

Collection Development Policy

Table of Contents

- I. [Library Mission – Collection Statement](#)
- II. [Description of Our Community](#)
- III. [Criteria for Selection](#)
- IV. [Ives Main Library Collections](#)
 - 1. [Audiovisual](#)
 - 2. [Children’s](#)
 - 3. [Connecticut Documents Depository and Census Data](#)
 - 4. [Consumer Health Information Network](#)
 - 5. [Downloadable Books](#)
 - 6. [Evolving Special and New Collections](#)
 - 7. [Foreign Languages](#)
 - 8. [Ives Squared Exchange – Business and Nonprofit](#)
 - 9. [Ives Squared Tinker Lab](#)
 - 10. [Job and Career Development](#)
 - 11. [Local History](#)
 - 12. [Municipal Art Collection](#)
 - 13. [Periodicals and Newspapers](#)
 - 14. [Reading/ESL Centers](#)
 - 15. [Reference](#)
 - 16. [Teen](#)
- V. [Branch Collections](#)
- VI. [Donated Materials](#)
- VII. [Interlibrary Loan](#)
- VIII. [Collection Maintenance](#)
- IX. [Requests by the Public/Requests for the Reconsideration of Library Materials](#)
- X. [Revision of Policy](#)
- XI. [Request to Purchase Form](#)

I. Library Mission – Collection Statement

Mission

The New Haven Free Public Library fosters lifelong learning, inspires curiosity, and builds community through shared access to resources, experiences, and opportunities for all.

To support that mission, the New Haven Free Public Library (NHFPL, “the Library”) collects, organizes and provides access to information in order to enhance the cultural, creative, civic and spiritual growth of the New Haven community. The Library actively seeks to promote awareness of its resources and services to community members and organizations. It functions as a place of public dialog and informal social interaction.

The Collection Development Policy supports the Library in its mission, defines the purposes and objectives of NHFPL’s collections and gives direction to their growth and development.

As part of its role of providing education for decision-making in a democratic society, the Library collects information within a broad spectrum of responsible viewpoints on current issues. The Library endorses the statement that “Democratic education communicates rational knowledge and shared social values while honoring the individual’s freedom to challenge these ideas and values.” *

It is the Library’s responsibility to provide free access to such materials and, therefore, it incorporates, as part of this policy, the **Library Bill of Rights**, adopted by the Council of the American Library Association, the **Freedom to Read Statement**, prepared by the Westchester Conference of the American Library Association and the American Book Publisher’s Council, the American Library Association’s **Freedom to View Statement** and the **First Amendment of the Constitution of the United States**. (copies attached). The principles embodied in the above three documents apply to all materials, not only to printed matter.

The final approval of this policy rests with the Library Board of Directors. Responsibility for the implementation and oversight of this policy rests with the City Librarian. The selection of materials will be delegated to qualified employees in the various departments and services of the Library, subject to review by the City Librarian.

*McCabe, Civic Librarianship, 2001

II. Description of Our Community

Cultural and Educational Center

New Haven is a city of contrasts and variety, a vibrant cultural and educational center in Connecticut. It is home to nationally recognized theaters and museums: Long Wharf Theater, Yale Repertory Theater and the Shubert Theater, the Yale Art Gallery, the British Museum and the Peabody Museum of Natural History. The New Haven Symphony Orchestra is the fourth oldest orchestra in the United States. Six institutions of higher learning are located in the New Haven area: Yale University, Southern Connecticut State University, Gateway Community College, Albertus Magnus College, the University of New Haven and Quinnipiac College. These institutions draw thousands of students and visitors to New Haven every year.

Yale University is the city’s largest employer. According to Connecticut Town Profiles 2016, more than half (52%) of the city’s jobs are in the service sector. According to the City of New Haven Transformation Plan (2016), only 39% of jobs held by New Haven residents are living wage jobs that can support their basic financial needs.

