



Meriden Public Library Collection Development Policy

Purpose

The Collection Development Policy offers guidance to Library staff in the selection and retention of materials for the Meriden Public Library and serves to inform the public of the Library's principles for selection and collection maintenance.

General Principles

The Collection Development Policy is based on the Library's Mission and the long-established principles of the [Freedom to Read Statement](#), [Freedom to View Statement](#), the [Library Bill of Rights](#) and relevant interpretations adopted by the American Library Association (ALA).

Collection Objectives

The Meriden Public Library provides a contemporary, relevant collection of resources in a wide range of formats to meet the informational, educational, and recreational needs of its community. The Library strives to meet these needs within the limitations of space, staffing, and budget. The Library endeavors to make use of new technologies and formats to offer library users the greatest access to information and ideas.

The Library maintains a wide variety of fiction and nonfiction materials. Materials and formats are not maintained past their relevance. This ensures a collection of current interest to our patrons. Textbooks and materials of a highly technical or specialized nature more appropriate for research or special libraries are generally excluded from the collection.

The Library strives to build a diverse collection that reflects our community and contains content by and about a wide array of people and cultures to authentically represent a variety of ideas, information, stories, and experiences.

The Library recognizes that there are ideas, opinions, viewpoints, beliefs, and philosophies which are subject to discussion and debate and that any community will be made up of citizens with divergent viewpoints. The Library endeavors to provide access to diverse points of view within the limits of financial resources and physical space. Inclusion in the collection is not an endorsement of a particular point of view or belief.

Responsibility for Selection

The ultimate responsibility for materials selection rests with the Library Director, who operates within the framework of policies determined by the Library Board of Trustees. The Library Director delegates the responsibility for materials selection to library staff.

General Criteria for Materials Selection

When considering materials for purchase, library staff refer to patron requests, reviews in professionally recognized publications, news media, recommended lists by professional organizations, literary awards, and the popularity of similar items.

Certain factors influence the selection of materials for the library's collection. All acquisitions, whether purchased or donated, will be reviewed in terms of the following standards:

- Community needs and interests
- The importance of the subject matter to the collection
- Authoritativeness
- Availability of the material in the Libraries Online Inc. (LION) consortium

- Price and availability
- Timeliness or permanence of the material
- Favorable reviews in professionally recognized publications

Elements of the Meriden Public Library Collection

Adult Nonfiction

Adult nonfiction is selected on the basis of permanent or timely value to the community and collection, accuracy of information, authoritativeness, clear presentation and readability, and social significance.

Adult Fiction

Adult fiction materials represent a range of genres and literary styles, and are selected based on anticipated popular demand, local interest or appeal, and patron requests.

Teen

Materials in the teen collection are published for and marketed towards middle schoolers and/or high schoolers (grades 6-12, or ages 12-18). The teen collection includes fiction and popular non-fiction. Materials are selected based on anticipated popularity, patron requests, reviews, award lists, and representation within the collection.

Children's

The collection serves the needs of young people from birth to middle school and includes materials specifically designed to help children develop a love of reading, learn to read proficiently, and complete school assignments. Selections are based on professional resources and the requests of parents, children, and teachers. The durability and cost of specific formats are also taken into consideration.

Periodicals

Periodicals are selected on the basis of subject coverage, usefulness, interest and readability. The objective is to maintain a broad collection of popular periodicals for the general reader.

Media

The selection of media, such as DVDs, blu-rays, music CDs, audiobooks, video games and other formats, will follow the same general criteria as that of print materials.

Digital Collections

The Meriden Public Library offers access to subscription databases and digital collections. The selection of digital collections will follow the same general criteria as that of our physical collections. The library also provides access to digital collections that are offered to all Meriden Public Library cardholders via Libraries Online Inc. (LION). The Library refers to that consortium's collection policies for materials provided through their subscriptions.

Special collections

The Meriden Public Library has two special collections- The Meriden History Collection and the Holocaust /Genocide Collection. Materials are selected on the basis of permanent or timely value to the community and collection, accuracy of information, authoritativeness, clear presentation and readability, and social significance.

Collection Maintenance

Collection maintenance or “weeding” is part of the continuous evaluation of the library collection by the professional library staff. In order to maintain a collection that is up to date, reliable, in good condition, and is relevant to the needs and interests of the patrons of the Meriden Public Library, materials are reviewed on an ongoing basis. Materials are withdrawn when they are deemed to be outdated, inaccurate, seldom used, or in poor condition.

Replacement of Materials

The library does not automatically replace items that are withdrawn from circulation due to loss, damage, or wear. Decisions will be made based on the following criteria:

- Demand for the specific material
- Availability of more up-to-date materials on the subject
- Funding

Gifts and donations

Gifts/donated materials will be added to the library collection using the same criteria used for purchasing materials. All donations become the property of the library and cannot be returned. Gifts/donated material may be added to the library collection, sold for the benefit of the library or disposed of in a manner appropriate to their condition and usefulness.

Local authors, self-published authors, unsolicited materials

Materials submitted by local authors, self-published authors, and unsolicited materials from publishers will be considered for inclusion in the library collection using the General Criteria for Materials Selection.