

Sample Collection Development Policy

Sample Collection Development Policy (Generic NH Template)

Note: This is a portable template intended for adaptation by any New Hampshire public library. It synthesizes ALA Library Bill of Rights Articles I and II, the ALA Collection Development and Diverse Collections Interpretations, and common NH public library practice. **It is not a substitute for legal review by town or library counsel.**

Mission Alignment

The collection of the [Library Name] supports the informational, educational, recreational, and cultural needs of the community served. This policy guides the selection, maintenance, and removal of materials in all formats.

Authority

This policy is adopted by the Board of Trustees of the [Library Name] under the authority of NH RSA 202-A:11. The Library Director, under the supervision of the Board, has primary responsibility for collection development consistent with this policy.

Statement of Principles

Library Bill of Rights

This policy is grounded in the American Library Association's Library Bill of Rights, in particular:

- **Article 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.
- **Article 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.

The Library does not endorse the views expressed in materials it acquires. Selection of materials does not constitute approval of their content. The presence of an item in the collection is not an endorsement; the absence of an item is not a judgment.

Selection Criteria

Materials are selected by qualified staff using professional judgment guided by:

- **Anticipated demand** and community interest
- **Relevance** to community needs and Library priorities
- **Quality and authority** of the work
- **Reputation of the author, creator, or producer**

- **Critical and professional reviews**
- **Suitability of format** to the content and to library use
- **Budget considerations** and cost relative to use
- **Local interest** and connection to [Town/City] or NH
- **Diversity of perspectives, voices, and experiences** represented in the collection as a whole

A balanced collection reflects a diversity of materials, not an equality of numbers. The Library makes no attempt to provide equal coverage of all viewpoints, but does seek to represent a broad range of viewpoints over time.

Diverse and Inclusive Collections

Per ALA's Diverse and Inclusive Collections Interpretation, the Library seeks to acquire:

- Materials by and about a wide array of people and cultures
- Materials in languages spoken in the community
- Materials reflecting the lived experience of communities sometimes underrepresented in mainstream publishing
- Materials that contribute to a balanced understanding of historical and current issues

The Library does not exclude materials because of the origin, background, or views of those contributing to their creation.

Format and Scope

The collection includes [list applicable formats]:

- Books (print, large print, audiobook)
- Periodicals
- Digital materials (e-books, e-audiobooks, streaming)
- DVDs and other audiovisual materials
- Special collections (local history, etc.)
- Library of Things items (where applicable)

The Library cooperates with the NH Statewide Resource Sharing system (NHU-PAC, ILL) to extend access beyond the local collection.

Suggestions for Purchase

Patron suggestions for purchase are welcome and considered using the same criteria as other selection decisions. The Library does not guarantee that suggested items will be acquired.

Donations and Gifts

Gift materials are accepted on the same selection criteria as purchased materials. Once accepted, gifts become Library property and may be added to the collection, sold by the Friends of the Library, traded, or discarded at the Library's discretion. The Library does not provide appraisals.

Collection Maintenance and Weeding

Materials are continuously reviewed for currency, condition, and relevance using the **CREW method** or comparable professional weeding practice. Criteria for removal include:

- Outdated content (especially in fast-changing subject areas)
- Damaged or worn condition
- Lack of use over a defined period
- Availability of superior replacements
- Duplicate copies no longer needed

Weeding decisions are made by qualified staff. Removal of an item is not a judgment on its content; it is a collection-management decision.

Per ALA guidance, AI-assisted weeding tools may be used to *identify candidates* for removal, but final decisions must be made by professional staff. AI shall not be used to opaquely remove or de-prioritize materials.

Materials in Special Categories

Children's and Young Adult Materials

Materials for children and young adults are selected by qualified staff using age-appropriate criteria. Per ALA's Free Access to Libraries for Minors Interpretation, the responsibility for a child's reading rests with the parent or legal guardian, not with the Library.

Materials Reflecting Controversial Topics

The Library does not exclude materials because they reflect viewpoints that may be controversial. Such materials are selected on the same criteria as all other materials.

Reconsideration of Materials

Patrons who wish to challenge an item in the collection may do so through the Library's *Reconsideration of Materials Policy* (separate document). Materials remain in the collection during the reconsideration process.

Internet and Digital Resources

The Library provides access to internet and licensed databases as part of its collection. Selection and licensing of digital resources follow the same principles as physical materials. The Library does not filter content for adult users beyond what is required by federal law (CIPA, where applicable).

Some digital content accessed through Library subscriptions is provided by third parties and may not meet every selection criterion. This does not constitute Library endorsement.

Responsibility

The Board of Trustees adopts this policy. The Library Director, working with professional staff, implements it. Final selection and weeding decisions rest with the Library Director.

Review and Revision

This policy shall be reviewed by the Board of Trustees not less than every [interval, e.g., 3 years]. Amendments are adopted by majority vote of the Trustees in public session.

Adoption

Adopted by the Board of Trustees of the [Library Name] on [date]. Reviewed by [counsel] on [date].