

**WIGGIN MEMORIAL LIBRARY**  
**COLLECTION DEVELOPMENT POLICY**  
for the selection and maintenance of materials

rev. 1/2025

**A. Principles:**

The Wiggin Memorial Library recognizes its responsibility to provide open access to the widest possible range of ideas and information for its library users. To that end:

1. The Library Board of Trustees endorses the Library Bill of Rights, Freedom to Read Statement, and the various interpretations of these as set down by the American Library Association.
2. The Library Board of Trustees pledges to maintain the confidentiality of all who use the library in accordance with state law, and to refuse any attempts unsupported by legal subpoena or warrant by individuals or institutions to break that confidentiality.
3. The Library Board of Trustees believes that reading, listening, and viewing are individual, private matters. To ensure that all are free to select or reject materials of their choice, the freedom of others to read or inquire will not be restricted through collection purchasing decisions. Parents and guardians have the responsibility to guide and direct the reading, listening and viewing choices of their own minor children. The library does not stand "in loco parentis" (in the place of the parent).

**B. The Selection Policy for library materials shall be as follows:**

1. The library collection will be selected and maintained to provide materials for the interest, information and enlightenment of all the people of Stratham. Materials should not be excluded because of the origin, background or views of those contributing to their creation. Due regard should be given for library user differences in reading ability, education, and interest. Materials to satisfy highly specialized interests with a demonstrated community demand may be purchased within the restrictions of the budget.
2. The library should actively seek to supplement its collection with materials from interlibrary loan or available digitally when practical.

**C. Selection Authority and Guidelines:**

1. The selection of books and non-book materials remains under the final authority of the Library Board of Trustees. That authority is delegated to the library director who may authorize members of the staff who are qualified by reason of education and training to select materials. Materials will be selected on a regular basis, preferably adding new titles each month. The board is deemed responsible for selecting such library acquisitions.
2. Factors to be considered in adding materials to the library collection shall include:
  - a. Present collection composition
  - b. Interest
  - c. Demand
  - d. Timeliness
  - e. Audience
  - f. Diversity of viewpoint
  - g. Scientific accuracy



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Librarians will consult reliable review media and/or other professional resources when selecting materials for purchase; they will give weight to national, local, and international awards in the selection process as a means of objectively determining the import of materials.

3. No materials will be excluded because of the race, nationality, religion, gender, sexual orientation, or political and social views of the author. The library favors no viewpoint.
4. The library encourages public suggestion of items and subjects to be considered for inclusion in the collection. Books and other materials will be accepted as gifts with the condition that the library is free to make any disposition of such materials as the library chooses. Gift items may be marked with an appropriate bookplate or special collections may be created.
5. The collection will not include forms of expression unprotected by the First Amendment.

**D. Book Withdrawal Policy:**

The withdrawal of items from the library collection should be based on the following guidelines:

1. To remove physically damaged items.
2. To eliminate items containing obsolete information.
3. To remove duplicate copies of items that are no longer in demand, eliminating those most physically worn.
4. To consider for withdrawal items not circulated for several years.

**E. Disposition of Withdrawn Items:**

The library director with assistance of the staff will make final decisions regarding disposition of items withdrawn from the collection. All items will be stamped "discard" over ownership marks. Such withdrawals may be sold at book sales held by the library, donated to other libraries or non-profit organizations, or disposed of by other appropriate means.

**F. Objection to Materials:**

The Wiggin Memorial Library Board of Trustees recognizes the right of any Stratham resident to request that a specific item be reconsidered for inclusion in the collection of materials.

To express such a concern, the first step in the reconsideration procedure is the completion of the Request for Reconsideration of Library Resources form. To request this form, a resident may ask library staff for a "Selections Policy Packet" which includes both this Collection Development Policy and a Request for Reconsideration of Library Resources form.

Upon reading the full Collection Development Policy and completing the Reconsideration of Library Resources form, the individual may submit the form to the attention of the library director.

Upon receipt of the form, the form becomes a public document and is reviewed by the library's Reconsideration Committee. The Reconsideration Committee will consist of the library director, the assistant director and the selector for that particular area of the collection. In the case that the director or assistant director is the selector for that area of the collection, an additional member

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of the library staff will join the committee.

The Committee will review the resident input and respond in writing with the Committee's determination and the reasons why within twenty business days.

If the resident who submitted the request for reconsideration is dissatisfied with the Committee's determination, they may appeal within three months of the determination to the Library Board of Trustees. They will then be heard at a regularly scheduled Board meeting.

The Library Board of Trustees will reconsider the Committee's determination based on whether the particular item conforms to the Criteria for Selection outlined in the Board-approved Collection Development Policy. Upon reaching their determination, and providing it in writing to the concerned resident, the Board's decision is final and binding.

Materials in the Wiggin Memorial Library collection for which decisions have been rendered through the reconsideration process by the Committee or Board of Trustees will not be reconsidered again for a period of three (3) years following a judgment.

No library material shall be removed from the Library while under a formal reconsideration of such materials by the library's Reconsideration Committee. No library program will be cancelled while under a formal reconsideration by the library's Reconsideration Committee.

**G. Access:**

1. All materials except for loose documents<sup>1</sup> and library staff reference tools will be shelved in their proper order on open shelves or on displays freely and easily accessible to all library users. Individual or group prejudice about a particular item in the collection may not preclude its use by others.
2. Although juvenile materials are kept together to facilitate use, children are not limited to using the juvenile collection. The Library Board of Trustees reiterates that responsibility for a child's reading must rest with the parent or guardian, not the library.

**H. Related Documents:**

1. Library Bill of Rights
2. Freedom to Read Statement
3. Request for Reconsideration of Library Materials form
4. Wiggin Memorial Library Collection Development Process outline
5. Wiggin Memorial Library Collection Evaluation Summary form
6. Wiggin Memorial Library Collection Development Plan form

**Signatures of the Board of Trustees indicates adoption of this policy.**

Gale Lyon, Trustee



Date:

1/14/25

Sara Rosenthal, Trustee



Date:

1/16/25



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Ana Makabali, Trustee	<u>Ana Makabali</u>	Date: <u>Jan 15, 2025</u>
Connie Gilman, Trustee	<u>Connie Gilman</u>	Date: <u>Jan 14, 2025</u>
Heather Harvey, Trustee	<u>Heather Harvey</u>	Date: <u>1/15/2025</u>

<sup>1</sup> ie: ephemera kept for patron information and reference