

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 recognizes 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, the Library continuously assesses 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 inspect and consider 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.

Materials Purchase Request

Ridgefield Library cardholders are invited to request items not currently available at the Library. The Library will do its best to fulfill requests by borrowing the requested item from another library or by purchasing the item. Items purchased for the Library's collection will be added in accordance with the Ridgefield Library Collection Development Policy. Library staff will respond to each request. [Ridgefield Library Request an Item Form.](#)

Request for Reconsideration of Materials

Ridgefield residents who wish to request the reconsideration of materials in the Library's collection are asked to contact the Library Director to receive a copy of the *Ridgefield Library Request to Reconsider Materials Form* and to return it to the Library Director.

Please be aware that no material will be removed from the Library Collection by request without following the full Request for Reconsideration process. The Library Director will work toward a timely response to requests, but please allow up to four weeks for the request to be thoroughly reviewed through the Library's internal procedures. A letter explaining the decision will be sent to the party submitting the request for reconsideration. An appeal of the decision may be made to the Library Board of Directors, who will make a final determination.

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 October 23, 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.](#)