

## **Bridgton Public Library**

### **COLLECTION DEVELOPMENT POLICY**

1. **Scope.** The Bridgton Public Library adheres to the principles of freedom to read, view, or hear information. All materials selected under the Collection Development Policy are considered constitutionally protected.

Bridgton Public Library represents various points of view. The selection of materials for a balanced collection will be based on the merits of the work and the interests and needs of our patrons. Works are not excluded based on language, explicit text, explicit illustrations, or points of view, but are required to meet the selection criteria listed below.

The Bridgton Public Library recognizes that many resources are controversial and that any given item may offend a library patron. The collection is designed to serve the whole community. The Library's selection process cannot be inhibited by the fact that children and young adults have access to the entire collection. Parents or guardians should personally oversee their child's selection(s) if they wish to limit or restrict the use of resources (reading, listening, and viewing).

A patron's choice of library materials is an individual matter. While individuals may reject materials for themselves, they cannot exercise censorship or restrict access to materials for others. The Library does not remove materials because of partisan or doctrinal disapproval.

Library patrons who wish to make a formal complaint regarding library resources should complete a "Request for Reconsideration of Library Resources" form. Once submitted to the Library Director, this form will be reviewed by the Library Director and the Board of Trustees. The complainant will receive a response within ten business days.

2. **Collection Selection Criteria.** Materials in all formats are selected according to the following general criteria:

- a. Patron interest or request
- b. Need, balance of the collection, and/or relationship to other material in the collection
- c. Quality (including accuracy, authority, and currency in the case of non-fiction; production quality in the case of audio-visual material; quality of illustration and reproduction in the case of picture books and art books, etc.
- d. Appropriateness of format
- e. Cost
- f. Professional judgment

3. **Gifts, Donations, and Memorials.** The Bridgton Public Library welcomes donations of materials, tangible objects, and funds. Gifts of tangible personal property and gifts of funds are covered under the Library's Gift Acceptance Policy. Donated items will be carefully reviewed for their overall contributions to the Library's mission, service priorities, and relevance to the collection subject to the same criteria used for materials that are purchased. The library assumes immediate and unconditional ownership of all donated items. Gift items may not be reclaimed. The Library will not accept responsibility for notifying donors of withdrawal or replacement of gift items.

A donor may request a receipt for tax purposes that indicates quantity and type of items at the time of donation. The Library cannot provide a value for donated items. Materials not selected for inclusion in the Library's collection may be offered to other organizations, or discarded, at the discretion of the Library Director.

Donated materials that are accepted into the Library's collection are subject to the same Library policies and procedures as purchased materials including classification, cataloging, processing, evaluation, repair, circulation, and discarding. Donated materials cannot be placed on special shelves or separated from other similar materials already in the Library's collection.

The Library welcomes monetary gifts to purchase materials in memory or in honor of an individual. Donors may suggest subject areas for memorial gifts, but, in accordance with this policy, the library staff will select individual titles. Memorial materials will be acknowledged in writing and commemorated with a bookplate recognizing both the honoree and the donor.

**4. Collection Maintenance.** Measures to maintain the quality and value of the collection include acquisition repair, replacement, and discarding items determined by the Library Director.

The Library Director will investigate any indication that books or other materials may have been removed from the library without authorization and pursue notification of public authorities if such assistance is required. Written notification will be provided to the suspected party and library privileges revoked until the matter is resolved.

Approved by the Board of Trustees on 6/16/2020

See also: Request for Reconsideration of Library Resources Form