

**Soldiers Memorial Library
Town of Hiram, Maine
85 Main Street, Hiram, ME 04041**

COLLECTION DEVELOPMENT POLICY

PURPOSE OF THE POLICY

The purpose of the Soldiers Memorial Library materials collection is to provide resources to assist individuals in their pursuit of educational objectives, intellectual and emotional growth, the enjoyment of leisure time and practical solutions to daily problems. This Policy serves as a guideline for the development of the Library's collection of materials and as a resource for the public to understand the purpose and the principles upon which these decisions are made. This Policy was developed through coordination of the Soldiers Memorial Library Board of Trustees and the Library Director, and was adopted by the full Board of Library Trustees.

SELECTION RESPONSIBILITY

The responsibility for implementing this Policy is delegated by the Library Board of Directors to the Library Director, operating within the framework of this Policy, and adhering to generally accepted professional practices. In his/her capacity as Director, she/he is aware of Library user habits and patterns, community needs and interests and the current collection of materials.

The Library welcomes patron interest in the collection and will seriously consider all requests that specific materials be acquired. The Library is under no obligation to fill any particular request if not deemed suitable to the collection.

COLLECTION MAINTENANCE

Weeding

The Library's collection is kept vital and useful by retaining or replacing essential materials, and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, duplicates or no longer in demand.

Books and non-print materials from the Library's collection or gift materials may be discarded, sold for the profit of the Friends of Soldiers Memorial Library, or given to philanthropic, educational, cultural, government or other not-for-profit organizations.

DONATIONS

The Library reserves the privilege of deciding whether items brought to be donated should be added to the collection. No donation can be accepted unless it is given to the Library without restrictions, and with the understanding that it may someday be necessary for them to be sold or disposed of in the best interest of the Library. The Library cannot commit itself to perpetually housing a donation.

The Library accepts gift books with the understanding that books which are useful to the Library collection will be retained and other books disposed of in whatever manner the Library Director deems best.

PRINCIPLES

Soldiers Memorial Library is dedicated to the free and open distribution of ideas, and therefore believes that the materials collection should represent all points of view, especially concerning controversial issues, and must not exclude items because of their origin or viewpoint or the views of those contributing to their creation.

The Library is dedicated to free and open use for all. No restriction is placed on the use of the Library's collection based on age, race, sex, nationality, educational background, physical limitations, or any other criteria that may be the source of discrimination.

The Library is dedicated to protecting individuals' rights to decide for themselves and for their own minor children what Library materials to use. Materials will not be added or removed from the collection based upon protecting users from the contents of the materials. It is the responsibility of parents or guardians to screen materials used by their minor children, if they so desire.

The Library supports intellectual freedom and has adopted the following statements as policy:

ALA Freedom to Read Statement, ALA Library Bill of Rights, and the "Freedom to View" statement of the American Film and Video Association.

*(Copies of these documents are attached at the end of this Policy.)

REQUEST FOR RE-CONSIDERATION

The Board recognizes that in carrying out the spirit and letter of this Policy, materials which are considered controversial will be added to the Library collection. All individuals have the right to choose which Library materials they will use. However, no one has the right to restrict the freedom of others to read whatever they wish. No book or

other material in question is automatically removed from the collection because of an objection to it.

Any Hiram taxpayer or resident who is a registered patron and strongly wishes to have the decision to include or not include an item in the Library collection reconsidered must complete in full a * **Request for Reconsideration of Library Material Form.**
*(See attachment at end of this Policy)

The Library Director, in consultation with the Library Board will reconsider the item and inform the person in making the request of their decision, in writing. If that person is not satisfied with the decision, the request may be appealed to the Board of Library Trustees. The decision of the Board is final.

REVIEW of COLLECTION DEVELOPMENT POLICY

This collection Development Policy should be periodically reviewed by the Board of Library Trustees and the Library Staff. At a minimum, this review should take place every five years.

Adopted by vote of the Board of Trustees at a meeting on November 26, 2019.

A true copy, as attested by Ellie Stein, Secretary: _____