



Collection Development Policy

The Hampshire County Public Library provides materials and services to support the informational and educational needs of the citizens of Hampshire County.

1. SELECTION OF MATERIALS

- a. Selection and purchase of library materials rests with the library director who may delegate some responsibilities to other staff members. Staff will adhere to accepted professional practices when making selection decisions. The recreational, educational, and informational needs of the community, as they fit within the selected services responses, will be considered in selecting materials.
- b. Prior to the beginning of each budget year, the director will determine how budgeted funds will be allocated among the major collection subdivisions, e.g., nonfiction, fiction, youth collection, reference, periodicals, and non-print. Circulation statistics and counts of in-house use of materials will be maintained to assist in decision making. Average cost per item, as determined by the previous year's purchases and reports in library and publishing journals, will also be considered in allocating funds.
- c. Materials will be selected based on positive reviews in professional journals or actual examination and evaluation of materials. Popular demand, such as bestsellers, school bibliographies, or local interests may also be used as the criterion for selection of materials. Items that must be updated every year may be placed on a standing order list to ensure timely delivery. Suggestions from the community for items to be considered for purchase are strongly encouraged, but materials must meet selection criteria.
- d. The Hampshire County Public Library does not attempt to acquire textbooks that specifically support local curricula, but it may acquire textbooks for general use by the public.
- e. The library will attempt to have information available in a variety of formats, such as book, non-book, pamphlet, magazines, etc., when available and practical. Generally, only one copy of materials in other formats—DVD, compact disc, computer programs, etc.—will be purchased unless long-term high demand is anticipated. Film and audio recordings will be selected for potential long-term use that meets general interests. Regardless of an item's popularity, the library may choose not to select it if the available format is not durable enough to withstand reasonable library use or if it would require excessive staff time to maintain.
- f. Patron complaints or concerns about the library collection may file a Request for Reconsideration of Materials form.



2. DESELECTION OF MATERIALS

- a. Materials that no longer fit the stated mission and service priorities of the library will be withdrawn from the collection. This may include materials that are damaged, that include obsolete information, or that have not been used within a reasonable period of time.
- b. Decisions will be based on accepted professional practice, such as those described in *The CREW Method*, and the professional judgment of the library director or designated staff. When necessary, local specialists will be consulted to determine the continued relevance and reliability of materials.
- c. Items withdrawn from the collection will be disposed of in accordance with local law, which permits discarding worn, dirty, or dangerously outdated material into the trash, recycling of paper, or transfer to other nonprofit organizations or placed in a “free books” area for anyone to take.
- d. Discarded magazines and newspapers may be given to other area libraries or social service agencies or recycled at the discretion of the library director.

3. REQUESTS

- a. The Hampshire County Public Library welcomes patrons’ suggestions and requests for new materials; however, as indicated in the above selection of materials, a designated amount of the book budget has been set aside for requests and once that amount has been spent, no more requests will be able to be fulfilled.
- b. We will generally not be accepting requests for non-fiction items published later than 5 years from the present, exceptions may be made if a non-fiction item published more than 5 years previously is the only item on the topic or has recently become of mainstream interest. If the library has previously owned a requested item and weeded it from the collection, we reserve the right not to purchase the item again.
- c. The facility has limited space resources in certain areas, which means that we may, at times, stop accepting requests for certain items due to a lack of space. We will do our best to obtain the items requested for our patrons, whether through inter-library loan (ILL) or by checking to see if it is available on one of our online databases.
- d. If the Hampshire County Public Library is not able to fulfill a request by purchasing an item, we will try to get the item through ILL, see if it is available as an e-resource, or offer to allow the patron to purchase the item using the library’s Amazon Prime discount.

4. LINKING TO EXTERNAL RESOURCES



- a. The Hampshire County Public Library website serves as a logical extension of the library's information resources and supports its mission to connect patrons with timely, accurate sources of information. In order to strengthen the library's print and non-print collection, effort will be made to find valuable sites that are unique and that supplement the existing print and electronic collection available in the library.
- b. The library's website is not intended to be open as a full or partial public forum.
- c. Library staff, under the direction of the library director, will select websites to link to from the online reference resources and other subject areas on the library's website.
- d. Whenever possible, priority will be given to links to other governmental and community websites that provide legal, noncommercial, public service information. The library may link to commercial sites when the director has determined that sufficient free content is available to make it a worthwhile resource or when the resource is the most authoritative and no free resource is available.
- e. Requests for websites to be placed on the Hampshire County Public Library Website must be reviewed and approved by the library director. Staff will write a short annotation that describes the content of the linked website.
- f. Library staff will run link-checking software monthly to ensure that the links remain active and viable. At least annually, all links will be checked to ensure that the content remains accurate, reliable, and timely. Sites that no longer meet the needs of library patrons or that no longer meet the selection criteria will be removed.
- g. Patron complaints or concerns about site content may file a Request for Reconsideration of Materials form.