



## SELECTION POLICY

### **Purpose and Mission**

The Hampton Falls Free Library (also known as the Library) endeavors to provide the adults, children, and families of Hampton Falls with the best possible print, digital, audiovisual, recreational, educational, cultural and informational materials to meet the diverse needs and interests of the community.

Within the limits of available space, staffing, technology, and budget, the Library seeks to develop a balanced, current, useful, and diverse collection that supports current community needs.

### **Intellectual Freedom**

The Board of Trustees and staff of the Hampton Falls Free Library fully endorse the principles expressed in the American Library Association's [Library Bill of Rights](#), [Freedom to Read Statement](#), and [Freedom to View Statement](#) as they relate to the selection and availability of library materials and programs. Copies of these statements shall be available at the Library for anyone who wishes to review them.

No material or program shall be excluded solely because of a single idea, word, phrase, passage, viewpoint, political position, social position, religious belief, or lifestyle expressed within it, when considered in context.

The Library does not practice censorship. Processing, cataloging, shelving, displaying, or otherwise making materials available does not constitute a value judgment about those materials. The Library will not label materials or make catalog notations for the purpose of indicating a particular viewpoint, bias, or perceived suitability.

### **Responsibility for Selection**

The ultimate responsibility for the selection and development of the Library's collection rests with the **Library Director**, operating within the policies established by the Board of Trustees.

Library staff and members of the public are encouraged to suggest materials for the collection. Community requests and recommendations are important components of collection development; however, the Library Director retains responsibility for determining whether suggested materials meet the Library's selection criteria.

The Library Director may delegate portions of the selection process to qualified staff members while retaining overall responsibility for the collection.

### **Goals of Selection**

The Library's collection development program seeks to:

1. Select materials, within the limits of space and budget, that meet the educational, informational, cultural, and recreational needs of the community.
2. Maintain a representative collection covering subjects and interests of importance to Hampton Falls residents.

3. Maintain a balanced collection that includes both popular and enduring materials.
4. Respond to changing community interests and needs.
5. Maintain a collection that is current, accurate, accessible, and useful.
6. Provide materials representing diverse perspectives, cultures, identities, experiences, and ideas.
7. Provide materials on multiple sides of controversial issues whenever appropriate and practical.
8. Provide materials in formats that promote equitable access to information and entertainment.
9. Provide materials appropriate for a variety of ages, interests, reading levels, abilities, and learning needs.
10. Make effective use of available resources through collection sharing, interlibrary loan, downloadable collections, and other cooperative services.

### **General Selection Criteria**

Materials may be selected based on one or more of the following criteria:

- Artistic, literary, historical, cultural, or scientific merit.
- Contemporary significance and/or permanent value.
- Community request or anticipated popular demand.
- Accuracy, clarity, and quality of information and presentation.
- Expertise and qualifications of the author, creator, or producer.
- Favorable reviews from professional library journals and other reputable sources.
- Contribution to the diversity and balance of the collection.
- Whether the material fills a gap or strengthens an area of particular importance to the community.
- Relationship to existing materials in the collection.
- Local or regional significance.
- Price in relation to the Library's budget.
- Format, durability, accessibility, and ease of use.
- Availability of the material elsewhere in the community.
- Availability through interlibrary loan or other resource-sharing services.
- Current usage and anticipated future use.
- Space and storage requirements.

No single criterion shall necessarily determine whether an item is selected. The Library may select materials that are controversial, unpopular, experimental, or of limited appeal when they otherwise contribute to a balanced and diverse collection.

### **Selection Aids**

Because it is not possible for Library staff to personally read, view, or listen to every item published or produced each year, the Library Director may rely upon professional selection tools and reviews.

Selection sources may include, but are not limited to: *Booklist*, *Bookmarks*, *Book Page*, *Library Journal*, *School Library Journal*, *VOYA*, *Publishers Weekly*, *The New York Times Book Review*, *Wall Street Journal*, *Goodreads*, vendor catalogs and announcements, trade journals, professional bibliographies, Fiction and Non-Fiction Core Catalog, Children's Core Catalog, and other authoritative subject guides and review sources. The Library Director may also consider community recommendations, professional experience, current trends, collection statistics, and other reliable information when making selection decisions.

### **Scope and Formats of the Collection**

The Library collects materials in a variety of formats to meet the community's needs. Collection decisions consider community demand, available resources, cost, accessibility, the format's suitability for the material, and changes in technology.

