

Windsor Locks Public Library, Inc. Collection Development Policy

Mission Statement

The mission of the Windsor Locks Public Library, Inc. is to provide educational and intellectual services to the community and to promote literacy and educational activities for the betterment and enjoyment of all residents of the Windsor Locks community.

Purpose and Scope of Collection

In pursuit of this mission, the Windsor Locks Public Library's collection is developed to meet the informational, educational, recreational, and cultural needs and interests of citizens of all ages who live in Windsor Locks, Connecticut. **Materials are provided for the interest, information, and enlightenment of all residents and reflect a wide variety of viewpoints and experiences.**

All library materials are evaluated and made accessible in accordance with the protections against discrimination as set forth in section 46a-64 of the Connecticut General Statutes.

The Windsor Locks Public Library affirms its role as a place for voluntary inquiry, the dissemination of information and ideas, and the promotion of free expression and free access to ideas by residents. It upholds the public library's responsibility to represent a wide range of varied and diverging viewpoints within its collection.

As described in the Cooperation with Other Libraries policy, the Windsor Locks Public Library obtains materials from other libraries through the Library Connection Consortium, the State of Connecticut borrowIT program, and interlibrary loan services. These relationships extend the scope of the library collection, though the Library has no control over other institutions' collection policies.

Responsibility for Selecting Library Materials

The Library Board of Directors delegates the responsibility for selecting materials for purchase and withdrawal to the Library Director and staff under their supervision. Librarians engaged in materials selection are professionally trained and qualified by reason of education, experience, or subject expertise to curate and develop a collection that provides access to the widest possible array of library and educational materials. Designated selectors and material specialists work collaboratively to ensure a robust, relevant, and inclusive overall collection.

Digital Collections and Databases

Some of the Library's digital content is provided via third-party vendors who use their own selection criteria. In choosing to purchase or license electronic databases, the Library applies the same standards for selection as for print materials. However, the Library recognizes that it does not have the same control over electronic databases as it

has over its in-house print materials. The Library will make every effort to provide assistance and ensure that the public learns how to use its electronic databases.

The Library also participates in shared electronic collections that serve residents across more than 32 Connecticut towns. Selection of these materials is cooperative, based on user needs and professionally accepted standards.

Scope of the Collection

The Library provides materials and services that reflect the diverse informational, educational, and recreational needs of its users. In so doing, the Library provides access to content through print, multimedia, and digital resources. The Library recognizes that content and medium should be suitably matched, and that patrons have different learning styles and preferences for how they receive information. Therefore, the Windsor Locks Public Library, Inc provides materials in a variety of formats, including but not limited to:

- Print – such as hardcovers, paperbacks, magazines, and newspapers
- Non-print – such as audio and visual formats
- Digital resources – such as online databases, digital and audio books, recordings, images, and digital historical archives
- Equipment – such as new technology and specialized hardware

Adult Selection Guidelines

Each type of item must be considered in terms of its own merit and the audience for whom it is intended. No single set of selection criteria can be applied to all cases. Works of fiction are judged by different standards than nonfiction/informational works; in selecting fiction, it is the Library's goal to provide items which meet the needs of users of varied backgrounds, interests, and reading abilities. In general, the selection of books and other materials for all ages will take many factors into account, including but not limited to the following:

- Accuracy, timeliness, accessibility, durability, and ease of use
- Cultural significance and critical acclaim
- Current or historical significance of author or subject
- Diversity of viewpoints and experiences
- Literary merit
- Price, format, and availability
- Public appeal or local interest
- Relevance to the present and potential needs of the community
- Periodicals are added to the collection on the basis of relevance, price, and community interest.
- Technology is selected based upon usefulness, interest, and the broadness of its implications and importance.
- Audiovisual material is added to the Library's collection with consideration to patron demand and budget constraints.
- The Library does not purchase textbooks or other materials to support educational curriculums.

The goal is to maintain a balanced collection that includes materials of popular demand as well as those of permanent scholarly or cultural value.

Youth Selection Guidelines

The Children's Library offers developmentally appropriate materials that meet the informational and recreational needs of children ages birth through twelve. In addition, the Children's Library collects materials on child-rearing for parents and caregivers.

The Children's Library maintains a collection that is relevant, of appropriate size and quality, and that represents a diversity of views and expressions. To ensure that all parts of the collection are appropriate and well-chosen, the Youth Services staff consults professional review sources before purchase. The Youth Services staff also relies on the recommendations of readers, including children, educators, parents, and caregivers. Major factors that influence the selection of children's materials (which include print books, digital books, audiobooks, and DVDs) are:

- Content
- Authority
- Literacy merit, artistic quality, originality, and creativity
- Accuracy, objectivity, clarity, logic, and effectiveness of material
- Relevance to the needs of the community
- Current interest in subject matter
- Local interest in subject or author
- Popular demand
- Limitations on space and funds

The Teen Collection offers developmentally appropriate materials that meet the informational and recreational needs of preteens and teenagers ages twelve to eighteen. The Library maintains a collection that is relevant, of appropriate size and quality, and that represents a diversity of views and expressions. To ensure that all parts of the collection are appropriate and well-chosen, the Youth Services staff consults professional review sources before purchase, but also relies on the recommendations of readers, including teens, educators, parents, and caregivers. Some materials in the Teen Collection might not be considered appropriate by all adults for all teenagers. While some books could be too mature for one teen, other teens may be ready for them. Only each teen and their parent or caregiver can decide what material is suitable for that teen to read.

