

Collection Development and Selection Policy

Collection Development Policy

The Skowhegan Free Public Library Collection Development Policy provides a framework for the growth and development of collections in support of the library's mission to "support an informed, educated, self-reliant and productive citizenry and to encourage and promote diversity, tolerance and freedom of thought and belief."

The library's goal is to provide the diverse Skowhegan community with materials that reflect a wide range of views, expressions, opinions, and interests. Specific acquisitions may include items that are considered controversial and may offend some users. Inclusion of questionable language, attitudes, or lifestyles in materials is not in itself a reason to exclude them from the collection. The library's acquisition of these items does not constitute endorsement of their content but rather makes available its expression and supports the principle of intellectual freedom.

The library provides free access to materials in a number of formats (print, non-print and electronic) to all library users. Library patrons make their own choices as to what they will use and what they will not use. The library encourages each family to decide which items are appropriate for use by their children. Responsibility for a child's use of library materials lies with his or her parent or guardian. SFPL adheres to the principles of intellectual freedom adopted by the American Library Association.

[Library Bill of Rights](#)

[Freedom to Read](#)

[Freedom to View](#)

Scope of Collection

The scope of the collection refers to the range and type of materials selected, including the formats offered and the level of difficulty. The scope is as broad as possible to allow the expression of a wide range of opinions and perspectives. SFPL collections will focus on the general patron rather than the researcher. Materials of local significance or value may be

digitized to expand and preserve access. The collection is not archival. No extraordinary efforts are made to retain or preserve last copies or out of print titles.

The library's collection provides a wide range of literary, cultural, educational, informational and recreational materials for people of all ages. Collections may include popular and in-demand materials as well as special formats, such as large print books; foreign language materials; test and study guides; financial, tax, and business information; school and career information; consumer, health and medical information, and others. The Genealogy Room collection contains books and other documents that pertain to the local history of Skowhegan and Somerset County and provides a broad scope of information about local families, news, events, and businesses.

Criteria for Selection

General criteria for selecting library materials are listed below. An item need not meet all of the criteria in order to be selected.

- public demand, interest, or need
- contemporary significance, popular interest
- local significance
- attention of critics and reviewers
- prominence, authority and/or competence of author, creator, or publisher
- timeliness of material
- relation to existing collections
- statement of challenging, original, or alternative point of view
- accessibility and durability

Budget

The materials budget is recommended by the Director and approved by the Board of Trustees annually.

Suggestions for Additions to the Collection

To assure the acquisition of resources desired by library users, patron suggestions are always considered for addition to the collection. Requests will be considered on a case-by-case basis and in accordance with criteria for selection.

Interlibrary Loan

Interlibrary loan is a process by which the SFPL tries to obtain materials directly from another library on behalf of a patron, or another library borrows materials from SFPL on behalf of its patrons. The purpose of interlibrary loan is to obtain materials which are not currently housed in our own library collections and to create an even broader selection of materials for all library users.

Established patrons in good standing may request through interlibrary loan.

Collection Maintenance, De-selection, and Replacement

All collections are routinely reviewed to ensure that they continue to meet our community's needs. Materials that are worn, no longer in high demand, or potentially obsolete may be removed. Librarians assess the need for replacing materials that are damaged, destroyed, or lost. Items are not automatically replaced and decisions are based on need, demand, and budget.

Request for Reconsideration of Materials

The selection and de-selection of materials is an ongoing process, involving many different staff and many interactions with the community. Any Skowhegan resident or library cardholder who wishes to request that a specific item be reconsidered is asked to complete the Reconsideration of Library Materials Form available online or at the library. For more information regarding the reconsideration of library materials, please see the Challenged Materials Policy.

The Collection Policies are a reflection of the changing interest of the community and therefore need continuous review and revisions. Recommended changes may be sent to the Director.

This policy is reviewed by the Library Trustees every three years, and recommended changes are sent to the Director for consideration. This policy may be revised only by a formal vote of the Board.

The Library Board of Trustees reserves the right to alter this policy without prior notice.

Approved 06/13/01

Revised 03/04/14

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