



Carpenter-Carse Library  
69 Ballards Corner Rd  
Hinesburg, VT 05461  
802-482-2878  
[www.carpentercarse.org](http://www.carpentercarse.org)

---

## Carpenter-Carse Library Collection Development Policy

---

### Library Mission

*The library offers people of all ages the equal opportunity to read and learn in a bright, welcoming environment that serves as a community gathering place. The library collects materials of both current interest and lasting value in response to the needs and preferences of its patrons. The library provides encouragement and diverse resources to parents and caregivers to help instill a love of reading in all young children. The library supplies the reliable sources of information necessary for lifelong learning and is committed to the informed and free exchange of ideas through discussions and speaker programs.*

### Objectives

This policy is meant to provide transparency to both staff and patrons about how the collection at Carpenter-Carse Library is curated and maintained. The objective for the collection itself is to have a diversity of works available for patrons – ones where they can find themselves and their experiences reflected, but also instances where they are challenged to expand their thinking and consider other perspectives. Providing accurate information and timely materials is an important part of meeting the needs of our community.

### Responsibility for Selection

The library director and staff are responsible for selecting materials to be added to the collection. Patrons and community members are welcome to suggest any items they would like the library to consider buying; any suggestions are not guaranteed to be purchased and will be subject to the selection criteria listed below. Gifts and donations will also be evaluated using the same criteria.

### Selection Criteria:

Materials selection is made by members of the Carpenter-Carse Library staff who oversee different areas of the collection (i.e. youth, young adult, adult), including the library director. Staff members who oversee making purchases on behalf of the library make use of their professional knowledge of best practices and are aided by sources like reviews in professional publications and by those with area expertise. The following criteria are considered when selecting materials to add to the library's collection:

- Scope and depth of our present collection/availability of materials at other libraries in the area
- Format, price, and space available to house
- Reputation or authority of author/publisher
- Timeliness of materials
- Quality and accuracy of materials
- Anticipated and expressed patron demand

### Parent & Guardian Responsibilities

The Library cannot, and does not, act in loco parentis. The selection of materials is not impacted by the possibility that children may obtain materials their parents or guardians consider inappropriate. Parents or guardians may wish to monitor their own child(ren)'s library use – but library staff will not restrict or otherwise interfere with children's access to areas of the library and what they wish to check out (an exception being Library of Things items that require a legal waiver that must be signed by someone at least 18).

### **Special Collections: Library of Things**

Carpenter-Carse Library maintains a “Library of Things” and lends materials that may engage community members beyond what’s typically considered “traditional” library offerings. Our Library of Things has items aimed at both adult and youth patrons, and it includes (but is not limited to) a telescope, sewing machine, bicycles, passes for local attractions, STEM learning kits, a chess set, and more. In selecting these items, library staff consider similar selection criteria as they would for “traditional” library items (books, movies, etc.). Borrowing some items may require completion of a liability waiver, and thus may be limited to patrons of a certain age who can legally sign it.

### **Collection Maintenance and Weeding**

On an ongoing basis, the library’s collection is evaluated to ensure materials are accurate, useful, current, and in good shape, as well as continue to meet the library’s objective in providing a diverse collection. Materials deemed no longer relevant to the library’s objectives are removed, a process known as “weeding.” Continuous evaluation and weeding is integral to cultivate a dynamic collection within the space constraints of the library, and ensures that materials are accurate and in good physical condition. Discarded books may be placed on the free shelf for patrons at the library, or incorporated into the ongoing Friends of the Library book sale. They may also be recycled.

### **Gifts and Donations**

Newly published materials (within the past calendar year) may be brought to the library for donation consideration. Special exceptions may be made at the library director’s discretion for older materials – these need to be approved before bringing items to the library. The library reserves the right to refuse donated materials (even newer ones) and once items are donated to the library, it becomes entirely the discretion of library staff to determine what to do with the material. This includes possibly adding it to the circulating collection, making it available as part of the Friends of the Library book sale, or discarding the item.

### **Policy Revision**

This policy will be periodically reviewed by the staff and the board to make sure it remains up to date in meeting the needs of the library and the community. The most recently revised date will be included at the bottom corner of each page of the policy, and noted on our website.

### **Reconsideration**

Visitors to the library may have questions or concerns about items or materials found at the library. They are encouraged to review the library’s selection policy for more context, and can always speak with a staff member regarding a specific item or concern. However, if a community member is not satisfied with the outcome of such conversation and is expressing an objection with the intention that the library takes some sort of follow-up action, then a formal request for consideration must be filed.

The requester will receive a copy of the form along this collection development policy; the library director and the board should be informed when a request for reconsideration form has been given to someone. The requester – who must live within the area directly served by CCL – must fill out the physical form in its entirety and submit it to the library to initiate the formal reconsideration process.

The form will be reviewed by the library director who will issue their decision, in writing, regarding the request. If the requester does not accept this judgment, they may appeal within 14 days of being notified about the initial decision. The appeal will go to the library board of trustees, and their decision on the matter will be final.

While the reconsideration process is underway, the material in question will remain in the circulating collection.

**Carpenter-Carse Library Request for Reconsideration of Library Material / Program**

---

**Requester's Personal Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Is this request on behalf of yourself or an organization (if the latter, please note which one):  
\_\_\_\_\_

**Material/Program To Reconsider:**

Format: \_\_\_\_\_

Title: \_\_\_\_\_

Author/Presenter: \_\_\_\_\_

Publication Date: \_\_\_\_\_

Have you read or viewed the material in its entirety? \_\_\_\_\_

What is your objection to the material/program? Please provide specific comments and documentation of your objections (page numbers, direct quotes, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there elements of the material that you find have merit? \_\_\_\_\_  
\_\_\_\_\_

What action do you request regarding the material/program? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a suggestion for something to replace this material/program of comparable quality and perspective?  
\_\_\_\_\_  
\_\_\_\_\_

Patron Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature by Receiving Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Please make a copy of this document for the patron to keep for their records.*

**Next steps:** This form will be submitted to the library director, who will respond to the requestor with their decision in writing.

## Carpenter-Carse Library Materials Purchase Suggestion Form

---

Library staff adhere to the *Carpenter-Carse Library Collection Development Policy* and suggestions will be subject to the policy's selection criteria (therefore purchase of requested materials is not guaranteed). If we are not able to purchase a title that you requested, we will let you know – especially if it may be available via interlibrary loan.

*Please provide as much information as possible about the item.*

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Format (book, audiobook, DVD, etc.) \_\_\_\_\_

Publisher: \_\_\_\_\_

ISBN: \_\_\_\_\_ Year of Publication: \_\_\_\_\_

Would you be willing to travel to another local library that may own the item to pick up the material? If so, which one(s): \_\_\_\_\_

Would you be interested in receiving this item here via interlibrary loan?      YES      NO

Would you be interested in receiving this item via a digital service (OverDrive/Libby, Hoopla)?

*Please provide your contact information below so we can let you know if we decide to purchase the material or are able to procure it for you another way.*

### **Requester's Personal Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Staff member/department this form will be submitted to: