

## **Madison Library Collection Development and Maintenance Policy**

1. It is the responsibility of the Library Director to select the materials that are offered in the library. The materials will include books, e-books, audio books, videos, music, periodicals, reference books, software, electronic databases, and other items as deemed appropriate by library standards.
2. Selection of materials is based upon the community's current needs and anticipated future use. Using recognized selection tools such as Library Journal, Booklist, etc., the Library Director will see the collection contains reference, informational and recreational materials in a variety of media.
3. The Madison Library and its Board of Trustees endorse and support the American Library Association's (ALA) "Freedom to Read" and "Library Bill of Rights" policies. Materials will be chosen following these policy standards.
4. Patrons requesting that material be withdrawn from, relocated, or restricted within the collection may complete a "Request for Reconsideration of Library Materials" form. The Library Director will review the request before taking it to the Library Board of Trustees. The Board of Trustees may confer with the New Hampshire State Library and the ALA before rendering a final decision.
5. The Library Director and staff will withdraw items from circulation following accepted professional practices by utilizing the CREW and MUSTY techniques.
6. CREW calls for Continuous Review, Evaluation, and Weeding.
7. MUSTY establishes guidelines for weeding, materials that are: Misleading, Unattractive, Superseded, Trivial, or Your patrons won't use it.
8. Materials removed from circulation may be placed in storage, donated to another institution, sold at a book sale, or discarded.
9. The Library Director and staff are authorized to accept books and other circulation materials only if there are no conditions attached and to dispose of those gifts when appropriate.

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