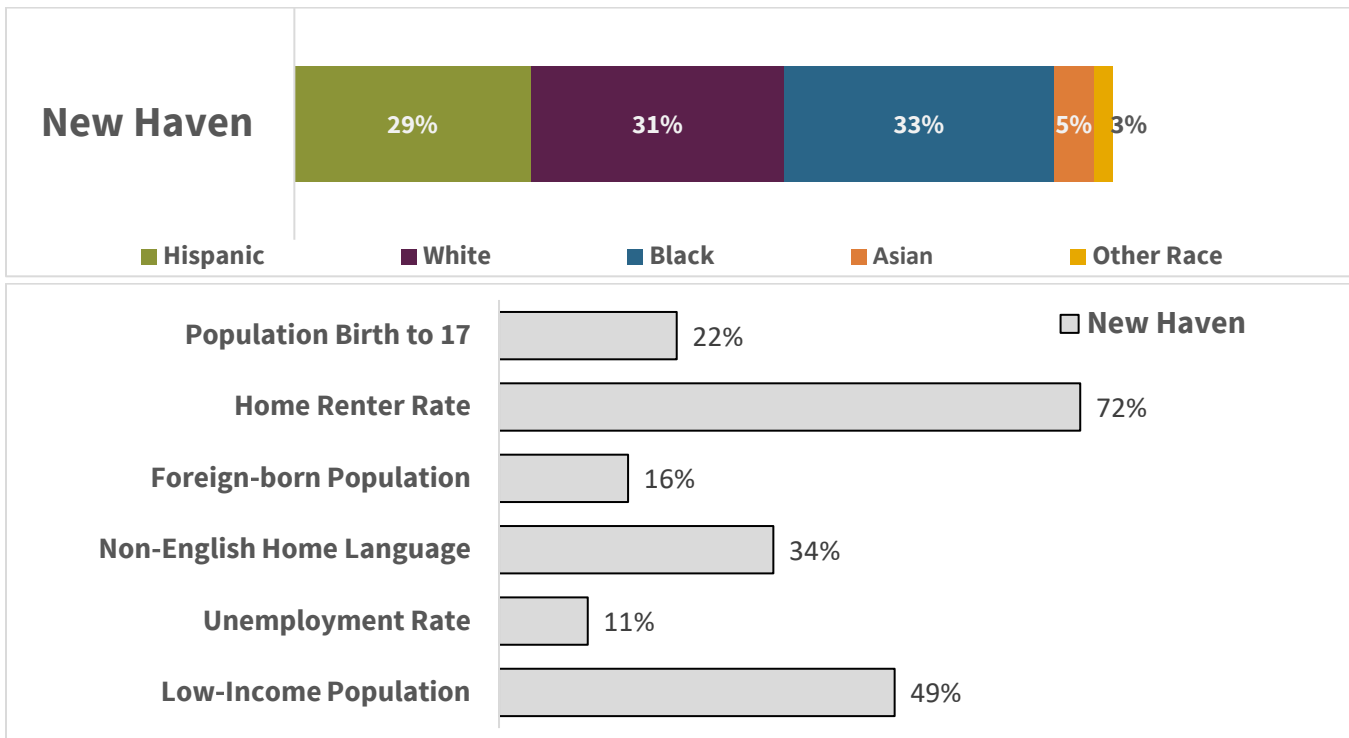
Demographics and Community Indicators *

Population and Age: The City’s population in 2017 was 130,884. Of this, only 3.9% of residents identify as two or more races. The Hispanic/Latinx population makes up 30.4% of the total population of New Haven, and encompasses individuals who identify racially across the entire spectrum of races. New Haven is a statistically young city, with a median age of 30.7, according to 2018 city data. The American Community Survey statistics provide an even more detailed look at the age breakdown of New Haven residents.

Language and Literacy: While the majority of New Haven’s population speaks only English, more than a third of residents speak another language at home; over a quarter of the population speaks Spanish at home.

