

Collection Development and Maintenance Policy

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Purpose/Scope of Collection

This *Collection Development and Maintenance Policy* provides guidance for the selection and evaluation of materials to meet the needs of the Ashford residents. This policy also addresses collection maintenance, replacement, and removal of materials.

The Babcock Library acknowledges the importance and responsibility of serving the Ashford community's needs by providing free access to varied, divergent information, ideas, and experiences in many formats, thereby fostering lifelong learning, information literacy, and community engagement. This policy applies to both digital and print materials in the Babcock Library's collection.

All Babcock Library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the CT General Statutes.

Responsibility of Selecting Library Materials

Library and other educational material means any material belonging to, on loan to, or otherwise in the custody of a public library, including, but not limited to, non-fiction and fiction books, magazines, reference books, supplementary titles, multimedia and digital material, and software.

Library materials selected for the Babcock Library's collection are curated by a professional librarian. Librarians are professionally trained to curate and develop a collection that provides access to the widest array of library and educational materials.

Intellectual Freedom and Censorship

The Babcock Library adheres to the principles of intellectual freedom adopted by the American Library Association as expressed in its Library Bill of Rights, Freedom to Read, and Freedom to View statements.

No library material, display, or program shall be removed because of origin, background or viewpoints expressed in such material, display or program or because of the origin, background or viewpoints of the creator of such material, display or program.

"Remove" means deliberately taking library material out of a library's collection. "Remove" does not include the process of clearing such collection of any materials that are no longer useful.

Selection Criteria

The Babcock Library makes every effort to provide library and other educational materials for the interest, information, and enlightenment of all Ashford residents. Babcock Library materials represent a wide range of varied and diverging viewpoints in the collection as a whole.

Babcock Library recognizes the importance of the public library as a place for voluntary inquiry, the dissemination of information and ideas, and promotion of free expression and free access to ideas by residents of Ashford, Connecticut.

Recommendations for acquisitions to the library collection from individuals with a vested interest in Babcock Library are encouraged and supported to the extent possible. Materials are selected based on several factors, including but not limited to:

- accuracy and credibility of authors and publishers
- availability and affordability
- availability from other libraries
- availability of more recent age-appropriate or grade-level-appropriate material
- continued demand for the material
- material's relevance
- physical condition of the material
- timeliness of topic

Individual with a vested interest means any individual residing in the town in which the public library is located or the town in which the contract library is located.

Gifts/Donations

The Babcock Library encourages gifts and donations of materials to the library that may be of interest to the residents of Ashford. Donated materials are selected based on several factors, including but not limited to:

- accuracy and credibility of authors and publishers
- availability from other libraries
- availability of more recent age-appropriate or grade-level-appropriate material
- continued demand for the material
- material's relevance
- physical condition of the material
- timeliness of topic

Donations of materials to the Babcock Library that are duplications of existing library materials or are otherwise not accepted for other reasons may be offered to other non-profit organizations.

Digital Collections/Databases

Wherever possible, the Babcock Library makes electronic information available in the Babcock Library and remotely. In choosing to purchase or license electronic databases, the Babcock Library applies the same standards for selection as for print materials. However, the Babcock Library recognizes that it does not have the same control over electronic databases as it has over its in-house print materials.

Born digital items are those materials created in a digital format. They are distinct from analog items that are subsequently digitized, such as paper manuscripts or photographs.

In order to accept born digital items, the Babcock Library addresses:

- Copyright and licensing
- Redaction of personally identifiable information
- Any restrictions on use or circulation
- Maintenance and evolution of accepted formats

Controversial Materials

No library material, display or program shall be removed, or programs be canceled, because of origin, background or viewpoints expressed in such material, display or program or because of the origin, background or viewpoints of the creator of such material, display or program.

Specific acquisitions may include items that may be unorthodox, unpopular, or controversial in nature. The Library's acquisition of such items does not constitute endorsement of their content but rather allows for their free expression.

Library Material Review and Reconsideration Policy

The Babcock Library librarian reviews library and educational material within the public library using professionally accepted standards: material relevance, physical condition, availability of duplicates, availability of age-appropriate or grade-level material, and continued demand of material.

The library limits consideration of requests to reconsider displays or programs to individual residents of Ashford, Connecticut.

The Babcock Library's *Library Material Review And Reconsideration Policy* and *Request for Reconsideration of Babcock Library Materials* form are available from both the [Babcock Library Website Library Policies section](#) and directly from the Babcock Library Director.

Collection Development and Maintenance Policy Review

This Babcock Library's *Collection Development and Maintenance Policy* will be reviewed for updates no less frequently than every three years from the date on which the Babcock Library's *Collection Development and Maintenance Policy* is approved by the CT State Library and Babcock Library Board of Trustees.

CT Public Act No. 25-168, Section 323

No principal public library shall be eligible to receive a state grant in accordance with the provisions of subsections (b), (c) and (d) of this section if such principal public library does not maintain and adhere to a collection development, collection management and collection reconsideration policies and maintenance policy, a library display and program policy and a library material review and reconsideration policy that have been approved and adopted by the board of trustees or other governing body of such library pursuant to section 321 of this act. Such collection reconsideration, material review, and reconsideration policy shall offer residents a clear process to request a reconsideration of 487 of 745 Public Act No. 25-168 House Bill No. 7287 library materials. In the instance of a book challenge, these policies shall govern.

Definitions

[Library and other educational material](#) means any material belonging to, on loan to or otherwise in the custody of a public library, including, but not limited to, nonfiction and fiction books, magazines, reference books, supplementary titles, multimedia and digital material and software.

Public library staff member means a staff member of a public library, a public librarian, any staff member whose assignment is in the public library or any individual carrying out or assisting with the functions of a public library.

Individual with a vested interest means any individual residing in the town in which the public library is located or the town in which the contract library is located at the time a reconsideration form is filed.

Remove means deliberately taking library material out of a library's collection. "Remove" does not include the process of clearing (weeding) such a collection of any materials that are no longer useful.

ALA Library Bill of Rights, Freedom to Read, and Freedom to View Statements

Library Bill of Rights

"Library Bill of Rights", American Library Association, June 30, 2006
<https://www.ala.org/advocacy/intfreedom/librarybill> (Accessed August 29, 2025)
Document ID: d03f6aae-7e51-46b3-afed-50fa0809f8ca

Freedom to Read Statement

"The Freedom to Read Statement", American Library Association, July 26, 2006
<https://www.ala.org/advocacy/intfreedom/freedomreadstatement> (Accessed August 29, 2025)
Document ID: 24cc13f0-22e4-4c16-ba92-d68ee65b9e28

Freedom to View Statement

"Freedom to View Statement", American Library Association, May 29, 2007
<https://www.ala.org/advocacy/intfreedom/freedomviewstatement> (Accessed August 29, 2025)
Document ID: e526e16d-57d9-457e-a29e-9ef6a806fb9a