



Peterborough Town Library

2 Concord Street, Peterborough, NH 03458-1511 ■ (603) 924-8040 ■ PeterboroughTownLibrary.org

Materials Selection and Collection Development Policy

Purpose

The purpose of this Collection Development Policy is to establish guidelines for the development and management of the collections of the Peterborough Town Library. It provides guidance for the librarians, as they negotiate budget and space limitations, and work to build a collection of library materials that will meet and anticipate the needs of the Peterborough community. It also informs the public about the principles that govern the selection and removal of library materials and states the Library's position on intellectual freedom and censorship.

Intellectual Freedom

As a public institution committed to the principles of intellectual freedom, the Library supports each patron's fundamental right of access to all expressions of knowledge, creativity and intellectual activity and recognizes its obligation to provide as wide a spectrum of materials as possible. In practice, the choice of library materials by users is an individual matter. Parents and legal guardians retain responsibility for the reading/viewing/listening materials used by children and adolescents from the library collection. The Board of Trustees supports the American Library Association Bill of Rights and the American Library Association Freedom to Read Statement.

Authority and Responsibility

Ultimate responsibility for selection of library materials rests with the Library Director who operates within the framework of the policies determined by the Peterborough Town Library Board of Trustees and manages the materials budget. Under his or her direction, the selection is delegated to professional library staff who are assigned responsibility for selecting materials in prescribed subject areas, based on their own specialized knowledge and experience.

Selection Criteria

Library materials are selected with the purpose of carrying out the goals of the library. The librarians use a variety of resources to make their selections. These include trade journals such as Library Journal, School Library Journal, Booklist, and Publisher's Weekly, publisher's catalogs, newspapers and magazines, television, radio, podcasts, online review sources and other review sources of a specialized nature may be used for specific collections. All staff and members of the public are encouraged to recommend materials for the collection.

The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title, which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed in public media.



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Each selection is evaluated on its own merit and in relation to the collection as a whole, using some or all of the following criteria:

- a) Present and potential relevance to community needs
- b) Demand
- c) Relevance of subject, format, and reading level for the intended audience
- d) Literary and artistic merit
- e) Format is appropriate to library use and is not easily damaged
- f) Reputation and/or significance of author, publisher or producer
- g) Author or illustrator is local
- h) Positive reviews by critics, staff members and/or professional journals
- i) Diversity of viewpoint
- j) Enhances a specific collection in the library
- k) Within limits of budget for material

The Collections

Fiction

The fiction collection is designed to serve the reading interests of a highly diverse community. It includes bestsellers, contemporary fiction and classics as well as representative works of new authors and works from a variety of national and cultural traditions. Multiple copies are purchased based on budget allowances, popularity of the title, and patron demand.

Nonfiction

The nonfiction collection contains circulating materials in a wide range of subjects supporting the learning and information needs of library users. Included are books on job skill enhancement, self-help and individual growth, technology skills, cultural awareness, current events, business and consumer information, community affairs, recreational pursuits and general knowledge.

Periodicals

Periodicals are purchased for adults, teens and children. The adult collection is comprised of newspapers, magazines and newsletters chosen to provide current and retrospective information on a wide range of special interests in the areas of health, hobbies, business and finance, sports, technology, entertainment and current events. Periodicals are retained for varying periods of time. Back issues of periodicals are in storage but readily available upon request.

Children's Print Collection

The Children's Collection is intended to encourage children to become lifelong readers and



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information seekers. It includes materials in a variety of formats with a broad range of reading levels. The primary users of the collection are children from infancy through 8th grade, their parents and caregivers, and their teachers.

Librarians select materials that children enjoy and which satisfy curiosity, stimulate intellectual development and support emotional growth.

Young Adult Print Collection

The Young Adult Collection is a browsing collection of popular materials for students in grades 9-12. It is designed to encourage teens to be readers and library users, as well as to attract other teens who have not frequented the library. “Hot topics” of instantaneous but short-lived interest are a strong influencing factor in purchasing for this collection.

Audiobooks

The Library collects audio books for adults, teens, and children, housed in their respective areas of the Library. Titles in this format are chosen for their appeal to a wide variety of interests. The collection contains fiction and nonfiction titles on a variety of subjects including language learning materials.

Downloadable eBooks and Audiobooks

The library is a member of the NH Downloadable Book Consortium facilitated by the NH State Library. The policies of this consortium govern the collection development practices of these items. A selection of thousands of eBooks and audiobooks are available. The library may also have additional subscriptions to vendors providing eBooks and audiobooks depending on patron demand and budget.

Movies and Series

The library’s film collection is primarily a browsing collection and includes both feature and nonfeature films, TV series, and specials. Films are selected for their intellectual and imaginative content and to reflect the varied backgrounds and other demographic and social issues of the community.

Databases

The library databases serve the information needs of library users and librarians alike, providing online access to databases covering a wide range of subjects, including health, current events, consumer information, teaching programs, foreign languages, and a variety of popular and academic topics. Library members may gain remote access to a number of these subscription databases.



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Databases are evaluated annually based on user statistics and continued relevance to the community.

Local History

The library has a collection representing our important history as the first tax-supported free public library in the nation.