Educational Attainment: While only 15.3% of New Haven’s population has less than a High School Diploma (or GED), statistics still give a sobering look at the education levels of city residents. New Haven education levels, in conjunction with literacy rates, underscore the economic achievement gap in New Haven.

Income: According to the ACS 2013-2017 Estimates, New Haven’s median household income was \$39,191; in contrast the median household income for Connecticut is \$73,781. Approximately 25.6% of New Haven residents live below the poverty line while statewide poverty levels are significantly lower (at only 10.1%). New Haven’s income breakdown becomes even more meaningful when research by the Connecticut United Way is considered. The United Way of Connecticut determined that the minimal 2016 “Survival Budget” for an individual living in Connecticut was \$24,672. For a young family (2 adults, 2 children) it was \$77,832. (ALICE: A STUDY OF FINANCIAL HARDSHIP IN CONNECTICUT, http://alice.ctunitedway.org/wp-content/uploads/2018/08/CT-United-Ways-2018-ALICE-Report-8.13.18_Hires-1.pdf).



DataHaven. (2017). DataHaven 2016 New Haven Neighborhood Estimates, based on 2016 5Y American Community Survey and official City Plan Department boundaries. New Haven, CT: DataHaven.

In order to acquire a collection of resources that is responsive to the community's actual and future needs and interests, it is necessary to keep in mind the conditions and demographics of New Haven, and to keep abreast of the ways the city's population is changing.

As the major urban center in Connecticut's south-central region, NHFPL serves as an important information center for surrounding communities. Moreover, the growth of the Internet as a major and widely available resource and the number of academic and special libraries providing citizens at least some access to their collections is having an increasing influence on materials selection and budgeting decisions.

**All data provided from the 2013-2017 American Community Survey 5-Year Estimates unless otherwise noted. The specific ACS Estimate Report name is noted for all data.*

III. Criteria for Selection

Library materials shall be chosen for values of interest, information, enlightenment and recreation from standard, recognized review media. These materials shall be selected according to the following guidelines:

General Criteria

1. Suitability of subject and treatment for intended audience
2. Present and potential relevance to assessed community needs
3. Importance as a document of the times
4. Relation to existing collection and other material held on the subject
5. Reputation and/or significance of author
6. Skill, competence and purpose of author
7. Attention of critics, reviewers and public as evidenced in standard review sources
8. Suitability of physical form, content and style for Library use
9. Potential user appeal
10. Cost

Non-Fiction

The Library's non-fiction collection includes material on topics of interest or concern to the New Haven community. The Library also purchases books, audiovisual items, and e-resources for those whose interests or needs are not widely shared. Unusually expensive materials and those with an extremely narrow or limited focus are not normally acquired. In addition, textbooks and academic titles are not normally acquired.

The Library attempts to collect materials representing all significant points of view on current and historical questions and controversies, including legal, constitutional, political, economic, medical, ethical, religious, social, sexual, and other issues. Inclusion of material representing a particular belief, opinion or point of view in the Library's collection does not constitute endorsement by the Library.

Specific Criteria for the Evaluation of Nonfiction

1. Authority
2. Comprehensiveness and depth of treatment
3. Objectivity
4. Clarity, accuracy and logic of presentation
5. Currency
6. Representation of various, including minority and challenging, points of view

Fiction

This collection provides classic, critically-acclaimed, current and popular works of fiction in print and digital formats. There is an emphasis on meeting the demand from recreational readers for popular, new titles. Outside of general fiction, which includes historical fiction and romances, the Library collects in the mystery and, to a lesser extent, the science fiction genres. Mass market paperbacks are also offered.