### **Books**

The Library collects both fiction and nonfiction materials for adults, young adults, and children. Fiction selections encompass a variety of genres, tastes, reading levels, and interests. The nonfiction collection strives to be current, accurate, useful, and well-rounded.

### **Audiovisual Materials**

Audiovisual materials may include juvenile and adult abridged and unabridged audiobooks, DVDs, CDs, and other formats as appropriate.

The Library may acquire additional audiovisual formats in the future as technology and community needs evolve.

### **Games, Kits, and Non-Traditional Materials**

The Library may develop collections of games, puzzles, kits, educational materials, and other non-traditional library resources. Such materials may be selected or accepted as donations according to the criteria established in this policy and any additional guidelines adopted by the Library.

### **Periodicals**

Under the direction of the Library Director, staff shall make periodical selections based on professional reviews, community requests, anticipated use, collection needs, cost, and available space. Except for designated titles such as *Consumer Reports*, magazine back issues are generally retained for one year after publication. Newspapers are generally retained for one month.

### **Interlibrary Loan and Resource Sharing**

In order to maximize Library resources and provide access to materials beyond the local collection, the Hampton Falls Free Library actively participates in interlibrary loan and other resource-sharing programs established through the New Hampshire State Library and other cooperative library networks. Interlibrary loan may be used to supplement, rather than replace, the Library's own collection.

### **Electronic Resources and Digital Materials**

Electronic resources may include downloadable books and audiobooks, periodicals, databases, streaming media, websites, and other digital resources.

Factors considered in selecting electronic resources include:

- Content and authority.
- Accuracy and reliability.
- Community need and anticipated use.
- Accessibility and ease of use.
- Technical requirements.
- Vendor support and reliability.
- Licensing and access restrictions.
- Cost and budgetary impact.
- Compatibility with available technology.

Online resources recommended or linked through the Library's website shall meet, to the extent practical, the same standards of authority, accuracy, usefulness, and relevance applied to other collection materials.

The Library recognizes that electronic databases and subscription services may contain large quantities of information that cannot be individually reviewed by Library staff. The Library may rely on the quality-control and editorial processes of reputable database providers.

### **New Hampshire Downloadable Books Consortium**

The Hampton Falls Free Library participates in the New Hampshire Downloadable Books Consortium and makes digital materials available through services such as Libby/OverDrive.

Materials for consortium-wide collections are selected by the consortium's designated selectors rather than directly by the Hampton Falls Free Library. [Consortium selection policies](#) and procedures govern those selections.

### **Gifts and Donations**

The Library welcomes gifts of books, media, money, artwork, personal property, and other materials that contribute to the Library's mission.

Gifts become the property of the Hampton Falls Free Library and will be evaluated using the same general criteria applied to purchased materials. The Library reserves the right to refuse, accept, classify, house, circulate, transfer, sell, donate, recycle, or otherwise dispose of donated materials as it determines appropriate.

The Library staff and Board of Trustees are not qualified to appraise donated materials and cannot provide estimates of monetary value for tax or other purposes. The Library Director may provide a letter acknowledging receipt of donated materials and affix bookplates as requested.

The Library accepts monetary gifts intended to support the collection; however, the Library reserves the right to determine which materials will be purchased with donated funds. Donors may not require the Library to purchase particular materials that do not meet this policy.

### **Collection Evaluation and Weeding**

The Library recognizes that maintaining a useful collection requires ongoing evaluation, inventory, repair, replacement, and removal of materials.

The collection shall be systematically evaluated and weeded to:

- Remove outdated, superseded, inaccurate, or misleading information.
- Remove worn, damaged, or deteriorated materials.
- Remove materials that are no longer useful or relevant to the community.
- Address changing patterns of use and community interests.
- Make space for new materials.
- Maintain a balanced and current collection.
- Improve accessibility and ease of use.

The same general principles used to select materials will be used when evaluating materials for withdrawal. The Library may consult professional collection-development and weeding resources, including the **CREW Method: Expanded Guidelines for Collection Evaluation and Weeding**, as well as current editions of the Fiction and Non-Fiction Core Catalogs, Children's Core Catalog, and other authoritative resources.

