



Bentley Memorial Library

2023

206 Bolton Center Road
Bolton, Connecticut 06043
(860) 646-7349
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bentley@biblio.org

ARTICLE XVIII. DEVELOPMENT OF THE COLLECTION

A. *Purposes*

To provide a balanced collection of library material which will satisfy the cultural, educational and recreational needs of the community in a manner which will enrich the community.

B. *Responsibility for Selection*

Materials selection is considered a judgmental and interpretative process involving a general knowledge of the subject and literature, reviews in professional or popular journals, a familiarity with the materials in the collection, an awareness of the subject bibliographies and recognition of the needs of the community.

The library board follows policies for materials selection. The final selection and purchase of materials is the responsibility of the director.

C. *Criteria for Selection*

Materials shall be selected carefully and judiciously, considering such factors as:

- Existing or anticipated patron demand.
- Reputation and skill of the author
- Reliability of the publisher
- Literary excellence
- Existing holdings in the subject area
- Reviews in established review media
- Availability of materials from other sources
- Cost effectiveness and budgeting restraints
- Appropriateness of binding for intended use

The library subscribes to the following American Library Association documents:

- The Library Bill of Rights and its interpretations
- The Freedom to Read Statement.

D. *Civic Relationships*

The library is a proactive participant with the Board of Education, town government and other town departments in promoting the involvement of patrons in community service and activity. Opportunities to create joint projects and cooperative enterprises between school and library initiatives are strongly encouraged.

The library does not attempt to acquire textbooks but will strive to acquire materials which compliment to school curricula and also serve the general public and adult learning community.

Teachers are encouraged to contact the library for material for their students.

E. *Availability of Materials*

The library will maintain an open shelf policy. No one will be allowed to use his personal prejudices, tastes or moral standards to interfere with free and convenient access to materials. Any patron who objects to an item included in the collection will be given a materials complaint form, which will be reviewed by the Board of trustees. No materials will be removed from open shelves or kept in a restricted area because of their controversial nature, or because their subject matter, viewpoint or treatment may be distasteful to certain individuals or groups.

Use of library materials by children is the responsibility of their parents or guardians. The library cannot be held accountable for what a child reads or views, but does encourage parent/guardian guidance for their children's materials selection.

The only exceptions to the open policy are:

Back issues of magazines and extra copies of books or movies, which are kept in upstairs due to lack of space in the open shelf area, are available to all patrons.

Requesting for these stack materials is done at the circulation desk.

In the case of certain materials which are frequently stolen from open shelves, the director has the option to keep such materials in a restricted area. If such a measure is deemed necessary, there will be obvious, clearly labeled location guides for each item placed where the materials would normally be found on the open shelf.

Material may be placed in special collections because of their fragile, irreplaceable or historic nature. These materials however are catalogued and available for in-house use.

Children under 17 are restricted from borrowing R rated DVD's without parental permission.

F. *Weeding and Withdrawing Materials*

Weeding is important to the maintenance of a good collection and should be an ongoing process done with the same thought and judgment as with new selections.

The library follows the standard guidelines as recommended by the American Library Association, which is the CREW method. Summarized guidelines are found in the Appendix.

Materials cannot be withdrawn because they contain controversial or unpopular opinions or because a patron wants to keep the item.

Items in poor condition but still in demand or of a permanent value or interest shall be replaced if available and as far as the budget allows.

While staff members or volunteers may be involved in weeding, the final decision for withdrawal rests with the director.

G. *Acceptance of Gifts*

As a rule, the library accepts gifts without commitment as to final disposition and according to the following rules:

All materials will be subject to the same selection criteria as new materials and to the same weeding criteria as current materials.

If the title is already in the collection it will be added only if it is in good condition, and a duplicate or replacement is needed, and if the title has not been superseded.

Gifts not needed in the collection may be sold by the Friends to raise money for the library or donated to an organization in need.

Collections of books will not be accepted with restrictions which necessitate special housing or which prevent integration of the gift into the general library collection. All donations that potentially effect services must be submitted in writing for Board of Trustees review. A copy of the donation policy and a form for the proposal will be given to the donor. (Form at end of policy book)

Taxable deduction statements are the responsibility of the donor. Only books accepted by the library may be included. A receipt may be given upon request that shall include the type and quantity of material but not their value.

Materials containing any traces of mold are not acceptable, as mold is a contagious disease of paper and is very costly to eradicate. These materials will be properly discarded. All donations must be in excellent condition.

Donations will be reviewed by appointment only. Patrons will be required to dispose of any items, which the library cannot use.