In addition to this collection, the library maintains a collection of secondary sources related to the history of towns in the Monadnock region and pertaining to New Hampshire. The library does not actively collect local history documents outside of Peterborough and works in collaboration with the Monadnock Center for History and Culture to provide research assistance and local history information to the public.

Materials Not Collected

Due to limited space and budgets; there are certain materials the Library does not collect:

- **Textbooks:** The Library does not buy textbooks used by the local schools, colleges or universities unless there is little or no material on the subject available in any other format.
- **Rare Books:** The Library is not an archival library, nor does it collect rare or unusual materials that require special handling. Many NH universities and colleges have rare book collections that can be accessed by the public.
- **Primary local history materials:** The Library encourages any primary materials and local history documents be coordinated with the Monadnock Center for History and Culture.
- **Abridgements:** The Library does not buy abridged books or audiobooks.
- **CDs and LPs:** The Library does not maintain a music collection.

Interlibrary Loan

Due to limited space and budgets, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Peterborough Town Library agrees to lend its print material to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in the NHU/PAC.



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Gifts and Donations

The library accepts gifts of books and other materials with the understanding they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection, which are applied to purchase materials, are applied to gifts.

By law the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donors.

Collection Maintenance

The Library's collection is systematically evaluated to ensure that the materials remain current and in good condition and continue to reflect the needs of the Peterborough community.

Statistical tools such as circulation reports and collection turnover rates help the selectors determine how the collection is being used and what items are candidates for discard, repair or replacement.

Library materials are discarded based on the following criteria:

- The information is obsolete or inaccurate
- The number of copies is no longer needed.
- The material is not being used.
- The material is damaged or in poor condition.

This ongoing process of weeding is the responsibility of the Library Director and is authorized by the Board of Trustees. Withdrawn material will be disposed of in an appropriate manner. Considerable effort is made to donate and recycle withdrawn books.

Review of Policy

This collection development policy will be evaluated and revised no less than once every five years.

Updated and approved by the Board of Trustees on April 21, 2022



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Reconsideration Policy:

Requests for Reconsideration of a Work

The Peterborough Town Library believes it is the responsibility of the library to provide an open forum for the exchange of information, ideas, and viewpoints. We will not censor or remove materials because of the political, moral, philosophical, or religious views they present or because of the convictions or backgrounds of their creators.

In selecting books and other materials for the library, we fully subscribe to the American Library Association's Library Bill of Rights and the Freedom to View statement.

Any Peterborough resident or Peterborough Town Library card holder who wishes to discuss the library's selection policies or to question the inclusion of a specific item in the library's collections should contact the Library Director. An appointment with the Library Director is the first step to discuss any request to remove an item from the collection. The appointment will be offered within 14 days of the request.

If a discussion with the Director does not resolve the patron concern, the patron has a right to fill out the library Request for Reconsideration of a Work form. Requests for reconsideration will be considered by the Library Director and selected staff members, who will present their recommendation for the material to the Board of Trustees at the next regular meeting.

The Board will review the reconsideration form and staff report in public session and issue a decision about whether to keep the material in the library collection. The Board's decision is final.

Approved by the Board of Trustees on April 21, 2022



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Request for Reconsideration of Library materials or programs

Procedure:

1. An appointment with the Library Director is required to begin the process. The Director is available to discuss the material or program and answer questions about the reconsideration procedure. The reconsideration form will be provided.
2. The reconsideration form below must be completed and submitted to the Library Director.
3. The Library Director will work with the appropriate staff members to review the materials or program and make a recommendation to the Board.
4. The recommendation of the staff, along with the reconsideration form, will be reviewed by the Library Board of Trustees at the next regularly scheduled Board meeting. The petitioner will be contacted about the date of this meeting and is free to attend the Board meeting, which is open to the public.
5. If not in attendance, a representative member of the Board of Trustees will contact the petitioner with a determination. The Board of Trustees have final say on any request for the removal of materials at the Library.
6. The material or program in question will remain in the collection or on the schedule of events until a decision is made.

TYPE OF MATERIAL: Book/eBook/Audio _____ Magazine _____ DVD _____
Program _____ Other (please specify) _____

Title of material or program: _____

Author/Artist/Presenter: _____

Call Number: _____

Publisher or Distributer: _____

Request Initiated by: _____

Date: _____



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Address: _____

Telephone _____

Email _____

Complainant represents:

_____ Self

_____ Organizations (Name and Address) _____

_____ Other (please specify) _____

1. Have you read, listened to, or viewed the entire content or attended the program? If no, what parts?

2. To what in the work or presentation do you object? Please be specific: cite pages, passages, etc.

3. What of value is there in this work or program?

4. What do you feel might be the result of reading/viewing/ attending/listening to this work?



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5. For what age group would you recommend this work? _____

6. Are you aware of the judgment of this work by critics? _____

7. What do you believe is the theme of purpose of this work or program?

8. What would you prefer the library do about this work?

9. Can you recommend other material or programs that would convey a valuable perspective of the subject matter?

10. Have you read the Peterborough Town Library Collection Development Policy and the intellectual freedom statements formally adopted by the Board of Trustees? Yes No

Thank you for your time.

SIGNATURE: _____ DATE: _____