Specific Criteria for the Evaluation of Fiction

1. Representation of movement, genre, trend or national culture
2. Vitality and originality
3. Artistic presentation and experimentation
4. Sustained interest
5. Effective characterization
6. Authenticity of historical or social setting

There is no single standard that can be applied in all cases when deciding on whether or not to add items to the collection. For example, some materials may be judged primarily in terms of artistic merit, scholarship, or their value as human documents; some are selected on the basis of their interest to a particular age group; others may be selected to satisfy recreational and entertainment demands. No publication will be excluded solely because of the race, nationality, political or social views of the author.

The Library will add the best literary and nonfiction works produced each year based on critical acclaim and literary awards. The goal is to create, for the layperson, a collection representative the best of human thought, creativity and knowledge.

A certain portion of books is subject to heavy local demand for a short period of time. Such items may or may not meet the general and specific criteria contained in this policy. The volume and nature of requests and demand by the public will be given serious consideration. Within budgetary constraints these materials will be added to the collection and discarded when demand subsides. The Library will lease extra copies of books in adequate quantities to allow reasonable access to bestsellers and other high-demand books. Leased copies are returned to the vendor in exchange for more current books.

Materials will be chosen on the basis of the content as a whole. Evaluation will be based on the total effect of the work and not on the presence of words, phrases or situations which in themselves, when taken out of context, might be objected to.

Material representing as many responsible points of view as possible on the controversies, problems and issues of our times will be selected. From these, members of the community may form their own judgments.

IV. Ives Main Library Collections

1. Audiovisual

The audiovisual collection consists of DVDs, music CDs, audiobooks, and audio and visual foreign language learning materials.

The film collection is divided into fiction (feature films) and nonfiction. The collection is meant to encompass, as much as possible, the range of fiction and nonfiction subjects found in our book collection. Selection decisions

are based upon favorable reviews, technical quality, cost, timeliness, social significance and public demand. DVDs are often the highest circulating items in the New Haven Library system. In keeping with the growing trend of interest in downloadable movies, we offer downloadable films, music, and tv shows through subscription services (Hoopla, Kanopy).

Music CDs currently are divided into three categories: popular, classical, and opera and are shelved alphabetically by primary artist. Selection is made with the same standards that govern the DVD collection.

Recently the focus of collection development in this area has been predominantly on best sellers, and in particular best sellers that will continue to resonate with customers over time. The collection contains both abridged and unabridged titles, with selection preference for the unabridged. There is a good core collection so the possibility of keeping up with current bestsellers with moderate expense is easily manageable.

Language instruction materials are selected according to patron interest and complement our print resources. The strategy is to maintain a collection of the most widely spoken or studied languages while providing some material on less in-demand languages.

2. Children's

The collection of books for children is an integral part of the Library's overall collection. It is guided by the same educational and cultural principles that guide the Library as a whole. The collection is planned for children and for parents and adults working with children. Its purpose is to foster a lifelong love of reading and to provide information, enjoyment and enlightenment to New Haven's young people.

Materials in the children's collection are chosen in response to the needs and interests of children from infancy to age thirteen. The collection reflects the diverse tastes, ethnic backgrounds and abilities of our users. The goal is a well-balanced collection, with a range of titles at various reading levels on all subjects of interest to children. In choosing materials for children, age is a determining selection principle. Materials are purchased in print and non-print formats and include books, magazines, compact discs, DVDs, Playaways, and downloadable e-books.

Books are evaluated for interests, appeal and treatment of the subject for readers at various reading levels:

- For babies and toddlers *board books* with bright, clear illustrations and appropriate themes are selected.
- *Picture books* are considered for their quality of format and illustration and for theme and use of language.
- Books for *beginning readers* are selected for suitability of vocabulary for appeal to new readers.
- *Early chapter books* for readers in grades two through four are selected for appropriate reading level and interest to this age group.
- For readers through age thirteen works of *fiction* are evaluated based on quality of writing and treatment of theme for intended audience. Demand is also considered in the selection of fiction.
- *Nonfiction* is selected at all reading levels through the age of thirteen. Criteria include:
 1. Currency
 2. Attractiveness of format
 3. Authority
 4. Accuracy
 5. Appropriateness for intended audience
 6. Interest to audience

The *Audiovisual* collection includes books and materials on CD, music, DVDs, playaways, and other emerging potable digital formats. Selection is influenced by customer interest and demand. It is done primarily from professional reviews and publishers' catalogs.

