

Willington Public Library Collection Development and Maintenance Policy

Purpose/Scope of Collection

Willington Public Library (also known as 'The Library' in this policy) is a free public library and 501c(3) non-profit whose aim is to provide a useful collection of materials representing different points of view for the information, enrichment, and entertainment of its users.

This policy provides direction for the growth and development of collections. This policy applies to both the digital and print materials in the Library's collection. The Library strives to select, acquire, curate, and provide free and easy access to materials, in all formats, that meet the varied needs and interests of the community. This policy provides guidance, within budgetary and space limitations, for the selection and evaluation of materials that anticipate and meet the needs of the community. It also addresses maintenance, replacement, and weeding of materials.

Willington Public Library makes every effort to provide library materials for the interest, information, and enlightenment of all residents. Library materials should represent a wide range of varied and diverging viewpoints in the collection as a whole. The Library recognizes the importance of the public library as a place for voluntary inquiry, the dissemination of information and ideas, and the promotion of free expression and free access to ideas by residents.

Librarians are professionally trained to curate and develop a collection that provides access to the widest array of library and educational materials.

Specific acquisitions may include items that may be unorthodox, unpopular, or controversial in nature. Willington Public Library's acquisition of such items does not constitute endorsement of their content but rather allows for their free expression. The 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, or programs be cancelled, 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. All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.

The scope of Willington Public Library's collection is the assemblage of books and other materials, in a variety of formats (print, electronic media, downloadable audio books, digital collections, databases etc.), owned or licensed and maintained by the Library and made available to the public at no cost.

Procedures

1. Selection Criteria

- a. Librarians review library and educational material within a 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 applies the following general criteria when considering materials for acquisition:
 - i. Public demand, interest, or need.
 - ii. Accuracy and effectiveness of material.
 - iii. Anticipated potential for long-term public interest.
 - iv. Favorable assessments by reputable critics, reviewers, or organizations in professionally recognized publications.
 - v. Prominence and credibility of the author and publisher.
 - vi. Relation to existing collection and other material on the subject.
 - vii. Timeliness and importance of material as a document of the times; current or historical significance of the author or subject.
 - viii. Availability and affordability.
 - ix. Compatibility of format for Library use
 - x. Value as a resource material.
 - xi. Suitability of subject or style for the intended audience.
 - xii. Local origination or particular relevance to Willington and the region.
 - xiii. The public's ability to procure items from alternative sources.
 - xiv. Availability of electronic bibliographic records.
- b. Selection of materials is based on the professional training, knowledge and judgment of Library staff whose expertise includes familiarity with all types of materials, knowledge of the strengths and weaknesses of the existing collection, and awareness of the needs and interests of the community. Suggestions from patrons are always welcome and are given serious consideration. Staff will determine which will be acted upon. The authority to purchase materials for the library's collection is the responsibility of the Library Director and the Assistant Director in the absence of the Director. Library materials, displays and programs shall only be excluded for legitimate professionally accepted standards of collection maintenance practices as adopted in the collection development and maintenance policy or the display and program policy. Any librarian or staff member of a public library who, in good faith, implements the policies described in this policy shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding that results from such implementation.

- c. Textbooks will generally not be considered for the collection unless they are the best or only available source of information in their subject area and serve the general public and adult learning community. The Library does not purchase multiple copies of textbooks for use by students, a responsibility of the Board of Education.
- d. Self-published books by local or Connecticut authors will be considered for the Library collection if they are donated, meet the Library's standards of quality, and are determined to be of suitable interest to the public.
- e. Wherever possible, the Library makes electronic information available in the Library and remotely. In choosing to purchase or license electronic databases, the Library applies the same standards for selection as for print materials. However, the Library recognizes that it does not have the same control over electronic databases as it has over its in-house print materials. The Library will make every effort to provide assistance and ensure that the public learns how to use its electronic databases.
- f. 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 Library addresses:
 - i. Copyright and licensing.
 - ii. Redaction of personally identifiable information.
 - iii. Any restrictions on use or circulation.
 - iv. Maintenance and evolution of accepted formats.

2. Collection Maintenance

Maintenance of the collection includes discarding, replacement, rebinding, and repair. If an item is lost or damaged, it may not necessarily be replaced depending upon the number of duplicate copies or similar materials in the collection, the existence of adequate coverage of the subject field, and demand for the specific author, title, or subject. It is occasionally preferable to purchase current materials rather than replace older ones. The library staff serves as arbiter in such instances.

