



COLLECTION DEVELOPMENT POLICY

September 2021

The Converse Free Library serves as the public library for town residents and the school library for the Lyme School, grades K-8. The objective of the Collection Development Policy for the Library is to provide physical and electronic materials and services that meet the educational, informational, cultural, and recreational needs of the Lyme community and its elementary school. The Library adheres to the Library Bill of Rights, which honors the rights of an individual to use the Library regardless of age, race, religion, national origin, or social or political views. Simultaneously, the Library recognizes that the needs of the school and public communities differ, and makes a conscious effort to purchase and identify books to support the school curriculum, entice reluctant readers, and identify titles that may be outside the scope of the typical elementary school collection.

LIBRARY OBJECTIVE: An objective of the Converse Free Library is to select, organize and generally make freely and easily available physical and electronic materials within the limitations of space and budget, which will aid both its school and public patrons in their pursuit of education, information, and recreation.

SELECTION CRITERIA: In the selection process, the Library Director considers timeliness, effective expression, responsible opinions, subject-relevance to the community and school, the existing collection's strengths and weaknesses, and budget. Materials purchased for school-library use are selected to support the school curriculum, taking into consideration the varied interests, abilities, and maturity levels of the children served in the Lyme K-8 School. Professional reviewing sources (e.g., *Library Journal*, *School Library Journal*, *Horn Book*, *Kirkus*, core-collection catalogs, and online sources), bibliographies, and requests from patrons and school personnel are considered in this process.

REFERENCE COLLECTION: The reference collection includes resources to answer basic reference inquiries. A current (up to 5 years old) general encyclopedia, almanac, and atlas are housed at both the school and public library. Subject-specific encyclopedias are shared between the libraries. Online resources are included in this collection. The Library utilizes the State Library's Reference Department for academic and unusual reference inquiries.

LYME HISTORY AND AUTHORS/ILLUSTRATORS: Material of Lyme significance will be housed in the Lyme Room. This may include history, genealogy, and Lyme authors and illustrators.

SELF-PUBLISHED MATERIALS: Self-published books by local authors who wish to donate a copy will be accepted for the library's "Local Authors" shelf, subject to the Library's collection criteria. Self-published books by local authors who want the library to purchase a copy will undergo the same evaluation process as all other library materials.

PAPERBACK vs. HARDCOVER: Hardcover and paperback materials are considered for the collection. When available, paperbacks are chosen over hardcover for materials that have short or limited use. A paperback collection of uncatalogued donated titles may supplement the collection for recreational reading.

GIFTS: The Library accepts gifts for its collection that meet the general selection criteria above. Other gifts are contributed to the Friends' annual book sale. Forms/receipts for donations are available upon request (see Forms section).

MEMORIAL DONATIONS: Materials that meet the Library's collection policy criteria are a welcome addition to the collection. Memorial bookplates are available. Additionally, the Library Director may assist in selecting and purchasing materials (with the Library's discount) that meet the needs of the Library and honor the memorial. See Procedures section.

WEEDING/DISCARDING: The Library recognizes that discarding materials that are no longer useful is an important maintenance responsibility in order that that the Library maintain a vital and attractive collection.

INTERLIBRARY LOAN: The Library recognizes that it cannot house all books wanted by its diverse clientele, and that it must rely on Interlibrary Loan to answer the needs of its patrons. To this end, the Library will borrow books from other libraries, in and outside the State, and pay up to \$10 per book for postage and fees. In compliance with the Interlibrary Loan Code, the Library also recognizes that it must reciprocate in lending its books to other libraries. Staff time for Interlibrary Loan requests and transactions are considered important and budgeted for appropriately.

OBJECTIONS TO LIBRARY MATERIALS: Individuals who object to any Library materials will be asked to complete a Reconsideration Form (see "Forms" section). The Library Director will evaluate the objection, responding in 10 days. If the patron is not satisfied, the Board of Trustees will address his/her objection within 60 days.

The Library serves as the school library and any objection to library material borrowed during a school visit or used in the classroom will be directed to appropriate school personnel.

ADULT MATERIALS AND SCHOOL CHILDREN: The Library supports the Library Bill of Rights and does not serve *in loco parentis*, yet it recognizes that the collection contains material which would not be included in a library for elementary school children. The expectation is that the school children will use these resources as their ages and interests warrant under the supervision of their parents, their classroom teachers, and the school librarian.

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