of viewpoints. Materials will be provided within the limitations of space and budget and cannot be expected to be comprehensive with respect to any subject or author.

DPL subscribes to the principles of both the Library [Bill of Rights](#) and the [Freedom to Read Statement](#) as set forth by the American Library Association. We feel that these principles are essential to the preservation of our democracy and the development of a balanced collection.

Final responsibility for what any individual reads, listens to, or views must lie with that individual. Selection of materials for the library is not limited by the possibility that those materials may come into the possession of minors, or others who might find the content controversial, objectionable, or offensive. DPL does not serve *in loco parentis* in its selection of materials or overall collection development plan. Responsibility for the reading, listening and viewing of materials by minors rests with their parent or guardian.

The Library Director is responsible for assigning staff to specific selection responsibilities in accordance with the established criteria in the Collection Development Procedures. Selection categories include but are not limited to: Children’s materials (books, periodicals, audiobooks, DVDs, music CDs, video games); Young Adult (YA) materials (books, periodicals, audiobooks, DVDs, video games); Adult Fiction (books, e-books and audiobooks); Adult Non-Fiction (books, e-books, audiobooks, Reference materials, and subscription databases); DVD’s; Adult Video games; Music CDs; and Periodicals.

Special Criteria for the selection of non-book formats may apply due to the typically higher cost of the materials to purchase and maintain. In addition, development of non-book collections will generally be selective rather than comprehensive.

DPL will also provide access to the internet, electronic databases, other reference materials in electronic format, and selected topical websites.

LIMITATIONS OF THE COLLECTION: The majority of the materials collected will be in English until/unless community demographics suggest otherwise. DPL will collect local and regional materials of historic and current interest. DPL will **not** generally collect textbooks or technical manuals, except through donation. Materials which are excessively priced, self-published, or not critically reviewed, will generally **not** be purchased.

COLLABORATIVE COLLECTION DEVELOPMENT AND INTERLIBRARY LOAN: DPL improves the quality of library services for its Derry Library card holders by broadening and deepening the range of materials collectively available through participation in national, state and local consortia. The library also seeks to cooperate with and coordinate its collection development efforts with that of other educational, social and cultural groups in the community.

Locally, DPL is a member of GMILCS, Inc. ("GMILCS"), a non-profit consortium of public and academic libraries in New Hampshire sharing an integrated library system, resources, and expertise. Although each member of GMILCS operates independently, the various strengths of each collection expand the variety of materials available to their patrons. GMILCS also plays an important cooperative role in researching electronic resources, negotiating prices, and purchasing access to online resources.

The library will also maintain its membership in the statewide NHAIS electronic system. Books and other materials that are not in our collection can often be borrowed through these networks. We will accommodate our patrons' inter-library loan requests whenever possible. The service is free to the patron (unless there is a fee from the sending library), but not unlimited, depending on available staff and resources.

GIFTS AND DONATIONS: Gifts accepted by DPL for the collection must fit the guidelines in the **Donations and Gifts Policy**, and are judged on the same basis as any materials purchased for the collection. Materials are accepted by the library with the understanding that these same criteria are used. Other factors influencing acceptance of gifts are:

1. Cost of processing.
2. Availability of space.
3. Suitability of format.
4. Physical condition of the item.
5. Relationship to the rest of the collection.
6. Derry author or creator

CHALLENGED MATERIALS: In order to represent the diversity of thought within the Derry community, it is very important that the library's collection contain materials representing differing points of view on public issues of a controversial nature. DPL does not endorse particular beliefs or views, nor does selection of an item express or imply an endorsement

of the viewpoint expressed by the author. Library materials will not be marked or identified to show approval or disapproval and no library materials will be sequestered for reasons other than protection from theft or damage.

Patrons who are concerned with the suitability of certain materials may express those concerns in writing on a form provided specifically for this purpose, citing the specific objections to the work and giving suggestions for replacement. Those materials are to remain on the shelf and in circulation while under consideration.

All challenged materials are addressed in accordance with the processes set forth in the **Request for Reconsideration of Materials and Programs Policy**.

COLLECTION MAINTENANCE: Materials are regularly updated or removed from the collection in accordance with the processes set forth in the **Library-Wide Weeding Guidelines**. Decisions concerning both weeding and replacement of materials will be consistent with criteria for selection. The overall objective is to increase the usefulness and/or circulation of the collection.

NEW HAMPSHIRE ROOM: The collection in DPL's New Hampshire Room is governed by the separate **New Hampshire Room Policy**, which includes a section specifically on collection development. The collection in the New Hampshire Room has unique attributes with very different criteria for selection, preservation, and weeding than the general DPL collection.