3. Weeding

Weeding is a term used by libraries to describe the removal of materials from their collections. Such items may contain outdated or inaccurate information, have multiple duplicate copies, be no longer of interest, inconsistent with evolving community needs,

or be in poor condition. Weeding is performed as a regular, ongoing process by trained staff and the Library Director to ensure all collections are current and useful. Weeded materials in good condition may be sold, donated, or disposed of as the Library deems appropriate based on existing infrastructure and accepted practices. Generally, standard titles of permanent value and materials of local significance are spared weeding even if they may meet the criteria for being weeded.

4. Gifts/Donations

The Library welcomes gifts of books and other materials for the collection and applies to them the same standards of selection that govern purchases. Gift materials are accepted with the understanding that those materials meet the Library's selection criteria and may be retained. Those that do not may be redistributed to the Friends of Willington Public Library or other non-profit organizations. See the Library's Acceptance of Gifts Policy for more information.

5. Controversial Materials

- a. The Library recognizes that some materials may not be considered appropriate by all patrons. Selections will not be made based upon anticipated approval or disapproval, but rather on the merits of the work in relation to the building of the collection and to serving the interests of the overall library patron community.
- b. Responsibility for the reading, listening, and viewing habits of children rests with their parents or legal guardians. The Library maintains several age-appropriate collections for children and teens. Materials may be reassigned among these sub-collections based on the age appropriateness of the content. Selection of adult material will not be inhibited by the possibility that books may inadvertently come into the possession of children. The removal, exclusion, or censoring of any book on the sole basis that an individual finds such a book offensive is prohibited.
- c. Library materials will not be marked or identified to show approval or disapproval of the contents. No catalogued book or other item will be removed from the open shelves except for the express purpose of protecting it from damage or theft.
- d. The decision by an author, publisher, or other content creator to withdraw their work from the market and stop selling or publishing it will not be considered sufficient reason alone for the Library to withdraw it from the collection.

Intellectual Freedom and Censorship

The Library recognizes that not all users will greet all materials with the same degree of

enthusiasm and regard. Therefore, some materials selected for the collections may seem controversial and even distasteful to some library users. It is the right of the individual not to read, view, or hear materials that the individual considers objectionable. It is never the right of any library user or users to deny access to library materials to others. The freedom to choose from a broad range of informational and artistic materials will not be abridged. When evaluating library materials, the Library Bill of Rights, Freedom to Read, and the Freedom to View statements from the American Library Association are utilized as guiding documents.

Library Material Review and Reconsideration Policy

The Willington Public Library Board of Directors recognizes the importance of hearing from the public regarding material selection. The Library Director and staff seriously consider suggestions made by Willington residents and taxpayers. The completion of the Request for Reconsideration of Library Materials form does not guarantee either accession to the collection or removal from the collection; however, it ensures that the attention of Library Staff is provided to the user's opinion, interests, and concerns. The library limits consideration of requests to reconsider materials, displays or programs to individual residents of Willington. Please see our Library Material Review and Reconsideration Policy and reconsideration form for further information on this process.

Responsibility of selecting Library Materials

It is the responsibility of the Library Director to make the final decision on selecting library materials. In the absence of a Library Director, the Assistant Director has the responsibility of selecting library materials.

Digital Collections/Databases

Willington Public Library offers a variety of digital collections through the use of exterior sources including OverDrive/Libby to offer patrons a wide selection of materials in a non-physical format. Databases are digital collections of materials that can include journals, magazines or newspapers. Databases are accessible via the CT State Library website and other online platforms.

Location

This policy is housed on the Willington Public Library Website: <https://www.willingtonpubliclibrary.org/about-the-library> . A copy is maintained in the Library Director's Office. This policy is in accordance with Public Act 25-168 Sec. 322, 323. The Library neither approves nor disapproves of the views expressed in materials included in the collection.

(Approved 10/08/2025)

Willington Public Library

Library Display Policy

Purpose

The Library Display Policy provides a basis for the display of library materials by library staff, informs the public about the principles and criteria upon which these decisions are made, and promotes the purposes of the library's mission, which is: "We welcome and support all people in their enjoyment of reading and lifelong learning. We are dedicated to enriching the community by providing access to a variety of resources, services, and programming."

Policy

The Willington Public Library recognizes the importance of displays and programs as resources for voluntary inquiry and the dissemination of information and ideas and to promote free expression and free access to ideas by residents. With a strong focus on encouraging the love of reading, lifelong learning, and creativity, we establish responsive connections between the diverse needs of our community, our vast collections, our digital services, and an array of engaging programming. A key aspect of our approach is the creation of thoughtfully curated displays, which play an essential role in informing and inspiring individuals of all ages and diverse backgrounds. These displays serve as a tangible expression of our dedication to the community and exemplify our belief that a vibrant library contributes to a strong community. Library displays are provided for the interest, information and enlightenment of all residents, represent a wide range of varied and diverging viewpoints, and provide access to content that is relevant to the research, independent interests and educational needs of residents.