A list of organizations, which accept used book donations, will be made available to patrons.

Request for Reconsideration of Material

The Bentley Memorial Library Board of Trustees have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

Bentley Memorial Library
206 Bolton Center Road
Bolton, CT. 06043

Date _____
Name _____
Address _____
City _____ State/Zip _____
Phone _____ Email _____

Do you represent self? Or an organization? Name of Organization _____

1. Resource on which you are commenting:
 Book (e-book) Movie Magazine Audio Recording
 Digital Resource Game Newspaper Other

2.

Title _____
Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the committee consider?

The Bentley Memorial Library

Diversity, Equity and Inclusion Statement

The Bentley Memorial Library engages in practices that recognize and respect all patrons and their points of view and honors the library employees' diversity and the diversity in the community we serve by:

- Welcoming and including all
- Fostering an atmosphere of dignity, inclusion and respect
- Encouraging the exploration of new ideas and perspectives in a safe and positive environment
- Working with diverse communities to determine appropriate ways to design and deliver equitable services.
- Providing diverse, balanced and age appropriate collections
- Providing an accessible facility

The Bentley Memorial Library is dedicated to creating a welcoming and respectful organizational culture that appreciates and supports individual differences.

2022

Bentley Memorial Library display policy and reconsideration policy for displays:

The purpose of the Bentley Memorial Library display policy is to provide a basis for the display of library materials by library staff, to inform the public about the principles and criteria upon which these decisions are made, and to promote the purposes of the library's mission which is to meet the informational, educational, recreational, and cultural reading, listening, and viewing needs and expectations of the community by using a wide array of library formats and materials and a trained and dedicated staff.

The Bentley Memorial Library strives to include a wide array of displays and exhibits to feature the collection and to appeal to the interests of patrons of all ages and information needs. Providing a display or exhibit does not constitute an endorsement by the Bentley Memorial Library of the views expressed.

The Bentley Memorial Library plays a vital role at the heart of the community by promoting full and equal access to information, encouraging the love of reading, enabling life-long learning, and empowering creativity. It will provide a collection, informational technology, programming and displays that inform and enrich patrons of all ages, backgrounds and interests.

Library staff base displays and exhibits on community needs and interests, availability of display space and the collection, historical, cultural or educational significance, and connection to other community or national programs, exhibitions or events. The library may partner with other community agencies, town departments, organizations or schools to develop and present co-sponsored displays and exhibits.

In the event a patron has a concern regarding a library display, the patron should be given the Reconsideration Policy for Displays form. It can be completed and returned to the library director for review. The library director will then take it to the library board if further action is needed. A prompt and respectful reply in writing will be given to the patron within 10 days.

Request for Reconsideration of a Library Display

The Bentley Memorial Library Board of Trustees have established a library display policy and a procedure for gathering input about particular display of concern. Completion of this form is the first step in that process. If you wish to request a reconsideration of a display, please return the completed form to the library director.

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Date _____
Name _____
Address _____
City _____ State/Zip _____
Phone _____ Email _____

Do you represent self? an organization? Name of Organization _____

1. Display or exhibit on which you are commenting:
 Book Movie Magazine Audio Recording art
 Game Newspaper Bulletin Board Other

Title _____
Topic _____

2. What brought this display/exhibit to your attention?

3. What concerns you about it?

4. What action are you requesting the Director/Board to consider?

Bentley Memorial Library
Bolton, Connecticut

CONFERENCE (MEETING) ROOM POLICY

Any local group with the following conditions may use the conference room.

1. Groups are limited to a maximum of six (6) people due to the size of the room.
2. Groups must meet during the regular open hours of the library.
3. Meetings held in the conference room are limited to those sponsored by non-commercial, not-profit, tax-exempt organizations and groups. No religious services can be held in the room.
4. Individuals and groups may not use the conference room to operate a business.
5. Conference Room reservations can be made by contacting the library by phone or email.
6. A reservation form must be completed before the use of the room. Information required includes the name of the organization, number of participants, date, time, and the name and phone number of the person in charge of the meeting. Groups may reserve the conference room for one week at a time. Renewals must be made either in person or over the phone.
7. The library has first priority in use of the conference room. The library reserves the right to revoke permission to use the room if it is needed for library purposes.
8. Groups not able to comply with the above conditions will be referred to the office of the superintendent of schools and/or town hall in order to make arrangements for other meeting venues.
9. Cancellations are to be made with as much of a 24-hour notice as possible.

This is a revised policy. Original adopted by the Bentley Memorial Library Board, August 2018