

Gray Public Library Collection Development Policy

It is the mission of the Gray Public Library “to provide a wide variety of print and non-print materials that will address the information needs of all individuals in this community.”

The purpose of this collection development policy is to help provide the highest quality service to all the people who use the Gray Public Library, as well as the collection of the Library. This service will be provided through the offering of a well-selected and well-maintained collection of library materials in a variety of formats.

It is the Library’s goal to provide the community with library materials that reflect a wide range of views, expressions, opinions, and interests. Specific acquisitions may include items that may be unorthodox or unpopular with the majority, or controversial in nature. The Library’s acquisition of these items does not constitute endorsement of their content but rather makes available its expression.

The Library provides free access to materials in several formats (print, media and electronic) to all users. Library users make their own choices as to what they will use based on individual interests and concerns. Gray Public Library supports the right of each family to decide which items are appropriate for use by their children. Responsibility for a child’s use of library materials lies with his or her parent or guardian.

Gray Public Library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the [Library Bill of Right](#), [Freedom to Read](#), and [Freedom to View](#) statements.

I. Materials Selection Policy

Materials will be selected and made available which will:

- Meet the information needs of the community
- Meet the recreational needs of the community
- Meet the educational needs of the community
- Meet the entertainment needs of the community
- Meet the public demand, interest, or need
- Supplement formal and informal study
- Provide authenticity of historical, regional, or social setting
- Provide statement of challenging, original, or alternative point of view
- Provide timeliness of materials
- Provide prominence, authority, and/or competence of author, creator, or publisher

- Support business, cultural, recreational, and civic activities in the community
- Stimulate self-understanding and growth
- Enhance job related knowledge and skills
- Increase knowledge of and participation in the community, country, and world.

II. Responsibility for Materials Selection

Final responsibility and authority for the selection and maintenance of library materials rests with the Library Director in accordance with the policies of the Library Board of Trustees. Library staff will have input into the selection of materials. Professional review sources such as (but not limited to) Booklist, Library Journal, School Library Journal and Voice of Youth Advocates are the standard selection tools used by the library staff.

User requests are also considered if they are found to be appropriate for the collection and within the guidelines of this policy.

III. Gifts and Donations

Donations of books and other materials the library collects will be examined and reviewed by the library staff to see if the materials should be added to the collection. Any donated materials not added to the library collection will be given to the Gray Public Library Association for their book sales.

IV. Deselection Policy

The Gray Public Library strives to maintain a collection that meets the needs of the community. To maintain the collection, a regular and systematic weeding of the library's materials will be conducted. Weeding has been shown to increase the quality and use of a library's collection. Materials weeded from the collection will be given to the Gray Public Library Association for their book sales or if the material is in poor condition, it will be disposed of.

Criteria for weeding:

1. Appearance: Books or non-print materials of antiquated appearance, badly bound volumes, poorly printed or illustrated works are candidates for weeding. Also, worn-out volumes whose pages are dirty, brittle, yellow or missing, and those with frayed bindings, broken spines, or dingy, torn or dirty covers.
2. Unnecessary titles: Examples of titles which are no longer needed include duplicate titles whose popularity has waned, older editions of currently held works.

3. Poor content: Materials which contain dated or incorrect information (unless that incorrect information is deemed culturally / historically relevant); poorly written or performed works or items which have been superseded by newer, improved editions.
4. Age:
 - a. Adult fiction will be reviewed every five years and out of date materials or materials that have not circulated for 5 years will be removed.
 - b. Non-Fiction will be reviewed on an ongoing basis and out of date materials will be removed or replaced by more current information.
 - c. Children's E, ER, JUV and YA collections will be reviewed every two years and worn, dirty and damaged items will be removed.
 - d. Reference will be reviewed on an ongoing basis.
 - e. Non-book materials will be reviewed every three years.

V. Reconsideration of Library Materials

The Library welcomes users' expressions of opinion concerning materials purchased. Requests to remove or reclassify materials will be considered within the context of the policies set forth in this document. Any Town of Gray resident or Town of Gray taxpayer who wishes to request that a specific item be reconsidered for inclusion in the collection of materials is asked to complete and sign the Request for Reconsideration Form.

If a request for reconsideration is filed based on "obscenity" (or other related terms), the "Miller Test", as established by the Supreme Court of the United States, will be utilized – namely:

- Whether the average person, applying contemporary community standards, would find that the work, taken as a whole, appeals to the prurient interest
- Whether the work depicts or describes, in an offensive way, sexual conduct or excretory functions, as specifically defined by applicable state law; and
- Whether the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

The form "Request for Reconsideration of Library Materials" will be completed by the individual / group requesting reconsideration of an item. Items that are being reconsidered will be kept in circulation until the completion of the review process. A written response will be

sent to the person or organization making the complaint. Whenever possible, the complaint should be handled by the Library Director or his/her designee.

If the complainant is not satisfied with the decision of the Library Director, the complainant may submit a written request for appeal of the decision. In this event, the challenged material will be referred to the Gray Public Library Trustees. The Trustees, in consultation with the Library Director, will review the material in its entirety, and review the complaint based on the philosophy of the Collection Development Policy. The Trustees will be the ultimate decider whether to implement the complaint or not.

Adopted by The Library Board of Trustees 9/10/02

Reviewed and updated by the Gray Public Library Trustees 07/27/2022

Gray Public Library
Request for reconsideration of library materials

Your Name (please print): _____

Date: _____

Library card #: 24039_____

Address:

City, State, Zip:

Phone: _____

Email address: _____

Do you represent yourself

an organization (please specify) _____

Resource / item on which you are commenting:

TITLE: _____

Author (if applicable): _____

Type of material (book, CD, movie, etc.):

What brought the resource to your attention?

Have you examined the entire resource?

What concerns you about this item? _____

(In you need additional space, please attach another sheet of paper)

What action would you like taken on resource?