

Scotland Public Library

Collection Development and Maintenance Policy

***Mission Statement: The Scotland Public Library, founded in February 1895, functions to collect, organize and preserve informational and recreational books and other materials for the public use, without discrimination of any kind.***

**Purpose/Scope of Collection**

The Library collection should reflect and encourage freedom of thought while representing the community it serves. The Library makes every effort to provide library materials for the interest, information, and enlightenment of all residents. The Library recognizes the importance of the public library as a place for voluntary inquiry, the dissemination of information and ideas, and promotion of free expression and free access to ideas by residents.

Library materials are intended to represent a wide range of varied and diverging viewpoints in the collection as a whole and does not constitute an endorsement of a particular set of beliefs, but rather, tends toward inclusion of all ideas. The Library adheres to the principles of intellectual freedom adopted by the American Library Association as expressed in its Library Bill of Rights, Freedom to Read, and Freedom to View statements. No library material, display or program shall be removed, or programs be cancelled, because of origin, background or viewpoints expressed in such material, display or program or because of the origin, background or viewpoints of the creator of such material, display or program. All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.

Per the Connecticut State Statutes 11-24b:

1. No principal public library shall be eligible to receive a state grant in accordance with the provisions of subsections (b), (c) and (d) of this section if such principal public library does not maintain and adhere to collection development, collection management and collection reconsideration policies that have been approved by the governing body of such library. Such collection reconsideration policy shall offer residents a clear process to request a reconsideration of library materials. In the instance of a book challenge, these policies shall govern.

**Responsibility of Selecting Library Materials**

The Library Board of Directors delegates the oversight and management of the collection to the Library Director. Librarians are professionally trained to curate and develop a collection that provides access to the widest array of library and educational materials.

**Selection Criteria**

General criteria for collection development include relevance or significance to the needs of the library community, accuracy of information, literary style or artistic excellence, value as a resource material, timeliness or popularity and overall value. The Library budget is always considered when making purchases.

Various sources are consulted when considering new material for the library. Reviews in numerous professional publications may be consulted. Staff and patron requests may also guide the selection of new books and should be brought to the Library Director for review. Librarians reviews library and educational material within a public library using professionally accepted standards: material relevance, physical condition, availability of duplicates, availability of age appropriate or grade-level material, and continued demand of material.

Library materials, displays and programs shall only be excluded for legitimate professionally accepted standard of collection maintenance practices as adopted in the Collection Development and Maintenance Policy or the Display and Program Policy. Any librarian, staff member, or Library Board member who, in good faith, implements the policies described herein shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding that results from such implementation.

Collection maintenance is the responsibility of the library staff. Items may be withdrawn from the collection for a variety of reasons, including, but not limited to, an item that does not meet the criteria of inclusion, there is a lack of interest, poor condition, duplication, or contains inaccurate or outdated information. Maintenance may include discarding, repairing, or replacing items.

**Digital Collections/Databases**

Digital resources and databases refer to those materials or services that require a computer or another device for access. Resources provided by the Connecticut State Library as well as vendors that provide base collections of their own for their resources will have items selected by the organization’s individual collection development policies. These collections are subject to vendors and publishers collection development policies and licenses.

**Gifts/Donations**

Gifts or donations from patrons will not be accepted with any conditions, restrictions, or requirements for special treatment. All items will be examined by the Library Director to determine if they will become part of the permanent collection. Criteria used for evaluating each item include, but are not limited to, condition, content, patron interest, and informational and literary merit.

**Controversial Materials**

All materials added to the collection will be made available for individuals to examine and make their own decisions. The choice of materials used by children is the responsibility of the Parents/legal guardians. The library maintains age-appropriate collections for children and teens. Materials may be moved within these collections based on age appropriateness of the content. The removal, exclusion or censoring of any book on the sole basis that an individual finds the book offensive is prohibited.

**Intellectual Freedom and Censorship**

The Library recognizes that some materials may be considered controversial or inappropriate to some patrons. It is the right of that individual to choose not to read or view materials they find objectionable. It is not the right, however, of an individual to deny access to Library materials to others. When evaluating library materials, the American Library Associations’ Library Bill of Rights, Freedom to Read, and Freedom to view statements are used as guidelines.

**Material Review and Reconsideration Policy**

The Library Staff and Board of Trustees respects and understands the importance of its residents’ opinions regarding material selection. The Library has a Request for Reconsideration for Library Materials, Displays, or Programs Form that allows Scotland residents to express their concerns. The library limits consideration of requests to reconsider materials, displays, or programs to individual residents of Scotland. However, completion of that form does not guarantee removal of an item from the collection. Please see our Library Material Review and Reconsideration Policy and form found on the library’s website for further information.

This policy is in accordance Public Act 25-168 Sec. 322, 323.

Adopted by the Scotland Public Library Board of Directors on October 14, 2025.