Special consideration shall be given to local history materials, materials relating to Hampton Falls and the surrounding region, and works by local authors. Such materials may be retained even when they would otherwise meet routine weeding criteria.

Memorial or commemorative gifts that are no longer useful to the collection may be withdrawn after consultation with the donor or donor's representative whenever practical.

Withdrawn materials may be sold through a Library or Friends of the Library book sale, donated to local organizations or charitable organizations, transferred to another library or institution, recycled, or otherwise disposed of in a manner determined by the Library.

### **Minors and Parental Responsibility**

The Hampton Falls Free Library recognizes that parents and guardians are the appropriate persons to determine which materials are suitable for their own children.

The Library does not act *in loco parentis* and does not assume the role of a parent or guardian in determining what materials a minor may access or borrow. Parents and guardians who wish to supervise their children's use of Library materials are encouraged to accompany their children during Library visits and to discuss reading, viewing, listening, and information choices with them.

Although collections for adults, young adults, and children may be housed in separate areas, the Library will not restrict access to materials solely because of a person's age, race, nationality, religion, sex, gender, socioeconomic status, disability, political viewpoint, or other personal characteristic.

### **Requests for Reconsideration**

To request reconsideration of a library material, program, display, or other resource, the requester must submit a completed **Request for Reconsideration Form** to the Library. The requester must be a Hampton Falls resident and a library cardholder. If the request is for more than one material or program, each material or program must have its own form.

While a material is under reconsideration, it shall remain in the collection and available for circulation unless the Library Director determines that temporary removal is necessary for a reason unrelated to the challenge, such as physical condition or safety. Scheduled programs and displays shall continue as planned unless there is an independent operational reason for cancellation or modification.

Upon receipt of a completed request, the Library Director shall review the challenged material and the stated concerns. The Library Director, in consultation with appropriate staff members, will make a recommendation to the Library Board of Trustees if appropriate. If a petitioner wishes to speak with the Library Board, the Director will arrange for the request to be added to the agenda at the next regularly scheduled meeting. At that meeting, the Board of Trustees will consider the request. The petitioner is free to attend the meeting, which is open to the public. The Library Director and Board of Trustees shall issue a written decision within **35 days** of receipt of a completed **Request for Reconsideration Form**.

The final decision regarding retention or removal of a challenged material rests with the Library Director and Board of Trustees in accordance with this policy. Once a final decision is made, the material or program cannot be submitted for reconsideration for a period of five years.

### **Policy Administration and Review**

The Board of Trustees shall review this policy periodically and may revise it as necessary to reflect changes in Library services, technology, community needs, professional standards, applicable law, and available resources.

### **Hampton Falls Free Library Board of Trustees**

Adopted 9/8/1998

Revised 3/24/2016

Revised 10/27/22

Revised 4/21/2008

Revised 6/24/2021

Revised 8/27/26

Revised 4/25/2013

Revised 5/26/22



## REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

If you have found materials, library resources, or programs about which you have concerns, please complete this form to assure prompt, complete consideration by Library staff and Trustees.

| Material For Consideration                                                                         |      |
|----------------------------------------------------------------------------------------------------|------|
| <b>Author/Producer:</b> _____ <b>Publisher:</b> _____                                              |      |
| <b>Title:</b> _____                                                                                |      |
| <b>Format:</b> Book ____ Periodical / Newspaper ____ Audio ____ DVD ____ Program ____ Display ____ |      |
| Did you read, view, or listen to the entire work? ____ Yes ____ No If no, what parts?              |      |
| Did you attend the program? ____ Yes ____ No                                                       |      |
| Did you review the entire display? ____ Yes ____ No                                                |      |
| Have you read any critical reviews of this work? ____ Yes ____ No If yes, where?                   |      |
| Describe your concerns regarding this material.                                                    |      |
| What specific pages/sections illustrate your concerns?                                             |      |
| What would you like the Library to do with this material?                                          |      |
| For what age group would you recommend this work, if at all?                                       |      |
| Would you recommend other titles on the subject?                                                   |      |
| Contact Information                                                                                |      |
| Name: _____                                                                                        |      |
| Address: _____                                                                                     |      |
| Telephone: _____ Email: _____                                                                      |      |
| Do you represent: ____ Yourself ____ An Organization (Name) _____                                  |      |
| Hampton Falls Library card # _____                                                                 |      |
| Petitioner's Signature                                                                             | Date |