Principles and Criteria

The final responsibility for the display of library materials is held by the Library Director. Librarians are professionally trained to curate and develop displays and programs.

Library staff use the following criteria in making decisions about display topics, materials, and accompanying resources:

- Community needs and interests
- Availability of display space
- Historical, cultural, or educational significance
- Connection to other community or national programs, exhibitions, or events
- Relation to library collections, resources, exhibits, and programs
- The Library may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays and exhibits.

The Library will strive to include a wide spectrum of opinions and viewpoints in library-initiated displays and exhibits, as well as offer displays and exhibits that appeal to a range of ages, interests, and information needs. Library-initiated displays and exhibits should not exclude topics, books, media, and other resources solely because they may be considered to be controversial.

The library provides displays created or curated by librarians of the public library, as well as allowing displays created by members of the public or community groups to be exhibited in the public library. Acceptance of a display or exhibit topic by the Library does not constitute an endorsement by the Willington Public Library of the content of the display or exhibit, or of the views expressed in the materials on display.

All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.

Intellectual Freedom and Censorship

The choice of library materials by patrons is an individual matter. The library recognizes that some materials may be controversial or offensive to an individual, but maintains that individuals can apply their values only to themselves. The selection of library materials is predicated on the customer's right of access to information and freedom from censorship. Selections will not be made based on anticipated approval or disapproval, but on the merits of the material itself.

Willington Public Library's Display Policy Access

Selection of materials will not be inhibited by the possibility that materials may inadvertently come into the possession of or be seen by minors. No one can exercise censorship to restrict access to library materials by others. It is the parents' or guardians' responsibility to determine which library materials are appropriate for their children. The Willington Public Library supports intellectual freedom and endorses the American Library Association (ALA) Freedom to Read Statement, Freedom to View Statement, the Library Bill of Rights, and all relevant interpretations.

Procedures for the Questioning of Library Displays by Patrons

The Library limits consideration of requests to reconsider material, displays, or programs to individuals residents of Willington. Please see our Library Material Review and Reconsideration Policy and reconsideration request form for further information on this process.

(Approved 11/19/2025)

Willington Public Library

Library Material Review and Reconsideration Policy

The library welcomes expressions of opinion concerning materials, programs or displays. A Willington resident with a vested interest who wishes to challenge any library and other educational material, display or program is asked to complete and submit a Request for Reconsideration of Library Materials form. In accordance with Public Act 25-168 Sec. 322, 323 the Willington Public Library abides by the following statutory requirements:

- No library material, display or program shall be removed, or programs be cancelled, because of the 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.
- Library materials, displays and programs shall only be excluded for legitimate professionally accepted standards of collection maintenance practices as adopted in the collection development and maintenance policy or the display and program policy.
- The material review and reconsideration process for Willington residents to challenge any library material, display or program shall never favor nor disfavor any group based on protected characteristics.
- The individual completing a reconsideration form must include specific information about which portion or portions of such material they object to and provide an explanation of the reasons for such objection. The Willington Public Library Request for Reconsideration of Library Materials form must include the individual's full legal name, address and telephone number.
- Reconsideration requests are not confidential patron records under section 11-25 of the general statutes.
- Any library material being challenged will remain available in the library according to its catalog record and be available for a resident to reserve, check out or access until a final decision is made by the library director.

The library director is permitted to consolidate any requests for reconsideration of the same challenged library material.

The Willington Public Library limits the consideration of requests to reconsider materials, displays or programs to individual residents of Willington.

Any librarian or staff member of a public library who, in good faith, implements the policies described in this section shall be immune from any liability, civil or criminal, that might otherwise

be incurred or imposed and shall have the same immunity with respect to any judicial proceeding that results from such implementation.

Review Process:

The library director will evaluate the request for reconsideration form, read the challenged material in its entirety, evaluate the challenged material against the collection development and maintenance policy and make a written decision on whether or not to remove the challenged material not later than sixty days from the date of receiving such request. The library director shall provide a copy of the library director's decision and report to the individual who submitted the form.

The final authority regarding the removal or retention of library materials ultimately resides with the Library Board of Directors. Any appeal of the decision of the library director should be directed, in writing, to the Library Board of Directors.

