



Greenwich Library Policy

Collection Development

Approved April 14, 2009

GREENWICH LIBRARY MISSION:

The mission of the Greenwich Library System is to provide free and convenient access to information and to promote the love of reading and research, the joy of lifelong learning and engagement with the arts, sciences and humanities.

GREENWICH LIBRARY VISION:

The constant vision of the Greenwich Library is to provide the community with superior Library services, to serve as the cultural and intellectual crossroads of Greenwich and to be a leader among public libraries.



The Greenwich Library collections are developed and managed to serve residents of Greenwich as well as those who work, own property or attend school in the community. Library staff implements the Library mission, building and maintaining a broad collection of materials, by anticipating and responding to patron needs and expectations. Staff recognizes the necessity of balancing budget, staffing, and building concerns when making decisions either to acquire or to provide access to materials and information. Materials budget allocations are set annually based on a number of factors including Greenwich Library strategic objectives, community demand, available funds and cost of materials.

Collection development and management decisions are based solely on the merit of an item as it relates to the Library's mission and its ability to meet the expressed or anticipated needs and interests of the community. Decisions are not made on the basis of any anticipated approval or disapproval of the material. The inclusion of an item in the Library collection in no way represents an endorsement of its contents. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered.

This policy is intended to guide staff and to inform the public of the principles on which collection decisions are based. This policy describes the role of collection development and collection management in carrying out the Library's mission, vision and strategic objectives. It defines the scope of the collection and provides a plan for the continuing development of resources. It outlines the relationship of collection development and collection management to both the Library's goals and the principles of intellectual freedom.

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COLLECTION POLICY OF THE GREENWICH LIBRARY

I. Scope of the Collection

The collection offers the community materials in a choice of format, treatment, and level of difficulty. Formats include print, nonprint, and electronic. The collection is defined as materials that are selected by the staff with the exception of the Beatrice M. Brittain Collection of Fine Book Design and the Friends of the Greenwich Library Lending Art collection. Those selected materials may be owned or may be accessed electronically (See Section III, A for selection criteria).

The Library is a part of the larger community of libraries throughout the area, state and nation. It collects, organizes and makes available materials of contemporary significance and long-term value. The collection is reviewed and revised continuously in an effort to meet community needs. With the exception of local history material, it is not archival, nor are materials available in other libraries needlessly duplicated. If a patron wishes to use a print resource that the Library does not own, Inter-Library Loan service may be used to borrow the material. The Library regularly withdraws materials from its collection to maintain collection usefulness, currency and relevance.

The Library is aware of and respects intellectual property rights and adheres to relevant legislation regarding copyright use and restrictions.

II. Authority and Responsibility for Library Collections

Final authority for the collection rests with the Director, who operates within the framework of policies set by the Library Board of Trustees. Securing both public and private funds for materials is included in the Library's annual budget process. The Director delegates to appropriate staff the authority to interpret and apply the policies in daily operation. Staff has the specific responsibility to prepare a detailed collection-spending plan for annual administrative review.

Selection staff provides continuity and accountability in collection development through an organized structure for planning, budgeting, selecting, and acquiring materials. The Interteam Collection Management Group, a staff committee, addresses broad-based collection issues and works with staff who manages the collection. All full-time staff participates in collection development and management. Main Library staff focuses on the needs of the entire community. Branch Library staff has a more local focus in their collection work.

III. Selection Criteria (these are not ranked)

A. Print, Nonprint and Electronic Products

To build a collection of merit, staff will evaluate print and nonprint materials and electronic products according to one or more of the criteria listed below. An item need not meet all of these criteria in order to be acceptable. The collection will change as community needs and interests change.

