



Greenwich Library

Collection Development Policy

Approved June 18, 2019

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Definitions

COLLECTION: Used to refer to a subset of materials grouped by format or thematically as described in this policy.

COMMUNITY: Made up of the residents of Greenwich as well as those who work, own property, or attend school in Greenwich.

MATERIAL: Any physical information source purchased by or donated to the library to be used by a user.

USER: a Greenwich Library user.

RESOURCE: Any bought, donated, or leased physical or electronic information source to be used by a patron.

Introduction

This policy is intended to help guide Greenwich Library (the “Library”) staff in its duties concerning the collections, and to inform the community of the principles on which collection decisions are based. The collections are developed and respond to the community’s needs and interests under the broad guidance set out in the Library’s Mission, Vision, Values and Strategic Plan Goals. The principle limits on the ability to add to the collections are constraints of funding, staffing limitations, and the availability of space in the Library; the Library does not add to or delete resources from the collections based on anticipated approval or disapproval of the contents of resources, nor does the Library endorse any resources in the collections. Portions of the collections are identified as Young Adult or Children’s to assist the community in identifying age-appropriate resources. Resources may be available in many formats and in several languages, including resources for persons with disabilities. The Library is aware of and respects intellectual property rights and endeavors to adhere to relevant legislation regarding copyright use and restrictions.

I. Scope of the Collection

The collections offer the community resources in a variety of formats, treatments, and levels of difficulty. They collect, organize and make available resources of contemporary significance and long-term value. The collections are reviewed and revised continuously. Except for local history material, the collections are not archival. The Library is a part of the larger community of libraries throughout the area, state, and nation. Items not in the collection may be borrowed by patrons from other libraries through the services of the Library. The Library regularly withdraws resources from its collections to maintain collection usefulness, currency and relevance.

II. Authority and Responsibility for Library Collections

Authority for the collections rests with the Library Director (the “Director”), who operates within the framework of policies set by the Library Board of Trustees (the “Board”). Securing both public and private funds for resources 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 collections 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 resources. Staff participates in collection development and management. Main Library staff focuses on the needs of the entire community. Branch Library staff has a local focus in their collection work.

III. Selection Criteria (these are not ranked)

Staff evaluates resources according to one or more of the criteria listed below. An item need not meet all these criteria to be included. The collections will change, and new formats will be incorporated as demand warrants.

Criteria:

1. Collection breadth
 - a. Contribution to the diversity and scope of the collection
 - b. Value of maintaining established collection depth
 - c. Relation to the existing collection and other resources on the subject
2. Collection quality
 - a. Published evaluations or reviews
 - b. Receipt or nominations for awards
 - c. Reputation and significance of author
3. Relevance to the community
 - a. Local significance
 - b. Popular appeal
 - c. Requests by the public

4. Collection capacity
 - a. Suitability of physical format for intended audience, available space, and shelving
 - b. Impact on resource allocations budget
5. Electronic product considerations
 - a. Ease of use
 - b. Availability to download, e-mail, or print desired information
 - c. Remote access
 - d. Technical support and training
 - e. Availability of usage statistics
 - f. Equipment needed to provide access
 - g. Compliance with industry standards and specifications
 - h. Ownership of product

IV. Collection Maintenance

As part of its mission, the Library strives to provide, among other criteria, resources that are current, accurate, accessible, and in good condition. Formats are eliminated when demand has sufficiently decreased. Deselection is an ongoing process, and staff systematically inspects and considers for withdrawal items based on the following:

- Poor condition
- Dated or no longer accurate
- Superseded by a new edition or better source
- Multiple copies of once-popular materials
- Infrequently used

Additional considerations for electronic products:

- Ease of use
- Duplication of Information
- Cost

V. Collection Structure

A. Adult Reference Collections

1. **The General Reference Collection** includes encyclopedias, directories, dictionaries, almanacs and atlases. At the Main Library, the reference collection includes in-depth materials on music, business, and health.
2. **Licensed Online Databases** provide access both in the Library and remotely to a wide variety of information in electronic formats. Some contain specialized information not included in the Library's print collections; others have information that does not exist in print format.

B. **Adult Circulating Collections**

Library staff selects resources for use at a variety of reading levels. Fiction and nonfiction resources are selected to meet users' informational, educational, and recreational needs and interests.

1. **The Nonfiction Collection** represents a broad range of subjects and a variety of points of view.
2. **The Fiction Collection** consists of a representative selection of classics, bestsellers, international materials in English translation, and titles of contemporary merit. It includes many genres, such as mystery, romance, science fiction, graphic novels, and short stories.
3. **The Audio-Visual Collection** consists of video games, unabridged audiobooks, music CDs, and DVDs representative of the latest trends in many areas of cultural interest and instruction. DVDs include both foreign and domestic films, as well as experimental and progressive works.
4. **Digital Collections** include downloadable audiobooks, eBooks, and streaming media. Staff evaluates new electronic formats as they become available.
5. **The World Languages Collections** consist of resources that reflect the diverse Greenwich population including titles in Spanish, French, German, Chinese, and Japanese.
6. **Periodicals** are available on a wide range of topics. The latest issues do not circulate; however, many older issues are available for circulation and electronic access is available to many other titles.