Magazines are selected for their recreational and informational content. Back issues circulate and no attempt is made to maintain a complete back file.

Children's materials in the languages of representative groups within our community, with an emphasis on Spanish and Chinese, are purchased. Other foreign language purchases are determined by immigrant demographics and user demand.

The Corinne Levin Parenting Collection contains books, magazines, and DVDs about baby and child care and other topics of interest to parents. Subjects include adoption, child birth, blended families, newborn care, fatherhood, child development, raising teenagers, disabilities, nutrition and health. This collection is further supported by the adult nonfiction collection.

3. Connecticut Documents Depository and Census Data

NHFPL participates in the Connecticut State Document Depository Library program in accordance with section 11-9c of the Connecticut General Statutes which state that: "The State Library shall administer and provide access to the public, on a permanent basis, to a collection of tangible state publications, and to a digital archive of intangible state publications and a depository Library system." In this capacity the Library provides access to state documents in print and electronic formats. Materials are selected to support the needs and demands of a large urban public Library.

The Library participates in the Decennial U.S. Government Census through the State Data Center and collects census information that is available in print and online at the federal and state levels. Census data in print is retained as needed. Customers are assisted in Census information searches by bibliographic instruction on the United States Census website. For materials not in our collection, customers are referred to the Yale Library system which includes a full federal depository containing all printed federal/ U.S. Census materials.

4. Consumer Health Information Network

The Library provides access to databases and collection which aim to give accurate and timely information to a variety of health topics of interest to the consumer. Although the materials are written primarily for lay-people, the collections also include technical sources and professional literature.

5. Downloadable Books

Through subscription to Overdrive, Hoopla, and Freeding, the Library collects downloadable audiobook and e-book titles to be played directly on smart phones, computers, e-readers. The collection includes bestsellers, both fiction and nonfiction. Titles are available for both children and adults. They are available to Library cardholders and can be accessed remotely, 24/7.

6. Evolving Special and New Collections

The Young Mind's Department houses a collection of specialty baking pans that may be borrowed for home use. They include popular children's characters and holiday themed pans.

The Tinker Lab contains tools for creating and making, which are essential elements of the 21st century learner. The collection includes a 3D printer, laser cutter, vinyl cutter, CNC machine.

7. Foreign Languages

The Library collects material in nine foreign languages, with strong emphasis placed on Spanish and Chinese. Spanish currently has the largest holdings, with substantial collections at Ives Main Library, Fair Haven, and Wilson Branch. The Chinese collection is the most circulated and is one of the largest in Connecticut. Located at Ives Main Library, the collection includes Chinese books, magazines, newspapers, DVDS and CDs. Additionally, materials are available in Arabic, French, German, Italian, Japanese, and Russian, Portuguese. Selection of these languages is based on response to demographic trends, immigration patterns, and patron requests. The primary emphasis for selection for all languages is on general reading materials aimed at a non-academic audience with a focus on classics, practical information and popular works. Fiction emphasizes current works by contemporary authors writing in that language. The Spanish collections also contain reference material helpful to non-academic readers, primarily students through high school and self-learners.

Budget constraints, rather than lack of interest, have been responsible for the unevenness in foreign language book acquisitions. Purchasing will continue to stress the needs of current immigrants and will aim to update existing collections.

8. Ives Squared Exchange - Business and Nonprofit

The Business and Nonprofit collections support businesses and the nonprofit community with a reference and circulating collection of books, periodicals, pamphlets, audiovisual items and specialized databases.

