# Blake Memorial Library Collection Development Policy

Updated and approved by the Board of Trustees April 16, 2025

In accordance with 22 V.S.A. § 69, Blake Memorial Library adopts this collection development policy which includes both a materials selection policy and procedures for the reconsideration and retention of library materials.

## 1. Introduction & Purpose

The Blake Memorial Library maintains collections of resources to help library users pursue their intellectual interests and educational objectives, including material for leisure time enjoyment and practical problem solving.

The library strives to build a collection representing multiple points of view that reflect the community's diverse people and history, including a diversity of race, ethnicity, sex, gender identity, sexual orientation, disability status, religion, and political beliefs and a diversity of authors, creators, and media.

The library's collections reflect a commitment to intellectual freedom. Compliance with the First Amendment to the U.S. Constitution, the Civil Rights Act of 1964, and Vermont laws prohibiting discrimination in places of public accommodation shall underpin the practices and practical processes of maintaining the library's collections.

The library remains committed to securing professional services, including legal counsel, as necessary to ensure that its collection development activities comply with the above-identified State and federal laws.

## 2. Materials Selection Policy

Multiple factors determine what materials are included in the library's collections: funding, space, staffing, and ongoing maintenance needs. Library staff weigh the following criteria when making collection decisions:

- Alignment with the library's mission and strategic plan
- Review in a standard reviewing source (e.g., *Booklist, School Library Journal, Publishers Weekly, Library Journal, Kirkus Reviews*) and/or reviews and discussion in national newspapers and magazines, local publications, broadcast media, and reputable online sources.
- Community interests, demand, and suggestions
- Representation by and of diverse individuals and groups
- Significance and relationship to the local community and State of Vermont
- Authority and qualifications of the creator(s), publisher(s), and/or producer(s)
- Price and availability
- Accessibility of format and content
- Anticipated viability and/or longevity of the format

The library encourages Library Users to recommend items for inclusion in the collection and accepts donated materials. Suggested and/or donated materials will be evaluated by library staff prior to being included in the library's collection and must meet the library's selection criteria.

The library may provide access to subscription databases and shared online collections. The library may not have direct control over the inclusion or exclusion of specific titles within those shared collections.

The Library will rely on interlibrary loan for materials beyond the scope of its collection and will make its materials available to other libraries.

**3. Materials Retention Policy**

To maintain the dynamic quality of the collection, continuous review and evaluation is important—not only for saving space, but to maintain the collection's accuracy, check its physical condition, and assess its strengths and weaknesses.

Decisions about which materials to discard shall be made by the Library Director based on standards contained in references used by professional librarians, such as the C.R.E.W. manual for weeding library collections (published by the University of Texas), and the Blake Memorial Library procedure for discarding.

Materials that no longer meet the needs of the community and/or no longer support the library's collection 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 length of time. Items withdrawn from the collection will be disposed of in accordance with all applicable laws and municipal policies.

**4. Procedures for the Reconsideration and Retention of Materials**

- An individual (Library User) with a concern about the inclusion of an item in the library's collection is encouraged to discuss their concern with the library director (the Director).
- If speaking with the Director does not resolve the concern, a Library User may initiate a formal request that an item be removed from the library collection or relocated within the library collection by completing a Request for Reconsideration form and submitting it to the Director.
- The item in question will remain in circulation; it will not be relocated or removed from the library collection during the review process.
- The library will review only one request for reconsideration of materials at a time and will do so in the order in which requests are received.
- The Director will notify the Library User that their Request for Reconsideration form has been received and will inform the Library User when they anticipate processing the form (based on the number of other requests that have been filed).
- The Director or their delegate will review the Request for Reconsideration form and the material in question. They will read, listen to, or view the item and will read reviews of the item in professional journals when available. They will evaluate the usage of the item by the public (circulation) and evaluate whether the selection of the item conforms with the library's Materials Selection Policy.
- The Director will notify the Library User of the library's decision regarding the request within 15 library business days of receipt of their Request for Reconsideration form, stating the reasons for the decision to the Library User who submitted the request.

- If the Library User is not satisfied with the library's decision, they may submit a written appeal to the Board of Trustees (the Board) of the library within 10 library business days of receipt of the decision letter.
- The Board will notify the Library User if their appeal will be heard by the Board. If the Board plans to address the appeal at a meeting, the Library User will be notified of when and where the next regular meeting of the board will be held.
- The decision of the Board is final. Once an appeal has been considered by the Board, it will not be reconsidered.

## Blake Memorial Library Request for Reconsideration of Materials Form

The Blake Memorial Library has established a procedure for the reconsideration of an item in the library collection.

A patron's request for reconsideration will be treated with courtesy and respect. The Library Director will provide them with the Blake Memorial Library Mission Statement, the Collection Policy, a Request for Reconsideration form, and the Library Bill of Rights.

Requests for reconsideration may be discussed publicly by the library's Board of Trustees and may be subject to public records requests.

Any individual (Library User) with concerns about the inclusion of an item in the library's collection is encouraged to discuss their concern with the library director (the Director).

If speaking with the Director does not resolve the Library User's concern, the Library User may initiate a formal request that an item be removed from or relocated within the library collection by completing this form and returning it to the library or mailing it to:

Blake Memorial Library
676 Village Road
PO Box D
East Corinth, VT 05040

The library will review only one request for reconsideration of materials at a time and will do so in the order in which requests are received.

# BLAKE MEMORIAL LIBRARY

## REQUEST FOR RECONSIDERATION
## ABOUT LIBRARY MATERIALS AND RESOURCES

**A. Library User Information (All fields Required)**

1. Name: _____
2. Address: _____
3. City: _____
4. Zip: _____
5. Phone: _____
6. Email: _____

**B. Format of Material (Required)**

- ☐ Physical
- ☐ Electronic

**C. Material Type (Required)**

- ☐ Book
- ☐ eBook
- ☐ Movie/DVD
- ☐ Movie/Streaming
- ☐ Audio/CD
- ☐ Audio/Streaming
- ☐ Magazine/Newspaper
- ☐ Electronic Database
- ☐ Game
- ☐ Other: _____

**D. Material information (All fields required)**

1. Title, Author:

_____

2. Where in the library is the material located now?

_____

3. Material barcode number: _____

4. Please describe your concerns regarding this material:

_____

5. Have you examined the entire work? If not, what specific sections did you review?

_____

6. Do you have a suggestion for an alternate title for the information contained in the material?

_____

7. What would you like the library to do with the material?

- ☐ Remove the material from the collection entirely
- ☐ Relocate the material to another area of the collection, specifically: _____
- ☐ Other: _____

Date: _____

Signature: _____