The Library Board Directors, after evaluating the challenged material under the collection development and maintenance policy shall:

- A. consult with (i) the Library Director, (ii) the State Librarian, or the State Librarian's designee, (iii) a representative of the cooperating library service unit, as defined in section 11-9e of the general statutes, (iv) the president of the Connecticut Library Association, or the president's designee, and (v) the president of the Association of Connecticut Library Boards, or the president's designee,
- B. deliberate on such a request for reconsideration,
- C. provide a written statement of the reasons for the reconsideration or refusal to reconsider the library material, and
- D. provide any final decision that is contrary to the decision of the Library Director.

Once a decision has been made by the Library Director or the Library Board of Directors on the reconsideration of any library material, such material cannot be subject to a new request for reconsideration for a period of three years. The Library Director shall summarize the previous decision in response to any new request for reconsideration during that three-year time period.

The Library is prohibited from removing, excluding or censoring any book on the sole basis that an individual finds such book offensive.

All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.

Willington Public Library

Request for Reconsideration of Library Materials

Please include your full name, address, and telephone number on this form, or it will not be accepted. All requests must be from an individual residing in the town.

Please note that the patron requesting reconsideration of library material will be given a packet of documents that includes the library's Collection Development and Maintenance Policy, the Library Bill of Rights, the Freedom to Read, and the Freedom to View statements from the American Library Association. These documents will be made available at the Circulation Desk and must be picked up in person, or available online at www.willingtonpubliclibrary.org.

Name _____ Date _____

Address _____

Phone _____ Email Address _____

1. Resource on which you are commenting:

____ Book ____ Display ____ Movie ____ Magazine ____ Library Program
____ Music ____ Newspaper ____ Artwork ____ Other (please specify) _____

Title _____

Author/Artist/Producer/Provider _____

2. Specify which portion or portions of the material you object to and explain the reason for your objection. (Use additional pages, if necessary.)

3. What brought this resource to your attention?

4. Have you read or viewed the material in its entirety? (Yes/No)

5. What concerns you about this material? (Use additional pages, if necessary.)

6. What do you believe is the purpose of this material?

7. For what age group should this material be recommended?

8. Overall, do you think there is any value in this material?

9. Are there resources you can suggest providing additional information and/or other viewpoints on this topic?

10. Are you aware of any critical reviews dealing with this material? List here, or provide as an attachment.

11. Why do you feel your negative feelings about this work should prevent other members of the Wellington community, who may not share your concerns, from accessing this material?

12. What would you like the library to do about this material?

Please sign and date below and return this form to the Library Director. You will be notified within 60 days of receipt of the results of the reconsideration process. Reconsideration requests are not confidential patron records under section 11-25 of the CT General Statutes and can be subject to a FOIA request.

Signature_____Date_____

(Policy and Request form Approved 10/22/2025)

Willington Public Library

Library Program Policy

Purpose:

The Willington Public Library ("the Library"), in keeping with its mission of promoting knowledge, ideas and cultural enrichment, develops and presents programs that provide information, learning and entertainment. Programming is an integral component of Library services that promotes and complements the Library's other services and collections. It supports the Library's role as the center of the community. Library programs and displays are provided for the interest, information and enlightenment of all residents and aim to represent a wide range of varied and diverging viewpoints and will provide access to content that is relevant to the research, independent interests and educational needs of residents. The Library recognizes the importance of displays and programs as resources for voluntary inquiry and the dissemination of information and ideas and to promote free expression and free access to ideas by residents. This policy provides guidelines for the development, management, and oversight of programs presented by the Library.

Key Definitions:

Definition of a Program

A program is an event, virtual or in-person, planned by the Library staff for the benefit of those members of the public who opt to attend. These events are generally free and sponsored by the Friends of Willington Public Library. However, some programs may require a fee or a suggested donation. Fees and suggested donations cover costs not sponsored by the Friends of Willington Public Library. It may involve outside presenters, facilitators, or performers, and may be presented in cooperation with other entities. Note: Use of a public meeting room by an organization or individual to hold a public event is not a Library program.

Scope:

This policy applies to all Library programs.

Virtual Programs

Virtual Programs are events planned by the Library staff for the benefit of those members of the public who opt to attend online through a virtual platform. These events are generally free and sponsored by the Friends of Willington Public Library. However, some programs may require a fee or a suggested donation. Fees and suggested

donations cover costs not sponsored by the Friends of Willington Public Library. It may involve outside presenters, facilitators, or performers, and may be presented in cooperation with other entities.