Business resources are used to review investments, to investigate a business start-up, to find marketing information, to review a company's background for job applicants and to research state, regional, national and world economic conditions. Emphasis is given to current popular management and business books.

The Nonprofit & Philanthropic Resource Center (NPRC) at Ives Main Library provides resources for grant makers, grant seekers and the general public. These resources emphasize such topics as starting a nonprofit, board development, strategic planning, grant writing, grant seeking, fundraising and nonprofit careers. The collection consists of a print collection and databases that enable agencies to search for funding and other foundation information.

9. Ives Squared Tinker Lab

The Tinker Lab Collection consists of books whose subject matter predominately consist of concepts around creating, innovation and inspiration. The materials will mainly fall under one of these headings:

- *Creating*: These books have some kind of making or creating aspect as the main focus. They can be either high tech (making a 3D model, laser cut ornament, etc.) or low tech (origami, drawing, carving, etc.).
- *Innovation*: These books have a focus on new ideas or original ideas. They do not have to focus just on the actual item innovated – they could also focus on the innovator or the process of the innovation.
- *Inspiration*: These books serve as brain food for our customers. They could focus on projects, ideas, templates, works of art, etc. It will include anything that could give a maker inspiration to build the next project.

10. Job and Career Development

The Job and Career Development collections supports job seekers and career explorers with a reference and circulating collection of books, periodicals, pamphlets, audiovisual items and specialized databases.

Job Center books and videos offer help with resume writing, cover letters, interviewing, career exploration - including trends and salary information, exam preparation and job training. Internet resources supplement this collection with current job postings and other online job search information.

11. Local History

The Local History Room located at Ives Main Library preserves and promotes the history and cultural heritage of New Haven. It seeks, through its collection, to relate the City's rich history to its present.

The Local History collection supports public interests by archiving books, pamphlets, newspaper clippings, photographs, genealogical materials, municipal documents, maps, atlases, audiovisual materials, electronic resources and indices which document the economic, natural, political and social history of New Haven. The collection also includes works on general Connecticut history, historical methodology and the history of the New Haven Free Public Library.

The Local History Room maintains a digital collection of historic images. Items are chosen from the Library's photo archives and the Local History collection, and include photographs, postcards, and maps of historical relevance to the New Haven.

Community Artifacts, valuable manuscripts and other items of relatively high intrinsic value and/or rarity may be considered for addition to the collection. However, the special considerations these items may entail may not be consistent with the public nature of the Local History collection. Should the Library decline any donated local history items, suggestions will be provided for placement in other New Haven area special collections.

12. Municipal Art Collection

The Library has a small municipal art collection with works featuring New Haven subjects and/ or by New Haven artists. The Library does not currently have resources or funding to expand the collection.

13. Periodicals and Newspapers

A broad range of popular magazines, newspapers, business serials and other periodicals are purchased. They provide new ideas, current topics, consumer information, and practical and recreational information. A small percentage consists of scholarly journals on pertinent subjects and well-known literary journals. Some periodicals are acquired for staff professional reading; these include review media for materials selection.

Basic criteria for periodical acquisitions are:

1. Titles should be of interest to a substantial number of customers.
2. Titles are written for the layperson rather than the scholar.
3. Titles contain up-to-date information.
4. Titles have been favorably reviewed in the professional literature.
5. Titles do not overlap or duplicate subject areas already covered.
6. Titles should be indexed in at least one of the indexes, including online sources, subscribed to by the Library if the nature of the journal is informational.

For selected print titles the Library also subscribes to the microform versions in order to maintain permanent back files for reference purposes. Frequency of use, storage space, and price are criteria used to determine whether to acquire a serial in microform. Back files of bound paper remain the preferred format for the limited number of titles that require superior image quality or those unavailable in microform. With increasing use of

online periodical indexes that include full-text articles, the need for access to back files of periodicals has diminished. Our holdings and purchasing policy will reflect evolving usage patterns.