General criteria:

- present and potential relevance to community needs
- suitability of physical form for Library use
- suitability of subject and style for intended audience
- cost
- importance as a document of the times
- relation to the existing collection and to other material on the subject
- duplication of information
- attention by critics, reviewers and the media
- potential user appeal
- requests by the public
- special needs of persons with disabilities

Content criteria:

- authority
- comprehensiveness and depth of treatment
- skill, competence, and purpose of the author
- reputation and significance of the author
- objectivity
- consideration of the work as a whole
- clarity
- currency
- technical quality
- representation of diverse points of view
- representation of important movements, genres, or trends
- vitality and originality
- artistic presentation and/or experimentation
- sustained interest
- relevance and use of the information
- effective characterization
- authenticity of history or social setting
- local significance

Additional considerations for electronic products:

- ease of use of the product
- ability to download, e-mail or print desired information
- availability of the information to multiple users
- remote access
- equipment needed to provide access to the information
- technical support and training
- physical space needed to house and store the information or equipment
- availability of usage statistics

B. Greenwich Library Web Site

The Library has an established presence as a 24/7 virtual branch on the World Wide Web at <http://www.greenwichlibrary.org>. The web site serves as a gateway to the Library's online catalog, services, events and downloadable content. It also serves as a research tool, allowing access, both in-Library and remotely, to the Library's extensive collection of commercial databases and carefully selected free web sites.

Sites selected for the Library web site are periodically reviewed and updated. For site selection criteria, please refer to the general collection criteria above.

The Library web site also serves to integrate the Library with the Greenwich community at large by linking to other Town agencies, organizations and information resources.

IV. Criteria for Deselecting Library Materials

As part of its mission, the Library strives to provide current, accurate information, and an accessible collection in good condition. Deselection is an ongoing process, and staff systematically inspects and considers for withdrawal:

- materials in poor or shabby condition
- materials that are out of date, no longer in demand, or contain inaccurate information
- materials for which new editions are available
- multiple copies of once-popular materials (except where specific collection needs warrant retention)
- materials that have not been checked out in a given number of years (time period may be different for each subject area)

There are special considerations for electronic products. Each year, when licensing agreements are renewed, database subscriptions are reconsidered. Factors that affect renewal include:

- ease of use
- accuracy and currency of content
- duplication of information
- cost
- patron use statistics

V. Collection Structure

A. Adult Reference Collections

1. **The General Reference Collection** is designed to serve adults and young adults with materials on a broad range of subjects. It consists of basic encyclopedias, directories, dictionaries, almanacs and atlases in print or electronic format.
2. **Licensed Online Databases** extend and enhance the collection by providing more timely and versatile access, both in the Library and remotely, to information in electronic format. Some contain specialized information not included in the Library's print collections; others have information that does not exist in print format.
3. **Periodicals** are a vital component of the reference collections and are used for both leisure reading and research. Magazines and newspapers provide current information on a wide range of topics. Selected periodicals, retained in print, online or microfilm, are available to provide retrospective information. Full text articles and abstracts, available electronically, complement and extend the Library's print periodical holdings.

B. Adult Circulating Collections

Library staff selects materials for use at a variety of reading levels. Fiction and nonfiction materials are selected to meet patrons' informational, educational, and recreational needs and interests. These materials may be available in many formats and in several languages, including materials for persons with disabilities.

1. **The Nonfiction Collection** represents a broad range of subject areas and a variety of points of view.
2. **The Fiction Collection** consists of a representative selection of classics, bestsellers, and works of contemporary merit. It includes many genres, such as mystery, romance, science fiction and short stories, which are intended to satisfy the tastes of a diverse public.
3. **The Visual Media Collection** consists of classic films, contemporary features, foreign language, documentary, educational and instructional films and items of local interest. The latest trends in all areas of cultural

interest, including experimental and progressive works, may be represented.

4. **The Audiobook Collection** is intended to fill the recreational and informational needs of patrons. The collection includes both unabridged and abridged titles.
5. **Language Learning/Literacy/English as a Second Language:**
The Library provides language learning materials in many languages. Literacy materials are provided for English-speaking adult new readers and non-readers while the ESL Collection has a selection of materials for those whose native language is not English.
6. **The World Languages Collections** consist of materials in languages other than English that reflect the needs of the diverse Greenwich population. The Library undertakes structured collection development programs for specific languages as the need arises.

