

Collection Development Policy

Statement of Policy:

Hartford Public Library acts to fulfill its mission through collection development and management of resources that address the interests and needs of Hartford's diverse and dynamic community. This involves the selection, acquisition and organization of library materials, including electronic resources; the evaluation of donations, weeding of materials, preservation and conservation of significant materials, and the protection of intellectual freedom.

In accordance with its mission, the Library assumes the responsibility for providing materials for its community. The purpose of this policy is to assist the Hartford Public Library staff in building and maintaining collections that are responsive to the community's educational, informational and recreational needs, while supporting the mission, roles and goals of the Library and its Branches.

Access:

The Library supports intellectual freedom and has adopted the following statements as policy: The American Library Association's Library Bill of Rights, The American Library Association's Freedom to Read Statement, and The Freedom to View Statement of the American Film and Video Association.

Formats Collected:

The collection evolves as new formats and products become available. This collection may include research and learning databases, eBooks and other downloadable and streaming media.

Print and Media

Books, DVDs, music scores, Books on CD, Magazines, Newspapers, Connecticut/City of Hartford historical and government documents.

Electronic Media

EBooks, E-Audiobooks, Databases, Popup Library (content access platform)

Library of Things

To guide learning and encourage individual exploration, the Library of Things collection offers items for checkout including sewing machines, baking supplies, recreational kits such as fishing poles and badminton sets. This collection will change and evolve based on community interest and needs.

Museum Passes

The Hartford region is home to some of the most renowned cultural institutions in New England. As part of its mission to provide free resources that inspire reading, guide learning and encourage individual exploration, the library offers free and discounted museum passes.

Early Literacy Resources

Sprout Backpacks, Doll & book packs, Launchpads, and Stem Kits

Material Selection:

Librarians and library staff with particular expertise in a subject area apply their judgment and experience in selecting materials, identifying quantities for purchase and selecting locations for materials. Published reviews from standard review sources, publisher/vendor catalogs and advertisements, professional and trade bibliographies, and customer requests and recommendations are reviewed and incorporated into the library's acquisitions profile.

Selection is an inclusive process, in which librarians and library staff seek materials providing a broad range of viewpoints and subject matter.

Criteria used in managing collections:

The library makes its collections available to all. However, not all library materials can be made immediately accessible at all locations within the Hartford Public Library system. Selectors decide how many copies to buy and where to locate them by considering anticipated demand, the interests of local library customers, physical space limitations and available budgets. Other criteria used to manage collections include:

- Alignment with library's mission
- Materials that provide and reflect diverse viewpoints and ideas and contain content by and about a wide array of people and cultures.
- Anticipated and demonstrated popular demand
- Community interests
- Physical space limitations, acquisitions procedures
- Customer Requests
- Current and historical significance
- Reviews from trusted sources and diverse publishers and formats
- Relation to other material in the collection
- Availability through Interlibrary loan, online, or in other area libraries
- Accessibility online
- Currency and accuracy of the material
- Anticipated long-term use
- Professional judgment

Special Collections:

World Language Collections

The library is committed to developing and maintaining World Language Collections (print and digital) which meet the needs of a diverse and changing Hartford population. World language needs are assessed through such tools as community awareness, customer requests, and circulation statistics. The information gathered is used to determine the size and scope of the collection at each Community Library. Availability and quality of materials may impact the development of the collections. We maintain a distinct collection of Spanish language materials geared to the interests of Hartford's predominate Hispanic community.

Hartford History Center

Hartford History Center (HHC) collects, preserves, and makes available the history of Hartford Public Library and of the City of Hartford. To further this mission, the HHC acquires material in a variety of formats. As the official repository for the Hartford City and Town Clerk archives, nearly 400 years of governmental records are chief among the holdings. Also maintained are published books about Hartford or by Hartford authors, a substantial collection of Hartford imprints, Hartford pamphlets, bound sets of pamphlets compiled by Noah Webster, photograph collections and materials that speak to Hartford's rich and diverse cultural heritage. Vertical files contain ready-reference style material, helping to fill gaps in the collections. Many factors are considered when selecting new acquisitions, including size, condition, relevance to the collection, and the demographics represented.

The American Place

The American Place specializes in multimedia collections focusing on adult basic education (ABE), adult secondary education (ASE), workforce development, English as a second language (ESOL), and U.S. Citizenship. The materials of this collection include:

- Low level and graded level informational and recreational reading material
- Graphic novels
- Textbooks/workbooks for adults enrolled in adult basic education programs.
- Manuals and materials for instructors and tutors
- Online learning courses

Withdrawal of Materials

- Materials are withdrawn when they no longer meet the criteria above, or due to factors that include, but are not limited to, lack of interest, poor condition, redundancy, duplication, or inaccurate or outdated information.
- Once a title has been accepted as qualifying under the selection policies and rules of the Library, it will not be removed at the request of those who disagree with it unless it can be shown to be in violation of this Collection Development Policy. The Hartford Public Library strives to maintain a collection that reflects differing points of view on controversial or debatable subjects.
- If a customer wishes the library to consider removal or reclassification of a work, he/she should first address the concern with a Library staff member. Customers who wish to continue their request for reconsideration, may submit a Request for Reconsideration of Library Materials form. (Please see Appendix A).
- Withdrawn materials may be made available to "Community Collections" in locations throughout the city, given freely to the community for use or disposed of by other means determined by the library.

Customer Requests

Library customers may recommend items for purchase by using the Hartford Library Catalog's "Send a Request" link or make an Interlibrary loan request. The Library welcomes suggestions and gives them serious consideration.

Gift Materials/Donations

All materials presented to the library as gifts are subject to the same staff review as purchased material. Materials received as gifts may be included in the collection, offered in book sales or discarded. In general, the library will not accept donations that require special handling or cannot be incorporated into the library collection.

Controversial Materials

Individual items, which in and of themselves may be controversial or offensive to some customers or staff, may be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole and the effectiveness of the Library's ability to serve its community.

Special Needs

Resources in special formats devised to meet the needs of the vision-impaired, the hearing-impaired, and others whose disabilities impede their ability to make optimum use of other library resources.

APPROVED BY THE LIBRARY BOARD OF DIRECTORS: April 2, 2020

EFFECTIVE DATE: April 2, 2020

Updated: July 20, 2022