

## **RIDGEFIELD LIBRARY COLLECTION DEVELOPMENT POLICY**

### **Overview**

The Ridgefield Library strives to provide diverse materials representing a range of values and viewpoints. Inclusion in the Library's collection does not constitute institutional endorsement of all viewpoints. Ultimate responsibility for inclusion in the Library's collection rests with the Library Director who operates within the framework of this policy.

### **Censorship, Intellectual Freedom, & Challenges**

The Library adheres to the principles of intellectual freedom as expressed in the Library Bill of Rights and contained within the Freedom to Read and Freedom to View principles adopted by the American Library Association. (See appendix)

The Library complies with all state and federal copyright laws. (See appendix)

### **Scope**

The primary responsibility of the Library is to serve the community of Ridgefield by providing a wide range of materials to meet their informational, educational, and recreational needs. The range of formats purchased recognize the various accessibility needs, learning styles, and preferences of users.

### **Selection**

The responsibility for the selection of materials for the Library collection rests with the Library staff. All or some of the following criteria are considered when selecting items for the collection:

- Popular demand
- Accuracy and timeliness
- Cost and availability
- Literary merit
- Space and budget constraints
- Availability of materials elsewhere
- Diversity
- Public request (see appendix)
- Relevance to community
- Support of Library programs and initiatives
- ❖ Not all the works by an individual author may be considered for purchase
- ❖ The Library does not purchase textbooks to support educational curriculums
- ❖ Self-published materials must meet selection criteria

### **Children's & Teen Materials**

Children's and Teen materials must meet the above criteria, but other factors are considered for selection:

- Authority
- Content
- Artistic quality, originality, and creativity
- Accuracy, objectivity, clarity, logic, and effectiveness of material
- ❖ Some materials in the Children's or Teen Collections might not be considered appropriate by all adults for all readers. While some materials are too mature for one reader, other readers may be ready for them. Only each reader and their parent or caregiver can decide what material is suitable.

### **Maintenance**

The Ridgefield Library staff stays current with trends in the maintaining of library collections to meet the standards of its users, both in terms of content and physical quality, as well as access and delivery. To that end, we continuously assess the collection regarding typical use or damage. Items are evaluated for possible repair, replacement, or deselection.

### **Deselection**

The Library strives to provide current, accurate information, and an accessible collection in good condition. Deselection is an ongoing process, and staff systematically inspects and considers materials for withdrawal. All or some of the following criteria are considered when deselecting items for the collection:

- No longer in demand
- Unsuitable condition
- Out of date or contains inaccurate information
- More current or comprehensive resources are available
- Unnecessary duplications
- Available through consortia or interlibrary loans

Once items are deemed no longer appropriate for the collection, the Library first makes efforts to repurpose before considering disposal. If the items are not physically damaged, they are offered to the Friends of the Ridgefield Library.

### **Special Collections**

Special collections are established when indicated by the need of the community and if relevant materials are available. Special collection materials may have unique criteria for selection, maintenance and deselection.

The Ridgefield Library maintains a Local History Collection as well as a Local Creator Collection recognizing those who have lived in Ridgefield.

### **Gifts & Unsolicited Materials**

Acceptance of donated items follows the Library's Gift Acceptance Policy. Donated items become the property of the Library. Decisions regarding donated items follow the selection and disposal processes as listed above. Materials not added to the

collection are not returned to the donor. The Library does not evaluate or appraise materials for tax purposes.

### **Memorials, Bequests, & Trusts**

The Library welcomes gifts, trusts, or bequests for the purchase of every type of library material. Appropriate recognition may identify the donor and/or person in whose honor the donation is made.

The Ridgefield Library Board of Directors is responsible for establishing policies which govern Library operations and establish rules of conduct to protect the rights and safety of library patrons, volunteers, and staff, and for preserving and protecting the Library's materials, equipment, facilities, and grounds. Policy updated on March 27, 2023, Ridgefield Library Board of Directors.

### **Appendix**

1. "Library Bill of Rights," American Library Association, June 30, 2006.  
<http://www.ala.org/advocacy/intfreedom/librarybill>
2. "The Freedom to Read Statement," American Library Association, July 26, 2006.  
<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>
3. "Freedom to View Statement," American Library Association, May 29, 2007.  
<http://www.ala.org/advocacy/intfreedom/freedomviewstatement>
4. [Copyright Act of 1976, 17 U.S.C.](#)

### [Ridgefield Library Request an Item Form](#)

Please contact the Library Director to receive a copy of the *Ridgefield Library Request to Reconsider Materials Form*