



Miner Memorial Library
3 2nd NH Turnpike
Lempster, NH 03605

Collection Development Policy

Mission of the Miner Memorial Library

Miner Memorial Library serves as a primary resource for community information needs. It provides a comfortable place for citizens of all ages, ethnic groups, lifestyles, and points of view to access a broad and relevant collection of materials for informational, educational, and recreational purposes. The purpose of the library's collection is to make freely available materials that will assist the community in their pursuit of ideas, passions, and actions which can have a positive impact on our collective quality of life.

Community Statement

Lempster is an active, rural community located in Sullivan County, in southern New Hampshire. The library further serves the residents of our neighboring towns through the offering of reciprocal borrowing. Additionally, our state-wide interlibrary loan (ILL) service assures access to extended resources of academic and public libraries throughout the state of New Hampshire and allows access to our collection in turn.

Purpose of Collection Development

The primary goal of collection development is to provide the best possible collection with the resources available. Collection development includes the selection, acquiring, cataloging, and weeding of the library's collections in various formats. We attempt, within the limits of available resources, to reflect the broad range of human experiences, knowledge, and opinions. We strive to maintain items of current and long-standing interest, provide a broad range of accurate information, support educational interests, and encourage the enjoyment of reading within the community.

This Collection Development Policy is designed to support Miner Memorial Library's Mission statement and serves as a guide for the selection, acquisition, maintenance, and retention of materials by establishing roles, responsibilities, and a process for addressing Library user concerns.

Diversity

Miner Memorial Library strives to reflect the needs of our community and our national landscape as closely as possible. Library collections have the ability to promote understanding and education among diverse groups. The library continuously works to curate a collection representing a wide array of people, cultures, ideas, and experiences. The process of curating, maintaining, and providing a diverse and equitable collection is an ongoing process which is considered during all aspects of collection development.

Selection Criteria

1. Due to financial and physical limitations, the library collection must be selective rather than comprehensive in scope, with a focus on popularity, usage and timeliness. Selection and use of library resources does not mean endorsement of views expressed in those materials. All materials whether purchased or donated are subject to the following criteria:
 - a. popular appeal/demand
 - b. cost and availability
 - c. relation to existing collection and other materials on the subject
 - d. individual merit of the material

- e. treatment of the subject for intended audience
 - f. space and budgetary limits
2. The responsibility for a child's choice in reading material belongs with the parents or legal guardians of the child. Library book selection will not be determined by the possibility that books including controversial topics may come into possession of children.
 3. Material is judged on the basis of the work as a whole, not by a part taken out of context.
 4. Material selection may be based on, but is not limited to, current reviews and professional library or literary opinion as found in journals, bibliographies, and other publications in the field. The lack of a review or an unfavorable review shall not be the sole reason for rejecting or adding a title. The Library Director will consider demand, the need to balance the collection in a specific subject area, books discussed on public media, and requests by library patrons.
 5. Due to limited budget and space, the library cannot purchase all materials that are requested. Interlibrary loan will be utilized to obtain materials from other libraries for patron use, particularly for books that are neither new releases nor currently in popular demand.
 6. Realia may be added to the library collection at the discretion of the Library Director, and according to this selection criteria. These items may be cataloged and circulated, they may be loaned on the honor system, or traded for like items at the discretion of the Library Director. Realia may include, but is not limited to, jigsaw puzzles, board games, toys, electronic devices and educational manipulatives.

Consortia Selection and Purchasing

Miner Memorial Library seeks out opportunities to purchase materials as part of various state and local consortia, namely the NH Downloadable Books Consortium and the Librarians of the Upper Valley (LUV) Cooperative for a selection of eBooks, audiobooks and DVDs. This allows a more fiscally responsible use of our budget. We share the responsibility of materials selection with other libraries within the consortia and follow established selection guidelines therein.