C. Special Collections:

1. **The Business Collection** is designed to serve a wide range of patron interests. Reference materials cover a variety of business-related subjects. This collection is a mix of traditional print materials and the latest online information. Electronic sources provide access to timely financial and economic information as well as full text business periodical and newspaper articles.
2. **The Music Collection** is intended to serve the recreational, cultural and educational needs of the Greenwich community. This collection is intended to accommodate all listeners' tastes including classical, popular, world music, folk, jazz, or any other style. It includes books, magazines, sound recordings, music scores, libretti, electronic databases, streaming audio and visual media. New formats will be incorporated as demand warrants.
3. **The Local History/Oral History Collection** incorporates reference materials on the general theory and practice of local history and genealogy and gives special attention to Greenwich and the region. Local history includes such disparate materials as microfilmed newspapers, indices, local school yearbooks, government documents, state and local histories, state and local studies and surveys, directories, telephone directories, photographs, oral history books and transcripts, maps, institutional histories, works of local authors, atlases, and general guides to the practice of local history. Genealogy materials include guides, online information, general indices and periodicals, and family histories.

4. **The Beatrice M. Brittain Collection of Fine Book Design** is an educational collection which offers carefully selected examples from primarily American small presses since 1895 which illustrate the art of the book. The collection is supported by private funds.
5. **A Foundation Center Cooperating Collection** is available at Greenwich Library. It provides a core collection of the Foundation Center publications and supplementary materials for grant seekers.
6. **The Health Information Center** provides access to a variety of consumer health and wellness materials that range from general information to the latest developments from traditional medicine as well as complementary and alternative health areas. The collection consists of reference books, circulating books, periodicals and newsletters and the latest online information.
7. **The Friends of the Greenwich Library Lending Art Collection** is a circulating collection of both original and reproduced framed prints, watercolors, lithographs and museum posters which are selected, purchased and maintained by the Friends of the Greenwich Library.

D. The Young Adult Collection

The Young Adult Collection is designed to serve the interests of young people aged 12 through 18. The Library recognizes that certain subjects and materials are of special interest or have a unique appeal to adolescents. The wide range of maturity and reading levels, interests and views of this group are reflected in the materials. The collection includes classic and contemporary authors, popular series, comics and graphic novels, titles on local reading lists, some nonfiction materials, audiobooks, a variety of magazines and materials in emerging formats.

E. The Children's Collections

The Children's Collection is selected with the objective of providing materials that meet the informational, recreational and cultural interests and needs of young people from infancy through age 12. It also serves parents, teachers and other adults working with and interested in children and their literature.

Special emphasis is given to materials that encourage a child's joy in reading and being read to; that stimulate the imagination; that develop reading skills; and that enable children to learn about the world around them.

Materials are selected to serve children of all reading, listening and viewing levels. The collection is responsive to local school assignments, providing materials which supplement the curriculum. A representative selection of materials in languages other than English is also included

The reference collection consists of basic reference tools as well as subscriptions to online databases appropriate to children. The Children's web pages direct children and their parents or caregivers to sites of interest in areas of general knowledge, recreation and homework support.

F. The Branch Collections

The collections of the Byram Shubert and Cos Cob Branch Libraries are shaped by the interests and needs of the local communities they serve. Each branch provides general coverage of subjects for all age groups and maintains a current and popular collection...

Each branch maintains a core reference collection, enhanced by system-wide licensed online databases; a current and popular adult fiction collection; a children's collection; a small young adult collection of popular and classic materials; and a non-English language collection of adult and children's materials designed to meet each branch's individual needs.

Additionally, the branches have a collection of circulating periodicals, audiobooks, music CDs, DVDs and large print books. The Byram Shubert Branch Library has a small local history collection of photographs, periodical articles and memorabilia maintained with subject access by the Friends of the Byram Shubert Library

VI. Gifts of Materials

The Library accepts gifts of materials with the understanding that the same criteria for selection or deselection are applied to gifts as to materials acquired for purchase. The Library reserves the right to evaluate and to dispose of gifts in accordance with the Library's gift policy. Gift materials not added to the collection are not returned to the donor. Unused materials may be recycled or sold.

The Library does not provide valuations of gifts for tax or other purposes, but it may acknowledge receipt of gifts.

VII. Intellectual Freedom

The Library believes it is essential in a democracy for all citizens to have access to all Library materials. Therefore, no restrictions are placed on what anyone may read, see or hear in our collections.

The Library endorses the basic intellectual freedom policies of the American Library Association (ALA) including the *Library Bill of Rights* and *The Freedom to Read* statement. It is also guided by *Interpretations of the Library Bill of Rights: Access to Electronic Information Services, and Networks, and Access for Children and Young Adults to Nonprint Materials* when acquiring and managing collections. Copies of these statements are available on request.

