



Holderness Free Library

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Collection Development Policy

The purpose of this policy is to provide a framework for the selection, acquisition, maintenance, and evaluation of materials in the Holderness Free Library's collection. This policy ensures that the library fulfills its mission to serve the Holderness community by offering a diverse, high-quality collection that supports the educational, informational, cultural, and recreational needs of its patrons.

This policy establishes clear guidelines for material selection, outlines the responsibilities of the Library Director and Board of Trustees, and affirms the library's commitment to intellectual freedom, equitable access, and community engagement. By adhering to these principles, the Holderness Free Library strives to create a dynamic, inclusive, and sustainable collection that reflects the interests and needs of the community while upholding professional library standards.

The Holderness Free Library supports the American Library Association's Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement and the Access for Children and Young People to Videotapes and other Nonprint materials.

The Holderness Free Library aims to provide materials that will meet the educational, information, cultural, and recreational needs and interests of the entire community. To this end, the library endeavors to purchase those materials which are permanent and current value, and which represent the best available to meet the community's interests and needs.

Ultimate responsibility for selection policy lies with the Board of Trustees. The Board of Trustees delegates to the Library Director the authority and the responsibility for the selection of library materials and for the development of the collection.

As the library's primary mission is to serve the Holderness community and active card holders in good standing, preference will be given to recommendations from residents of Holderness when determining which materials to acquire. Suggestions from non-residents and non-card holders may also be considered at the Library Director's discretion, provided they align with the library's selection guidelines and community needs. All requests must meet the criteria of this policy, regardless.

Materials are judged by standards appropriate to their purposes and nature. Not all guides and criteria apply to every item, and their importance may vary. These guidelines include accuracy of information, reputation and significance of the author, extent of coverage, literary quality, originality and imagination, timelessness, quality of production, and reputation and standards of the publisher and professional reviewers. Additionally, bulk orders and or the manipulation of pre- or post-sales will be taken into strong consideration before the purchasing of materials.

Whenever feasible, the Holderness Free Library prioritizes acquiring materials and resources from local vendors. This approach not only supports the local economy but also fosters community engagement and ensures that our collection reflects the unique culture and interests of Holderness residents.

The Holderness Free Library cooperates with the surrounding schools and other New Hampshire libraries but cannot perform the function of meeting all curricular needs. The library will strive to meet these needs within reason.

Weeding, or the systematic removal of outdated, damaged, or no longer useful materials, is an essential practice for maintaining a relevant and high-quality collection. This process ensures that our library remains a dynamic resource, reflective of the community's evolving needs and interests. We adhere to professional standards and methodologies, such as the CREW and MUSTIE methods, to guide our decisions. It is important to note that no single item in our collection receives special treatment during this process. Each material is evaluated based on its condition, usage, and continued relevance, ensuring a fair and objective approach to collection development.

Damaged materials will be replaced if they are still popular or have special merit. If a patron loses or damages materials beyond repair, the patron is responsible for the replacement of the material. The account holder under which the material is held is responsible for the materials regardless. The cost and or process for replacement of materials will be at the Library Director's discretion.

In the event that a patron objects to a particular item of items in the collection they will be asked to fill out a Request for Reconsideration form in its entirety. The request shall be reviewed by the Library Director and the material will be evaluated based on the compliant. The Library Director will draft a written decision, notify the Chair of the Board of Library Trustees of the objection, and upon approval of the Board, send the written decision to the patron. Should the patron wish to appeal the decision, they would notify the Board and request an appointment at the next regularly scheduled Trustee meeting. In the event of an appeal, the decision of the Library Board of Trustees is final.

Donations of materials may be accepted by the Library Director at their discretion. The Library Director reserves the right to dispose of gifted materials as they deem advisable. This fact shall be known to the donor before the acceptance of the gift. This will include any items for circulation and or the Free Pantry.

Donations of food stuffs and or materials intended for the Holderness Free Pantry are not covered under this Collection Development Policy. Such donations are governed by the Free

Pantry Policy, which outlines the criteria, acceptance, and management of pantry items. Patrons wishing to contribute to the Free Pantry are encouraged to consult the Free Pantry Policy for specific guidelines and requirements.

Approved by the Holderness Board of Trustees on 1/11/2022

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