The Library recognizes the responsibility of parents or legal guardians to supervise the borrowing decisions of their minor children. Only parents or guardians may restrict their children's access to specific materials. The Library does not act in loco parentis and will not restrict access to materials based on age, except for general safety or preservation concerns.

Gifts and Donations

The Library may accept gifts of books and other materials without commitment as to final disposition. The Library assumes unconditional ownership of all items donated and retains the right to use gifts, sell them, or otherwise dispose of them as it sees fit. Gift items must meet the same selection criteria as do purchased materials. Materials in poor physical condition or containing out-of-date or inaccurate information will not be accepted. Duplicate copies of items already in the collection will be added only if needed. Gift materials will not be accepted with restrictions or conditions that necessitate special and separate housing, processing, or treatment. The only form of donor or memorial identification will be a Gift of Reading bookplate. The Library cannot appraise gifts for tax purposes, but it will provide a donor with a statement verifying the number and type of materials donated and accepted, upon request. Appraisals are the responsibility of the donor.

Collection Maintenance

Maintenance of the collection includes discarding, replacement, rebinding and repair. If an item is lost or damaged, it may not necessarily be replaced depending upon the number of duplicate copies or similar materials in the collection, existence of adequate coverage of the subject field, and demand for the specific author, title or subject. It is sometimes preferable to purchase current materials rather than replace older ones. The staff serves as arbiter in such instances.

Withdrawing Materials

In order to maintain a relevant and up-to-date collection, the Library systematically evaluates and removes materials that no longer meet the selection standards. Materials are assessed for:

- Relevance and accuracy
- Physical condition
- Circulation statistics
- Availability of newer materials on the topic
- Age appropriateness

Withdrawn items may be offered in book sales, donated, recycled, or discarded.

Balance and Neutrality

The Library provides materials representing a diversity of views and does not endorse the content of any item it owns. Selection is based on quality and relevance, not ideology. Items are not labeled or separated based on viewpoint, and removal is not based on individual complaints unless found to violate policy.

Controversial Materials

The Library recognizes that some materials may not be considered appropriate by all patrons. Selections will not be made based upon anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of the overall library patron community.

Responsibility for the reading, listening and viewing habits of children rests with their parents or legal guardians. The Library maintains several age-appropriate collections for

children and teens. Materials may be reassigned among these sub-collections based on the age appropriateness of the content. Selection of adult material will not be inhibited by the possibility that books may inadvertently come into the possession of children. The removal, exclusion or censoring of any book on the sole basis that an individual finds such book offensive is prohibited.

Library materials will not be marked or identified to show approval or disapproval of the contents, and no catalogued book or other item will be removed from the open shelves except for the express purpose of protecting it from damage or theft.

The decision by an author, publisher, or other content creator to withdraw their work from the market and stop selling or publishing it will not be considered sufficient reason alone for the Library to withdraw it from the collection.

Requests for Reconsideration of Library Materials

The Windsor Locks Public Library Board of Directors recognizes the importance of hearing from the public regarding material selection. The Library Administration and Staff seriously consider suggestions made by Windsor Locks residents and taxpayers. Formal complaints about items must be submitted in writing using the Library's Reconsideration of Materials Form, which must be completed by a resident of Windsor Locks. The Library limits consideration of requests to reconsider displays or programs to individual residents of Windsor Locks. The completion of the Request for Reconsideration form does not guarantee either accession to the collection or removal from the collection but does ensure the attention of Library Staff to user opinion, interests, and concerns.

Please see our Library Material Review and Reconsideration Policy and form for further information on this process..

Intellectual Freedom and Censorship

The Windsor Locks Public Library, Inc. recognizes not all users will greet all materials with the same degree of enthusiasm and regard. Therefore, some materials selected for the collections may seem controversial and even distasteful to some Library users. It is the right of the individual not to read, view or hear materials that the individual considers objectionable. It is never the right of any Library user or users to deny access to Library materials to others. The freedom to choose from a broad range of informational and artistic materials will not be abridged.

As part of this Collection Development Policy, the Windsor Locks Public Library subscribes to:

- First Amendment of the Constitution
- Library Bill of Rights Adopted June 19, 1939. Amended October 14, 1944; June 18, 1948; February 2, 1961; June 23, 1980; January 29, 2019; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

- The Freedom to Read Statement – Adopted June 25, 1953; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

Policy Review and Accessibility

This policy will be reviewed and revised as necessary. Once approved by the Library Board of Directors and applicable authorities, the full Collection Development Policy will be **posted on the Library's website** for public access.

Approved by the Windsor Locks Public Library Board of Directors: 9/22/2025