Roles and Responsibilities:

The Library Board oversees the Library Director and provides some assistance in the management of the library through the Library Budget, policies, and other responsibilities.

The Director has oversight over the Assistant Director/Programmer, who is accountable for the planning, scheduling, and implementation of programs.

The Assistant Director and other staff are responsible for the development, coordination, and supervision of Library programs. The final responsibility for the library program is held by the Library Director. Librarians are professionally trained to curate and develop programs and displays.

Attendees are responsible for complying with the Library's Behavior Policy.

Procedures:

1. **Program Selection:** The Library strives to present programs that are educational, informational, cultural or recreational and avoids programs that do not meet these standards. Topics, content and timing of Library programs are developed with consideration of available resources and keeping community needs and interests in mind. Program selection is based upon the suitability of topic, format and intended audience. A program will not be excluded because its topic may be regarded by some as controversial. Library sponsorship of a program does not constitute or imply an endorsement of the content or of the presenter of the program. The library provides programs created or curated by librarians of the public library, as well as allowing displays and programs created by members of the public or community groups and exhibited in the public library.
 - a. Library programs must have an educational, informational, cultural or recreational value to the community. Programs of a purely commercial nature or those designed for the sole solicitation of business will not be offered by the Library.
 - b. Programs that support or oppose any political candidate or ballot measure will not be approved or offered by the Library. However, educational programs, such as candidate forums that include invitations to all

recognized candidates, may be offered.

- c. Programs that support or oppose a specific religion will not be approved or offered. Programs are planned to be inclusive of all cultures and of all religions and no religion. Library programs may address religious themes to educate or inform, but not to promote, observe or proselytize a particular religious conviction. Holiday programs may be offered for the entertainment of Library patrons.

2. **Program Development, Coordination and Supervision:** Library programs may originate from Library staff, partnering institutions or members of the public.

In the event of a co-sponsored program, supervision of the program may be delegated to the co-sponsoring organization depending upon the timing and venue of the program. All programs sponsored or co-sponsored by the Library, however, must abide by this policy regardless of where they are hosted.

3. **Program Access:** Library programs are free and open to the public on a first-come, first-serve basis. Registration may be in advance via online form, email, phone call, etc., or at the door. For programs targeted to a specific audience, e.g. children or teens, and promoted as such, preferential admission may be offered to those groups on a first-come, first-serve basis, limited to those individuals as the Library deems appropriate. Any individual requiring accommodation to participate in a Library program should contact the Library two weeks prior to the program.
4. **Virtual Program Delivery:** Some Library programs may be offered using a Library-approved virtual meeting platform that registered patrons may use to access the virtual program from their own internet-enabled devices. This may include programs that are simultaneously run at the physical Library as well as programs that are offered only virtually. While hosting the virtual program, Library staff, partnering organizations, and program facilitators will follow industry-standard best practices for virtual events.

Some virtual programs may be pre-recorded and broadcast via the internet or recorded as presented for later viewing. In the event an interactive program is being recorded, attendees will be informed of that fact at the start of the program.

Live virtual programs require advance registration. Registered participants will receive via email a link to log on to the program and must not share that link with others. Information collected during the registration process will be used only to

communicate information about that program or to confirm eligibility to participate in that program.

Patrons attending virtual programs are expected to adhere to the Library's Behavior Policy, and failure to do so may result in their immediate removal from said program. The Library will make all reasonable efforts to ensure the digital security of virtual events; however, attendees must understand that all online activity carries some degree of risk.

Patrons are required to provide their own equipment and internet connection to attend virtual programs. The Library will make a good faith effort to utilize platforms that will be compatible with the widest array of hardware and software, but makes no guarantee that every patron will be capable of accessing every Library program successfully. Nor can the Library guarantee the quality of the audio, video, or internet connection of program presenters or attendees.

5. **Program Materials:** Books, CDs, DVDs or other ancillary materials related to the content of a program may be offered for sale at a Library program as a convenience to attendees.
6. **Program Evaluation:** To provide the highest quality and most useful programming, Library staff will gather information about program results to guide future programming decisions. Outputs, such as the number of attendees at a program, will be gathered for all or almost all programs. Outcomes, such as how well the content of a program helped attendees learn about the program's topic, will be gathered at times when such data is required for grant reporting or would help evaluate a new program topic or format.

7. **Procedures for the Questioning of Library Programs by Patrons:**

The Library limits consideration of requests to reconsider material, displays or programs to individuals residents of Willington. Please see our Library Material Review and Reconsideration Policy and reconsideration form for further information on this process.

All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.

(Approved 10/22/2025)