



## **Collection Development, Deselection, and Reconsideration Policy**

Library books and materials are selected to meet the educational, informational, health, cultural, and recreational needs of the local community.

The inclusion of a book or material in the library's collection does not in any way constitute an endorsement of its content or ideology. Some works on certain subjects may not meet the approval of all members of the community. In order to fulfill the Library's public obligation and organizational mission, controversial works may be included in the collection.

Final authority for the determination of policy in the acquisition of books and other library materials is vested in the Library Board of Trustees. Responsibility for book selection within this policy and expenditures for materials rests with the Library Director.

### **Criteria for Selection of Materials**

Selection of materials is based on one or more of the following:

- Potential use and interest in the community
- Popular appeal
- Importance of the subject to the balance of the collection
- Long-term value
- Literary and artistic recognition
- Accuracy of information
- Authority of author and publisher
- Scarcity of material on the subject
- Importance and inclusiveness of the material to diverse individuals
- Accessibility of material in other libraries
- Format
- Reviews from professional library, literary, and educational sources
- Cost of item

Requests for specific materials will be given consideration. If it is determined by the director or other designated staff that the material does not meet the criteria for selection, every effort will be made to obtain the required book or material through inter-library loan. Donated books will be reviewed with the same criteria as materials for purchase. The Library may or may not be able to receive donations of books or other materials at the discretion of the Library Director.

### **Selection of Materials for Youth**

Youth materials are selected with the same criteria outlined above. The law and library affirm that it is the role of the parent, and not library staff, to supervise the use of library materials of minors in their care. Library staff are not responsible for withholding materials or information or from any minor.



### **Textbooks**

It is not the Library's specific mission to provide textbooks, but a book will not be excluded because it is a textbook. Some textbooks may be available through interlibrary loan. Many colleges and universities offer textbook reserves for courses within their institution.

### **Maintenance of the Collection**

All parts of the collection will be reviewed, weeded, and added to as possible by the Library Director or designated staff.

Information used to make decisions about removing a title from the collection includes:

- Review of statistical information such as circulation reports
- Physical condition, including shelf wear and disc markings
- Library holdings compared to professional bibliographies and recommended purchase lists for communities and individuals the Library serves
- Currency of the work in popular appeal
- Importance of the material or format to diverse individuals
- Recommendations from professional resource lists by library science publications
- Data from collection analysis applications

Withdrawn books and materials will be donated, recycled or will be discarded.

### **Reconsideration of Library Materials**

Complaints concerning the content of material will be given formal recognition when the complainant completes and submits a "Request for Reconsideration" form, which is available at the circulation desk. Concerned individuals are encouraged to seek understanding of the Library's collection development process and the vast diversity of opinions, experiences, and needs in our community. Reconsideration determinations from the Board are final.



# DOVER FREE PUBLIC LIBRARY

## Reconsideration Regulation

When a completed and signed Request for Reconsideration Form is received, the Library Director shall communicate the request to the Board of Trustees in the next regular public meeting. Individuals are encouraged to raise their concern informally with the Library Director prior to escalating to the Request for Reconsideration Form.

The Board will review the Request for Reconsideration at the next regular public meeting. The Board will determine as to whether the material or service should be maintained or discontinued at the second regular meeting following the Board's receipt of the request. For example, if a request is made in October at a regular public meeting, the determination should be presented in the December meeting, so long as the regular November meeting is held. The acceptance or rejection of the Request for Reconsideration shall be determined by a majority roll call vote of eligible Trustees who are present.

Review of the material may or may not include reviewing the material itself in its entirety if pertinent professional reviews of the material indicate the material's satisfaction of the Library's selection criteria. Pertinent professional reviews may likewise be employed in determining the material's candidacy for withdrawal.

The Director will inform the complainant of the Board's determination in writing. The Board will strive to respond to the complainant's request within sixty days following the initial regular public Library Board meeting. Requests in excess of two per year by the same individual or organization may be declined by the Board for examination. Requests from individuals who do not reside in the Town of Dover may be declined by the Board for examination. The Board will review resident requests with due diligence and guide their determinations using governing laws, governing administrative codes, the most current publication of the ALA Library Bill of Rights, and the Library's own policies and regulations.

*Please leave this section blank.*

Date of submission:

Date of next regular public Library Board of Trustees meeting:

Address lies within the Town of Dover: Y / N

**Please note: The Dover Free Public Library does not assume responsibility for the activities of minors using the Library's offerings or spaces. Minors are in the care of their parent(s) or guardian(s). The Dover Free Public Library does not operate *in loco parentis* of any individuals.**



# DOVER FREE PUBLIC LIBRARY

## REQUEST FOR RECONSIDERATION FORM

*Incomplete or electronic submissions will not be reviewed. The Library has computer stations and printers available for printing. Kindly consider addressing your concern to the Library Director before using this form.*

Name:
Date:
Address:
Telephone:
Email address:
Organizational affiliation:
Role or title in organization:
Material or service in question:
Format of material (book, electronic database, DVD, etc.):
Is the material or service a part of a series?
Date of publication or library service:

In the previous year, have you requested the reconsideration of any other materials or services provided by the Dover Free Public Library? Y / N

Are you the Library Director of the Dover Free Public Library? Y / N

Are you a member of the Board of Trustees for the Dover Free Public Library? Y / N

Have you read or viewed the material question in its entirety? Y / N      N / A

Have you used or participated in the service or program in question? Y / N      N / A

Have you read the Library's Collection Development and Deselection Policy and accompanying Reconsideration Regulation? Y / N

**Revised and adopted** June 15, 2023, by the Dover Free Public Library Board of Trustees [revised from August 12, 1996]



# DOVER FREE PUBLIC LIBRARY

Do you request that this material shall be removed from the Library or that this service completely cease as a part of Library operations? Y / N

If not, what would be your ideal outcome in this process?

Have you already discussed your concern with the Library Director? Y / N

Please outline your complaint or request. Please be as specific as possible in citing passages, images, dangers, or publications that address this material or service.

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Signature

Date