



## **New Haven Free Public Library Collection Development Policy**

### **I. Library Mission and Collection Statement**

#### Library 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.*

#### Collection Policy Statement

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.

To support its mission, the Library collects, organizes, and provides access to information 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.

The objective is to acquire a collection of resources that is well-balanced and representative of the community and adequately satisfies the needs of New Haven's residents. Library staff are committed to selecting, maintaining, and supporting access to content that is diverse, inclusive, and enriching to fulfill the ongoing needs, interest, abilities of all the people the library serves.

Fulfilling 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." <sup>1</sup>

It is the Library's responsibility to provide free access to such materials and it incorporates 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](#). The principles embodied in the above documents apply to all materials, not only to printed matter. The Library seeks to fulfill its primary collection development objective by adhering to professional standards, and established procedures. Developing and maintaining a diverse collection requires:

- Commitment to building, organizing, and preserving an inclusive collection of materials across its five locations that is representative of its surrounding communities.

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<sup>1</sup> McCabe, [Civic Librarianship](#), 2001

- Emphasis on digital equity and inclusion in the community by providing free access to printed and digital media, broadband internet, lendable technologies.
- Selecting content in multiple formats including print, digital and electronic formats.
- Consideration and collection of resources created by and representative of marginalized and underrepresented authors and/or creators.
- Curating content by and about a balanced range of people, cultures and subjects to authentically reflect a range of ideas, information, stories and experiences.
- Acquisition of resources in languages and formats used in the community the library serves, where possible.

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.

## **II. 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. The Library does not exclude materials solely because of the race, nationality, political, gender, sexuality, or social views of the author.

### *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 creator
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 and availability

### 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 underrepresented and marginalized, groups 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.

*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 to add items to the collection. No publication will be excluded solely because of the race, nationality, gender, sexuality, political or social views of the creator.

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 public a collection representative of the best of human thought, creativity, and knowledge across the range of human experience.

**III. Overview of Materials Collected**

The Library collects materials in the formats as listed below:

- Print: Books, magazines, newspapers, historical City of New Haven documents and materials, Government documents, census data
- Physical Media: DVDs, music CDs, audiobooks on CD, audio and visual foreign language learning materials
- Digital Media or Electronic Resources: Online databases, streaming and downloadable e-books, films, music
- Museum and Theater Passes: The Library offers free or discounted passes to local and state museums and shows.
- Library of Things: The Library curates a collection of items for checkout or in-library use to facilitate learning and exploration such as board games, baking pans, musical instruments, STEM kits, seed libraries and more. Offerings in this collection are subject to change based on community demands and availability.
- Lendable Technologies: Chromebooks, hotspots, laptops, iPads

- Early Literacy Resources: Launchpads, Early Literacy Backpacks

#### **IV. 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 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.

#### **V. Donated Materials**

The Library accepts a limited number of donated books and other materials. The ability to receive large donations depends on staff availability 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. The Library does not accept textbooks for donation in any condition.

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

#### **VI. 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.

## VII. Collection Maintenance

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 intending that they will not re-sell the items.

## VIII. Requests by the Public

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. The form is attached to the end of this document. Also available online here: <https://nhfpl.org/how-do-i/request/suggest-a-purchase/>

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.

## IX. Requests for Reconsideration of Library Materials

A concern by a member of the public regarding the inclusion of a specific item in the Library must be filed in writing by having the constituent fill out the form entitled "Request for Reconsideration of Library Materials." The form is attached to the end of this document. No anonymous complaint will be considered. The Library reserves the right to only consider those submitted by a registered New Haven resident. Subsequent requests submitted concerning materials that have already been challenged and rejected will not be considered. A request must be submitted for each title the constituent is putting forth for reconsideration. Requests for reconsideration with only a series title cited will not be considered.

The completed form will be immediately forwarded to the City Librarian, who may refer the concern 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.\*](#)

## X. REVISION OF POLICY

This policy will be periodically reviewed at least every three years by the City Librarian, Deputy Director, Acquisitions Librarian and assigned staff. Recommendations for revision will be brought before the Library Board of Directors.

Date Submitted

Staff Initials

## REQUEST TO PURCHASE

**Please provide as much information as possible**

Title

Author

Publisher

Publication Date

ISBN (or LC#)

Where did you hear about this?

Please if possible give issue date,  
newspaper name, show name etc.

☐ N.Y. Times

☐ TV

☐ Amazon

☐ Local News

☐ Radio

☐ Barnes &  
Noble

Other

## PATRON INFO

Patron's Name

Phone

Email

Library Card Number

Place hold if book is  
ordered? (If yes, send to  
Acquisitions Librarian)

☐ Yes

☐ No

INTERNAL USE: Check Box and Forward to Bibliographer

☐ Reference,  
000s-200s

☐ Social Science 300s,  
900s, Bibliographies

☐ Language, Literature, Art, AV  
400s, 700s, 800s

☐ Science, Business,  
Jobs, Computers -  
500s-600s, some  
000s

☐ Fiction

☐ Foreign Language

Date Submitted

Staff Initials

## REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

**Please note: The NHFPL does not exclude materials solely because of race, nationality, gender, sexuality, political or social views of the author.**

Title

Author

Publisher

Publication Date

What type of material is this?

☐

Book

☐

Recording

☐

Other (Specify

☐

Magazine

☐

Video

below)

## PATRON INFO

**Please note that anonymous requests and requests from Non-Residents will not be considered. You must be a resident of New Haven to submit a request.**

Request Initiated By

Library Card Number

Address

City, State and Zip

Phone Number

Do you Represent

☐

Yourself

☐

An Organization (Name):

☐

Another Group (Name):

Date Submitted

Staff Initials

## REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS - PAGE 2

1. What concerns you about the resource? (Please be specific; cite page numbers, scenes, etc.)

2. Did you read/view/listen to the entire work

☐

Yes

☐

No

If not, which parts have you read/viewed/listened to?

3. What do you feel might be the result of reading/viewing/listening to this work?

4. What brought this resource to your attention? (A list, a review, word of mouth, etc.)

If review or list, please give name of publication



Date Submitted

Staff Initials

## REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS - PAGE 3

5. Are there resources you suggest to provide additional information and/or other viewpoints on this topic (List Title and Author)?

6. What action are you requesting the library consider?

Please choose one of the following options:

☐

This item should be transferred from children's to teen

☐

This item should be transferred from teen to adult

☐

This item should be transferred from children's to adult

Signature

Date