



Keene Public Library Policies

Collection Development Policy	Adopted: February 28, 2023
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I. Purpose

This policy explains the scope of collection development, the objective of the collection, deselection and collection maintenance, and Intellectual Freedom.

II. Introduction

The mission of the Keene Public Library is to provide free, open, and convenient access for all Keene residents to acquire information for growth in their personal knowledge; for life-long learning and enjoyment; for the fulfillment of informational needs, desires and curiosities; and for enhancing the quality of life in the community.

The Keene Public Library Collection Development Policy supports the strategic direction, goals and objectives of the Library, as expressed in the Keene Public Library Strategic Plan. The Keene Public Library serves the residents of Keene and nonresidents who purchase a library card. The Keene Public Library participates in interlibrary loans with other libraries and shares a catalog with Keene State College and has a borrowing agreement which enables card-holders access to a broad selection of materials.

III. Scope

The Keene Public Library selects materials in a variety of formats and languages to best serve the needs of the community. Selections are made by library staff to provide a balanced collection of educational, recreational, and cultural materials appealing to the interests of a diverse population with consideration for convenient and cost-effective formats. The collection will emphasize current, popular materials and stimulating individuals' interest in and appreciation for reading, while maintaining a core collection of classic works and local history. The library's focus is on popular and wide-spread formats. While there may be duplication of some materials, the library shall not duplicate the comprehensive collection efforts of Keene State College and the Cheshire County Historical Society. Material selection is based on awareness of community interests and concerns, national and international issues and events, publishing trends, review sources, new insights, societal trends, and the professional judgment of selectors regarding the material's value to the Library's collection. It is the Library's intention that the collection addresses the needs and interests of the community and reflects the diversity of the entire library service area.



Keene Public Library Policies

IV. Intellectual Freedom

The Library will uphold the freedom to read as expressed in the [Library Bill of Rights](#) and the [Freedom to Read Statement](#) by the American Library Association.

The Library does not advocate particular views or beliefs but attempts to provide free access to a well-balanced collection of topics, appropriate for different age levels and opinions of all members of the community. Each individual has the freedom and responsibility for making choices about what to read and can apply their values to only themselves, without restricting others. Parents have the responsibility and right to guide the values of their own children.

V. Objectives of the Collection

Responsibility for Selection

The responsibility for the selection of library materials and for the development of the collection is delegated by the Board of Trustees to the Library Director. Under the Director's guidance, staff has responsibility for the selection of materials. All staff members and the general public are encouraged to recommend materials for consideration. The library collection shall be an unbiased and diverse source of information, representing as many viewpoints as possible.

Selection Criteria

Keene Public Library selects materials for all ages and relies extensively on professional review sources. Material is not excluded because of the race, nationality, religion, gender, sexual orientation, or political and social views of the author. Inclusion of materials does not imply agreement with or endorsement of content.

A. General criteria for selecting all formats of material include, but are not limited to:

- Patron interest and demand
- Historical and cultural significance of the work, author, or subject
- Timeliness of materials' subject
- Local emphasis
- Diversity of viewpoints
- Budgetary considerations
- Prominence, authority and accuracy
- Literary and artistic merit
- Availability of titles and formats from vendors
- Relation to existing collections, such as titles in a series
- Production quality



Keene Public Library Policies

These criteria apply to both purchased and donated materials.

B. Languages

The Library collects recreational and educational material in languages other than English for adults and juveniles to meet the needs of the community's population.

C. Patron Driven Acquisitions

Keene Public Library welcomes suggestions from the community for possible purchase of materials. All suggestions are given serious consideration. Titles are considered by the same criteria as all other materials purchased for the Library.

D. Donations to the Collection

The Library will consider donations of materials by local authors and individuals for addition to the collection. Monetary donations are accepted and the donor may express a wish for a particular purchase for the collection. Donations are considered by the same criteria as all other materials collected by the Library. Items donated to the Library become the property of the Library and will not be returned to the donating party. Donated materials may be deselected from the collection at any time deemed appropriate under the standards of this policy.

E. Video and Music Collection

The Keene Public Library maintains a broad selection of entertainment, informational, and instructional video formats. The emphasis is on popular materials and is balanced with classic films, independent films, foreign films and documentaries. Music is collected across all styles and genres.

F. Digital Resources

Digital resources, including eBooks, eAudiobooks, streaming video, government documents and databases are subject to the same general selection criteria as other materials. Digital resources extend the reach of the Library because they are available remotely and when libraries are closed. The Library accesses digital resources through a variety of vendors, including through consortia agreements. The Library may not have the ability to choose the selection or deselection of individual materials within the digital resource.

G. Library of Things Collection

The Library of Things may include learning tools, toys, games, equipment and other such items. The purpose of this collection is provide occasional use items which:



Keene Public Library Policies

- Save patrons money.
- Reduce waste in the community.
- Encourage experimentation, curiosity, and learning.
- Offer self-guided recreation.

Items may be added to the collection using following criteria:

- There is patron demand or demonstrated community need for the item.
- There is adequate space to store the item.
- Instructions for using the item are available or can be created easily by library staff.
- It is reasonable to assume that patrons can use the item without extensive specialized training.
- Community demand.
- Ease of processing, maintenance and loaning procedures.
- Budget constraints.

The Library may require a cardholder, or the guardian of a minor cardholder, to sign a Library of Things borrower's agreement and safety waiver before checking out an item from this collection if the item is particularly costly to replace or may require special considerations for use. The Library may set age limits for various types of equipment based on its price and the safety guidelines for the object.

VI. Deselection and Collection Maintenance

Withdrawal of material from the circulating collections is a vital part of successful collection maintenance. Continuous evaluation is necessary and materials are regularly removed to maintain a current, accurate and appealing collection that is responsive to the community's needs. An item may be deselected for several reasons, including:

- Out-of-date or inaccurate information
- Wear or damage
- Item no longer responds to current needs or interests
- Materials in that format are no longer collected
- Insufficient use or lack of customer demand
- Space constraints for housing materials.

Such material may be given to the Friends of the Keene Public Library for its annual book sale or disposed of at the discretion of the Director, in consultation with the Board of Trustees as needed. If there are articles of particular community value, the Library will attempt to donate the material to another local or state organization.



Keene Public Library Policies

VII. Request for Reconsideration of Materials

Any Keene resident may request that an item in the Library's collections be reviewed for appropriateness. In the event that a person objects to library materials, that person may submit a [Reconsideration Form](#), filled out in full, for each title to the Library Director. If there are multiple submissions for reconsideration, each title will be considered in the order received. The Board of Trustees will consider requests of one title at a time at the next regularly scheduled meeting if the request is received at least ten (10) business days prior to that meeting. The patron filing the complaint will receive a written reply after the decision by the Board of Trustees. The Decision of the Board of Trustees shall be final.

The material in question will remain accessible pending the written decision of the Board of Trustees.