The print and digital periodical collection is reviewed annually by a committee chaired by the Serials Librarian. Critical reviews of new journals, samples, staff suggestions and patron requests are considered.

14. Reading/ESL Centers

The Reading Center collections are designed to serve adult new readers and students of English as a second language, improve reader's current reading skills, and provide materials, citizenship and other resources for new Americans and aid for literacy tutors. The collection includes fiction and nonfiction and consists of print, audio, and visual materials arranged by format and Dewey Decimal call number. All locations house a literacy collection. In order to best accommodate new readers, books selected for this collection are generally written at or below the sixth-grade reading level.

15. Reference

The reference collection consists of standard reference tools -encyclopedias, dictionaries, directories and statistical handbooks and online databases- that provide quick and concise answers to a variety of questions, as well as more specialized tools geared toward the demands of our users. The print reference collection is for use in the Library only, with the most complete collection of the Library's research holdings housed at Ives Main Library. The branches all maintain smaller reference collections geared to neighborhood needs. Inclusion in the collection is determined by cost, ease of use, format frequency of use, patron demand and authoritativeness based on favorable reviews, inclusion in bibliographies or guides, or the reputation of the author or publisher. The Library also offers full texts of hundreds of reference books in e-book format, which are available to customers 24/7, at Library or home through the Library's website. They are translatable into multiple languages and are also available in audio format.

Our electronic databases are a growing collection that supplement our book collection. All our databases are accessible in the Library and most are accessible from home computers through the Library's website. A valid NHFPL Library card is required to gain access remotely.

Reliance on electronic sources has been growing and will continue to expand. The goal is to decrease costs, provide up-to-date information and ease of access to the greatest number of users. Selection of electronic resources is based on criteria for print sources, including anticipated demand as well as careful cost analysis-the price of print versus electronic format, licensing fees, usage restrictions and remote access capability.

16. Teen

The Teen collection functions as a transitional collection between the juvenile and adult collections. Its purpose is to serve the academic, personal and recreational needs of young adults aged thirteen through seventeen in New Haven. In addition, a resource collection of books and other materials for youth service providers and others working with young adults is being developed.

A core set of age-appropriate materials covering the social sciences, health and wellness, geography and history serves as a starting point for research before accessing adult sources for more comprehensive information.

A popular *fiction* collection, in both paperback and hardcover, as well as e-book format, offers reluctant and avid teen readers a variety of genres. For growth and personal development, a selection of nonfiction titles provides pertinent information on popular topics.

Magazines that reflect a variety of aspects of youth culture are available for browsing. Older editions are available for checkout.

Comic books, also known as graphic novels, ranging from classic to the popular Japanese manga, complete the teen print collection.

Audiovisual materials for teens may consist of unabridged books or videos in a format to be circulated (CD, playaway, DVD, other, emerging portable digital formats) and may be either fiction or nonfiction.

V. Branch Collections

Branch materials selection is based on the same criteria for individual works as the Ives Main Library. In general, branches serve as popular libraries and local information centers for their communities.

Collection development is based on the branch's role as a civic, cultural and informational center for their neighborhood. At every branch emphasis is placed on board and picture books for young children and school readiness materials for preschoolers. The branch collections also provide supplemental educational support for students through high school and for adult self-learners. Each collection is responsive to its community's recreational needs and demands. Special collections facilitate access to areas of particular interest to each neighborhood. Materials – books, DVDs, CDs and periodicals are selected in the languages spoken in the branch's service area where necessary.

The Ives collections supplement branch resources as required.

VI. Donated Materials

The Library accepts a limited amount of donated books and other materials. The ability to receive large donations is dependent on the availability of staff to evaluate and process gift materials. The same selection criteria are applied to unsolicited items as to purchased items. The Library will dispose of gifts that are not added to the collection according to the guidelines outlined under *Collection Maintenance*. The donor may impose no restrictions on the use of gift books or other gift materials added to the collection and no special collections shall be set up as a condition for such a gift unless approved by the Library Board of Directors.