Responsibility for Selection

The responsibility and authority for the selection of all print and non-print materials purchased or accepted by the Miner Memorial Library lies with the Library Director. The Director may delegate the selection of materials to other library staff. Patron requests are considered if they meet the criteria for selection.

Special Collections

The Miner Memorial Library maintains a collection of materials in our Special Collection. These materials may include rare books, genealogy materials, archives, local history, theses, and books by local authors. Selection for inclusion in the Special Collection is consistent with the library Selection Policy, and for preserving and enhancing local history. Access may be limited to in-library use to preserve the value, and considering the fragility of the item.

Gifts and Donations

The acceptance of gifts and donations to the library is governed by the library's Mission statement and the Collection Development Policy. Possible gifts and donations will be evaluated according to our selection criteria. When an item is accepted a Deed of Gift will be issued to the donor and a copy kept in the library files. The Deed of Gift states that the item becomes the property of the library, and the library has all rights to manage and use the item as part of the library collection. If funds are donated for acquiring materials, they will be utilized in accordance with library policies.

Collection Maintenance and Weeding

An optimal library collection is reviewed on a consistent basis for accuracy, currency, usage, diversity and subject area gaps. Maintenance includes accurate shelving, shelf-reading, shifting, and cleaning.

Weeding involves the removal of resources from the collection. The same guidelines used for selection of library materials provide the underlying principles for weeding. Materials considered for weeding are based on accuracy, currency and relevance as well as space limitations, format, physical condition and number of copies present in the collection. It is also based on the availability of newer, updated resources and circulation statistics for the item. The industry standard MUSTIE, from the CREW Method Guidelines for Weeding is used to evaluate the library collection. Evaluation of an item also considers such issues as whether it is a classic, of local interest, or a favorite author despite low circulation rates.

Library Policy Revision

Because no policy remains valid forever, the Miner Memorial Library Collection Development Policy will undergo review every five years. A Review Committee will be comprised of the Library Director and two Trustees. The Committee will be guided by the following:

1. Review of revised statements made to the Library Bill of Rights and Intellectual Freedom principles.
2. Consideration of materials in new formats to meet the current needs of library users. Examples of such formats include online databases, eBooks, streaming media, games and apps. Accessibility to patrons with special needs will also be included.
3. No policy revision will take place while a formal challenge to a library resource is underway. After a challenge is resolved the Committee will incorporate any insights gained by the review process to improve library policies.

Intellectual Freedom and Reconsideration of Library Materials

Miner Memorial Library selects materials based on the criteria specified within this policy. 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, to all members of the community. Each individual has the freedom and responsibility for making choices about what to read or view. As part of this Collection Development Policy the following American Library Association Statements are attached and will be subscribed to:

- The Library Bill of Rights, Appendix A
- The Freedom to Read Statement, Appendix B
- The Freedom to View Statement, Appendix C

Any Lempster citizen's request for reconsideration of library materials will be reviewed by the Library Director. A Request for Reconsideration form is available to the public during regular library hours. Once the form is received by the Library Director, the material will be evaluated based on the criteria outlined in this Collection Development Policy and the attached Appendices. A written response will be issued by certified mail within 30 business days. The material will remain in the library collection until a decision is reached. The decision, or a request to revise this Collection Development Policy, may be appealed to the Library Board of Trustees within ten business days of receipt. In the event of an appeal, the decision of the Library Board of Trustees is final.

Approved by Miner Memorial Library Board of Trustees February 28, 2022. Revised 7/18/2022.

Appendix A

Library Bill of Rights

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

I. 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.

II. 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.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Appendix B

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians

have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters

values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose.

What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association

Association of American Publishers

Subsequently endorsed by:

American Booksellers for Free Expression

The Association of American University Presses

The Children's Book Council

Freedom to Read Foundation

National Association of College Stores

National Coalition Against Censorship

National Council of Teachers of English

The Thomas Jefferson Center for the Protection of Free Expression

Appendix C

Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression.

Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council