



Collection Development Policy

Collection Development Policy Committee  
Fairfield Public Library  
Fairfield, CT

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Library Board of Trustees

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## Fairfield Public Library System

-To deliver dynamic service through informative programs, materials, technology, and spaces to strengthen our community

*Mission Statement, Fairfield Public Library Long Range Plan 2016-2019*

The Fairfield Public Library System, composed of the Main Library and the Fairfield Woods Branch Library, serves the Fairfield community of approximately 60,000 residents.

Other libraries in Fairfield include the private association Pequot Library, the Fairfield Museum and History Center Library, the academic libraries at Fairfield University and Sacred Heart University. Bibliographic records from the Pequot Library and Fairfield Museum and History Center Library are shared through our online catalog system. Fairfield Public Library patrons can borrow materials from the Pequot Library directly or have them delivered to the Main or Branch libraries. The FMHC Library's materials cannot be borrowed and must be used on site. Fairfield Public Library cards are honored at the academic libraries at Fairfield and Sacred Heart Universities.

## Principles of Collection Management

The Fairfield Public Library's collection is an evolving entity. As items are added, others are reviewed for the ongoing value and may be withdrawn from the collection. Care is taken to retain or replace items that have enduring value to Fairfield residents. Decisions are influenced by patterns of use as well as by the holdings of other libraries in Fairfield.

The Fairfield Public Library System does not advocate particular beliefs or views. The selection of any given item is not an endorsement of the viewpoint expressed therein. Selections are made on the merits of the work in relation to the collection development and the needs of library patrons.

The Fairfield Public Library System endorses and operates under the principles described in three key documents of the American Library Association:

- The Library Bill of Rights - <http://www.ala.org/advocacy/intfreedom/librarybill>
- The Freedom to Read Statement - <http://www.ala.org/advocacy/intfreedom/freedomreadstatement>
- The Freedom to View Statement - <http://www.ala.org/rt/vrt/professionalresources/vrtresources/freedomtoview>

The Fairfield Public Library System also endorses the American Library Association's Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/access-library-resources-for-minors>.

### Scope of the Children's Services Collections

The Children's Collection offers materials that strive to meet the educational, recreational and/or emotional needs of children from birth through early adolescence. The collection intentionally overlaps with the library's young adult collection. Materials for children are not classified by age or grade level. Therefore the Library does not assume the role or function of parental authority and maintains that only parents and guardians have the right and responsibility to determine their children's access to library resources.

### Scope of the Young Adult Services Collections

The Young Adult Collection offers materials that strive to meet the informational, recreational and/or emotional needs of young adults in grades 6 through 12. Young Adult services maintains a collection that is balanced, relevant and of appropriate size, quality and diversity to suit the needs of our users. The choice of materials used by Young Adults is the responsibility of the young adult and their parent(s) or guardian(s). (\*\*actual link to Free Access to Libraries for Minors on pg. 4).

### Scope of the Adult Services Collections

The Adult Services Collection provides materials and services that reflect the diverse educational, information and recreational needs of its adult users. The collection encompasses multiple formats, including but not limited to print, non-print, and digital resources.

### Criteria for Selection

The following criteria will be given full consideration by the Library staff in making selections of new materials:

- Popular demand
- Cost
- Format
- Relationship and importance to the entire collection
- Relevance
- Critical Review
- Authoritativeness
- Date of publication
- Local interest

### Tools for Selection of New Materials

- Reviews in library and book seller trade and other publications
- Publisher sources
- Authoritative resources
- Staff expertise

## Gifts and Donations

The Library reserves the right to incorporate donated materials into its collection, to sell them in the Friends of the Library book sale, or to dispose of them as the library sees fit. The library will not accept donations if the donor places restrictions on the disposition of the material.

## Evaluation of Collections

Library collections are constantly being reviewed to maintain quality and relevance. Materials are regularly evaluated and may be kept or withdrawn from the collection based on the following criteria:

- Damaged or in poor condition
- Information is no longer accurate or timely
- Item has not circulated for several years
- Format of item is no longer in demand

## Request for Materials to be Purchased

Fairfield residents may request the purchase of library materials. If the item requested meets collection development criteria, the material will be considered for purchase. Patrons may submit their request by filling out a Request for Purchase form. These forms can be found on the Library's website ([fairfieldpubliclibrary.org/my-fpl/request-an-item/purchase-request/](http://fairfieldpubliclibrary.org/my-fpl/request-an-item/purchase-request/)) or at any of the service desks.

## Request for Materials Review

Fairfield Public Library patrons may request that an item in the Library's collections be reviewed for reconsideration. Completion of a Request for Materials Review Form (see next page) is the first step in that procedure. If you wish to request review of a resource, please return the completed form to the Town Librarian.

## Request for Materials Review Form

Final authority for the Library collection rests with the Town Librarian. Reconsideration of library materials by patrons is addressed by filling out this form and submitting it to the Town Librarian. A title will be reviewed only once within a five year period unless the content has undergone major revisions. Please review the Fairfield Public Library Collection Development Policy before submitting this request.

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_

Do you represent self?  Organization? \_\_\_\_\_

1. Resource on which you are commenting (circle choice):

Book   Audio   Video   Magazine   Music   CD Audio Recording

Newspaper   Display   Electronic information/network/other (please specify)

\_\_\_\_\_

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

Publication Year \_\_\_\_\_

2. What brought this resource to your attention?

3. Have you examined the entire resource?      yes      no

4. What concerns you about the resource? (use other side or additional pages if necessary) \_\_\_\_\_

\_\_\_\_\_