C. **Adult Special Collections**

1. **The Business Collection** includes reference and circulation resources that serve a wide range of user interests and assist in developing the skills and abilities needed for economic understanding and knowledge. The collection includes traditional print materials and online information.
2. **The Music Collection** includes books, magazines, sound recordings, music scores, libretti, electronic databases, streaming audio, and visual media.
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 microfilmed newspapers, indices, local school yearbooks, government documents, state and local histories, state and local studies and surveys, directories, photographs, oral history books and transcripts, institutional histories, works of local authors, maps and 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 Foundation Center Cooperating Collection** provides a core collection of the Foundation Center publications and supplementary resources for grant seekers.
5. **The Health Collection** provides access to a variety of consumer health and wellness resources that range from general information to recent developments in traditional

medicine as well as complementary and alternative health areas. The collection consists of reference books, circulating books, periodicals, newsletters, and online information.

6. **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. Young Adult Collection

The Young Adult Collection is designed to serve the interests of those aged 12 through 18. The same criteria listed for selection of adult resources apply to young adult resources. The content, style, format, and appeal to young adults are taken into consideration. The collection includes classic and contemporary authors, popular series, manga and graphic novels, nonfiction resources, audiobooks, and periodicals. The collection also supports local public and private school summer reading lists. EBooks, downloadable audiobooks, and digital comics supplement this collection.

E. Children's Collection

The Children's Collection is selected with the objective of providing resources that meet the informational, recreational and cultural interests and needs of young people from infancy through age 12. Resources are selected to serve children of all reading, listening, and viewing levels. It also serves parents, teachers and other adults working with and interested in children and their literature. The collection is responsive to local school assignments, providing resources which supplement the curriculum and summer reading lists.

Special emphasis is given to resources that encourage a child's joy in reading and being read to; that stimulate the imagination; that develop reading skills; that enable children to learn about the world around them; and that offer a wide range of diversity of representation. The collection aims to promote early literacy with ready reading kits, concept picture and board books, and beginning readers. A representative selection of resources in languages other than English is also included.

The collection includes online literacy resources that offer additional options to support and foster reading. 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. Branch Collections

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

Each Branch Library maintains a core reference collection, enhanced by system-wide licensed online databases; a current and popular adult fiction collection; a children's collection; a young adult collection of popular materials; and a non-English language

collection of adult and children's materials designed to meet each Branch Library's individual needs.

Additionally, each Branch Library has collections of circulating periodicals, audiobooks, music CDs, DVDs, games, and large print books. The Byram Shubert Branch Library has a small local history collection of photographs, periodical articles, and memorabilia maintained and organized 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 Acceptance Policy.

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

VII. Intellectual Freedom and Privacy

The Library is guided by the American Library Association's ("ALA") Library Bill of Rights and Freedom to Read statement. The Library recognizes that some resources may be controversial and that any given item may offend some individuals. Only the individual can determine what is most appropriate for him or her. Parents, caregivers, and legal guardians have the responsibility for their children's use of Library collections and access to the Internet through the Library's computers.

The standards of privacy and confidentiality endorsed by the American Library Association and outlined in the Privacy & Confidentiality of Library Records Policy are applied to the development and management of Library collections. Access to the Internet is covered by a separate Use of Electronic Resources Policy.

VIII. Library Resource Challenges

No item is to be removed or restricted because of an objection, except in accordance with the procedure set out in this section. When an objection is received, a staff member will explain the Library's position on intellectual freedom. If the individual continues to object, the staff will ask him or her to fill out the Request for Consideration form, which may be accessed online but must be submitted as hard copy to the attention of the Library Director. Objections will only be considered which are submitted by Greenwich Library card holders or residents of Greenwich.

Staff will review objections stated in the submitted Request for Consideration form with the Library Director. The Library Director will respond in writing to the individual's request. The decision of the Library Director may be appealed by the objecting person to the Library

Board of Trustees, provided that such appeal must be submitted in writing to the Board within 30 days of the objecting person receiving the Library Director's response. Decisions on appeals are based on review of the objection, the resource, applicable Greenwich Library policy, and the ALA Library Bill of Rights and Freedom to Read Statement. The final decision on appeals rests with the Greenwich Library Board of Trustees.

IX. Review and Interpretation

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

Addenda

- i. Library Bill of Rights
- ii. Request for Consideration

Replaces Collection Development
Approved April 14, 2009

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.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 18, 1948

Amended February 2, 1961, and January 29, 2019,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council

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Addendum i

REQUEST FOR CONSIDERATION

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

Name _____

Date _____

Address _____

Phone _____

Do you represent Self _____ Organization _____?

1. Resource on which you are commenting (please specify): ☐ Book ☐ Library Program or Display
☐ Electronic information ☐ Magazine ☐ Visual Media ☐ Other ☐ Newspaper ☐ Audio recording

Title _____

Author/Producer _____

2. Have you examined the entire resource?

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

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

Signature _____

Addendum ii.