Yale University Press gifts the Library \$2,500 in books each fiscal year. NHFPL Collection Managers select the titles.

VII. Interlibrary Loan

Interlibrary Loan supports collection development by obtaining books or articles not available in our collection from other libraries. This is a service to provide New Haven residents with access to materials not in the Library's collection or that fall outside the Library's overall collection development policy. Titles frequently requested and falling within selection criteria will be purchased and added to the collection.

VIII. Collection Maintenance

The Library adheres to the industry standard, [CREW: A Weeding Manual for Modern Libraries](https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/pubs/crew/crewmeth12.pdf) published by the Texas State Library and Archives Commission (2012).
(<https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/pubs/crew/crewmeth12.pdf>)

The Library will maintain an active, useful collection by retaining or replacing essential material and removing on a continuous basis those publications which are either obsolete, of little historical significance, no longer in demand, or in poor physical condition. Criteria applied to the selection of books and audiovisual items will also be applied to their removal.

Books that have been donated or de-accessioned may be offered for sale via a third-party vendor that the Library uses to re-sell select items. Materials may be offered to local charitable organizations which accept them. Materials are given to local agencies with the intention that the agency will not re-sell the items.

IX. Requests by the Public/Requests for Reconsideration of Library Materials

Suggestions by the public for materials that they would like to have added to the Library's collection will be considered for purchase, using the criteria described in this policy. A "Request to Purchase" form is available for this purpose. (copy attached) The forms are forwarded to selectors who make the decision whether to purchase the item. If the item is ordered, a hold is placed for the requesting patron.

A complaint by a member of the public regarding the inclusion of a specific item in the Library must be filed in writing by having the complainant fill out the form entitled "Request for Reconsideration of Library Materials." (copy attached) No anonymous complaint will be considered. The completed form will be immediately forwarded to the City Librarian, who may refer the complaint to a staff member or subject specialist for more information on the item in question prior to conferring with the Library Board of Directors. Material being questioned will remain in the active collection until a final decision is made. The Library subscribes to the American Library Association's statement on ***Expurgation of Library Materials: An Interpretation of the Library Bill of Rights***. (see attached)

X. Revision of Policy

This policy will be periodically reviewed no less frequently than every three years by the City Librarian, the Deputy Director, the Acquisitions Librarian and assigned staff. Recommendations for revision will be brought before the Library Board of Directors.

Approved by NHFPL Board of Directors, January 28, 2020.

REQUEST TO PURCHASE

DATE SUBMITTED: _____

STAFF INITIALS: _____

Provide as much information as possible:

TITLE: _____

AUTHOR: _____

PUBLISHER: _____ PUBLICATION DATE: _____

ISBN (or LC#): _____

WHERE DID YOU HEAR ABOUT THIS BOOK? (Please (where possible) give issue date, newspaper name, show name, etc.)

N.Y TIMES: _____

LOCAL NEWSPAPER: _____

TELEVISION: _____

RADIO: _____

BARNES & NOBLE: _____

AMAZON.COM: _____

OTHER: _____

PATRON'S NAME: _____

PHONE: _____

LIBRARY CARD #: _____

PLACE HOLD IF BOOK IS ORDERED?: YES _____ NO _____ (If yes, send to Acquisitions Librarian)

INTERNAL USE: (Check Box and Forward to Bibliographer)

<input type="checkbox"/>	Reference, 000s-200s	<input type="checkbox"/>	Social Science - 300s,900s,Biographies	<input type="checkbox"/>	Language, Literature, Art, AV – 400s,700s,800s
<input type="checkbox"/>	Science, Business, Jobs, Computers - 500s-600s, some 000s	<input type="checkbox"/>	Fiction	<input type="checkbox"/>	Foreign Language