

Baxter Memorial Library Collection Development Policy

Purpose

The Collection Development Policy describes how decisions are made for the acquisition and withdrawal of library items at the Baxter Memorial Library. Our overall guide is the library's mission statement which states:

"The Baxter Memorial Library serves our community as a welcoming and accessible gathering place for information, lifelong learning, and enjoyment. The library strives to foster the exchange of ideas, values, traditions, and conversations."

Our collection may include items that are not for everyone because there are varied voices that need to be heard and represented.

General principles

The Baxter Memorial Library supports the American Library Association Library Bill of Rights, and the Freedom to Read and Freedom to View Statements. The library provides unrestricted access to items in a variety of formats and expects users to make their own choices as to what they use. Responsibility for a child's use of library items lies with their parent or guardian.

In addition to these guiding principles, purchasing decisions take into account budgetary limitations and the library's participation in the Minerva consortium. As members of the consortium, we are required to maintain a strong and updated collection. The availability of items within the consortium may be taken into account when making purchasing decisions.

Scope of collection

The Baxter Memorial Library provides items in a variety of print and non-print formats. Decisions about which format is acquired depend on published availability, the suitability of any particular medium for its content, and our materials budget. We strive to maintain an up-to-date online catalog of our items.

Criteria for selection

Purchasing decisions are the responsibility of the Library Director and their designee(s), each of whom uses standard library selection tools and additional resources to identify items of value to the library's collections. Suggestions from staff and the public are welcomed and considered.

Gifts of potential library items, in any format, will be reviewed and added to the collection at the discretion of the Library Director or their designee(s). We do not accept items donated conditionally; e.g. items donated with the understanding that they either be added to the collection or returned to the donor. If, for any reason, a donated item is not added to the

collection it may be included in the library's book sales, donated to another entity, or discarded completely, at the discretion of the Library Director or their designee(s).

Employees and members of the Board of Trustees shall not give appraisals of the monetary value of donated items. Donors desiring to claim tax deductions for the value of donated items shall retain an independent appraiser.

Minerva and Interlibrary loan

The Baxter Memorial Library is a member of the statewide MINERVA consortium which has over 60 member libraries. This membership allows our patrons access to the collections of member libraries through inter-Minerva lending. The Baxter Memorial Library also provides access to items not available through Minerva by utilizing standard interlibrary loan practices.

Weeding, storage and withdrawal

Decisions about keeping materials as part of the active collection depend on the amount of space available, the condition of the item, its relevance to our collection, whether the information it contains is still current or of value, whether there is a better format available, how many copies of the item are available within the consortium, and how often it is used.

Items withdrawn from the collection may be included in the library's book sales, donated to another entity, or discarded completely at the discretion of the Library Director or their designee(s).

Reconsideration of a library item

We recognize that some Baxter Memorial Library cardholders may object to items in our collection. If a valid cardholder has concerns about a particular library item or items, that person should address them to the Library Director. Valid cardholders wishing to have an item's inclusion in the library's collection reconsidered may be asked by the Library Director to complete a Request for Reconsideration of a Library Item form. This form will be reviewed in a timely manner by a committee including the Library Director; one member of both the Friends and Trustee Boards; either the Adult or Youth Services Librarian, depending on the location of the item; and a Town of Gorham employee or official not employed by the library. The Library Director will respond to all requests for reconsideration after a decision has been made by this committee.

Recommended by the Baxter Memorial Library Board of Trustees 05/07/2015

Approved by the Gorham Town Council 07/07/2015

Revisions recommended by the Baxter Memorial Library Board of Trustees 11/07/2024

Revisions adopted by the Town Manager 04/10/2025