

Hartford City Public Library

Collection Development Policy

The purpose of the Public Library is to purchase and make available books, periodicals, and other materials for their use in obtaining education, information, and entertainment. The library shall maintain a collection of standard and classic works from authors around the world. The library strives in its collection development to provide the best possible materials with the financial resources available.

The library shall attempt to keep a balanced collection in all fields of knowledge representing all sides of an issue in a neutral, unbiased manner. We will strive to ensure different points of view are represented on controversial matters.

Ultimate responsibility for collection development and material selection by library personnel rests with the Library Director, who operates within a framework of policies adopted by the Hartford City Public Library Board. However, the selection is usually undertaken by specific library personnel assigned to this duty.

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their selection of materials.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

The library selects materials based on their informational, educational, and recreational value. The cost of the item shall not be the only consideration since a particular item may be needed as an essential addition to the library's collection. The following general criteria are considered for all materials selected: current and anticipated needs and interest of the community; accuracy of content; timeliness of information; author's, artist's, or publisher's qualification and/or reputation; contribution to diversity or breadth of collections; quality of production; and affordability.

All library patrons and staff members are encouraged to recommend titles for purchase. Such materials may be added to the collection provided they meet the library's principles of selection. The purchase of such items is also dependent on the availability of funds.

The collection is maintained and weeded through an ongoing process of collection analysis. Items are repaired, withdrawn or replaced based on several criteria. The importance of the book, its popularity in terms of number of circulations and the permanent value shall determine whether or not a lost or damaged volume will be replaced.

Ultimately, parents or legal guardians have the responsibility to guide and direct the reading, viewing and listening choices of their own minor children. The library does not act in the place of the parent or guardian.

10/22/2014