The Library recognizes that some materials may be controversial and that any given item may offend some patrons. Only the individual can determine what is most appropriate for his or her needs.

Parents, care givers and legal guardians have the responsibility for their children's use of Library collections and access to the Internet through the Library's computers. Only they have the right to define what material or information is consistent with their

personal and family beliefs. Only they can apply those values for themselves and their children.

The standards of privacy and confidentiality endorsed by the American Library Association and outlined in the Greenwich Library *Confidentiality Policy* are applied to the development and management of Library collections. Access to the Internet is covered by a separate Library Internet policy

VIII. Concerns About Library Resources

In order to deal with objections and expressions of concern regarding any item in the Library's collections, the following procedure has been established. No item is to be removed or restricted because of an objection, except in accordance with this procedure.

When an objection is received, the appropriate librarian will explain the Library's position on intellectual freedom and then ask the patron to fill out and sign a Request for Reconsideration form (*see Addendum ii*) specifying the exact nature of the objection and the particular parts of the material (pages, etc.) about which there are objections.

The Interteam Collection Management Group (ICMG) will be advised of the objection and will reexamine the material in consultation with the Library Director. The Library Director will respond in writing to the individual's request. Decisions may be appealed to the Library's Board of Trustees.

The Library Board, upon request, hears appeals of the Director's written response. Appeals must be presented in writing to the Library Board at least ten days in advance of the next regularly scheduled meeting of the Board. Decisions on appeals are based on careful review of the objection, the material, applicable Greenwich Library policy, the Library Bill of Rights, and applicable ALA guidelines on intellectual freedom. The final decision on appeals rests with the Greenwich Library Board of Trustees.

IX. Review

The Library Board of Trustees will review the Collection Development Policy at least every four years.

Addenda

- i. Library Bill of Rights
- ii. Request for Reconsideration of Library Resources
- iii. Internet Use Policy

Greenwich Library Policy

The American Library Association Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas and that the following basic policies should guide their services:

- I. Books and other Library resources should be provided for the interest, information and enlightenment of all people of the community that the Library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a Library should not be denied or abridged because of origin, age, background or views.
- VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948
Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1966,
by the ALA Council

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Approved by the Board of Trustees February 22, 1993

REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES

The Greenwich Library Board of Trustees has delegated the responsibility for selection and evaluation of Library resources to the Library staff, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of a specific Library resource, please fill out and sign this form and submit it to the Director.

Name _____

Date _____

Address _____

Phone _____

Do you represent Self _____ Organization _____

1. Resource on which you are commenting (*please specify*):

<input type="checkbox"/> Book	<input type="checkbox"/> Library Program or Display	<input type="checkbox"/> Electronic information
<input type="checkbox"/> Magazine	<input type="checkbox"/> Visual Media	<input type="checkbox"/> Other
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Audio recording	

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns you about the resource? Please specify the particular parts of the material (pages, etc.) about which there are objections. (Use other side or additional pages if necessary)

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

Signature _____



Greenwich Library Policy

Internet

Approved October 16, 2007

The Greenwich Library, in accordance with its mission to provide information through access to Library resources, offers its patrons the opportunity to search the Internet.

The Internet offers unlimited global access to information, and patrons should be aware that the Library does not monitor and has no control over the information accessed through the Internet. The Library assumes responsibility only for the information provided on its home page.

Some information accessed through the Internet may not be current, accurate, or complete, and some material may be considered offensive or inappropriate. Parents and guardians of minor children need to be aware of this aspect of the Internet and to assume responsibility for monitoring use of this medium by minor children in their charge.

The Library cannot be held accountable for unreliable, inaccurate, or incomplete information received on-line, nor can it be responsible for monitoring the use of the Internet by its patrons.

Internet access in the Children's Room at the Main Library or on computers designated for children's use at the Branch Libraries shall be limited to children and their accompanying parents or other care providers and shall be filtered.

The Library administration is responsible for developing, maintaining, and making available to the public the rules and regulations governing Internet use in the Library.

Replaces Internet
Approved March 11, 2003