



Trumbull Library

Collection Development and Management Policy

Purpose

The purpose of the Collection Development and Management Policy is to establish policy for the development, maintenance, and management of Trumbull Library (TL) collections; processes for members of the public to provide input; and accountability for the management of TL collections.

Background:

It is the policy of the TL that library materials should be provided for the interest, information, and enlightenment of all residents; meet present and future literacy, learning, informational, culture, leisure, and recreational needs of the community.

Scope of the Collection:

The Trumbull Library endeavors to provide relevant, accessible, high-quality collections for the use and enjoyment of the public. In keeping with the Trumbull Library's mission "to serve as a community center, actively enriching the inter-generational learning and leisure opportunities in Trumbull," the collection must be composed of materials to support this mission. Therefore, the professional librarians will seek to provide materials which meet both the educational and entertainment needs of people of all ages and stages in Trumbull.

The TL is responsible for providing materials to patrons of all ages, backgrounds, and beliefs. Library materials should represent a wide range of varied and diverging viewpoints in the collection as a whole. The collection is presented to provide individual access to information and materials in various formats, and to serve a wide variety of needs.

In alignment with the American Library Association's Library Bill of Rights and its statements on Freedom to Read and Freedom to View, the Trumbull 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. Materials acquired may include content that is unconventional, unpopular, or controversial. Acquisition does not imply endorsement, but rather a commitment to the free exchange of ideas. No library material, display, or program shall be removed or canceled due to the origin, background, or viewpoints

expressed therein or of its creator. 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.

Responsibilities for Selecting Material:

The Library Board delegates the oversight and management of the collection, within the guidelines of this policy, to the Library Director and librarians that are professionally trained to curate and develop a collection that provides access to the widest array of library and educational materials. Responsibility for the selection, maintenance, replacement, and weeding of materials rests with the designated professional staff under the overall direction of the Director.

Key Definitions:

"Collection" means the assemblage of books and other materials, in a variety of formats (print, electronic media, downloadable audio books, digital, etc.), owned or licensed and maintained by the library and made available to the public at no cost.

"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.

"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 under subsection (e) of this section.

"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:

Factors considered when adding specific material to the collection include, but are not limited to the following guiding principles/objectives for the acquisition and collection of materials:

- Level of demand – via professional industry resources

- Public interest
- Community relevance
- Diversity of viewpoint
- Timeliness
- Present collection composition
- Current or historical significance of author or subject
- Audience for material
- Effective expression

Guiding principles for the acquisition of collection materials:

1. Selection of materials is based on the professional knowledge and judgment of Trumbull 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.
2. Resources should not be excluded because of the origin, background, or views of those contributing to their creations.
3. There should be the fullest practicable provision of resources presenting all points of view on current and historical issues.
4. Resources should not be proscribed or removed because of partisan or doctrinal disapproval.
5. Using available funds, resources shall be selected with due consideration to supply, demand, relevance, reliability, literacy significance, and format. Resource sharing with other libraries, as well as electronic and other methods of information access, are valid and necessary ways of meeting patron needs.

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.

The TL encourages public suggestion of items and subjects to be considered for the collection. Serious consideration will be given to purchasing patron-requested materials when these requests meet collection objectives. Remaining requests may be met through resource sharing with other libraries, electronic retrieval or other means.

Self-published books by local or Connecticut authors will be considered for the Trumbull Library collection if they are donated, meet the Trumbull Library's standards of quality, and are determined to be of suitable interest to the public.

Digital Collections/Databases:

Wherever possible, the Trumbull Library makes electronic information available in the Trumbull Library and remotely. In choosing to purchase or license electronic databases, the Trumbull 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 Trumbull Library will make every effort to aid and ensure that the public learns how to use its electronic databases.

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, existence of adequate coverage of the subject field, and demand for the specific author, title or subject. It is sometimes preferable to purchase current materials rather than replace older ones. The staff serves as arbiter in such instances.

Weeding:

Weeding is a term used by libraries to describe the removal of materials from their collections. A librarian follows procedure to review library and educational material within a public library using the following professionally accepted standards:

1. Material relevance
2. Physical condition
3. Availability of duplicates
4. Availability of age appropriate or grade-level material
5. Continued demand of material

At the Library weeding is performed as a regular, ongoing process by qualified staff and the Library Director in the interest of keeping all collections current and useful. Weeded materials in good condition may be sold, donated, or disposed of however the Trumbull Library deems appropriate. Generally, standard titles of permanent value and materials of local significance are spared weeding even if they may meet the criteria for so doing.

Gifts and Donations:

The Trumbull 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 that meet the Trumbull Library's selection criteria may be

retained and those that do not may be redistributed to the Friends of the Trumbull Library or other non-profit organizations.

Controversial Materials:

The Board of Trustees considers reading, listening, and viewing to be individual, private matters. The Board believes that full, confidential, and unrestricted access to information is essential for patrons to exercise their constitutional rights. We support the right of each individual to privately read, listen, and view the full range of published thoughts and ideas.

While anyone is free to select or reject materials for themselves or their own minor child(ren), the freedom of others to read or inquire will not be restricted. Use of TL resources by children is the responsibility of their guardians. Selections shall not be inhibited by the possibility that resources may come into the hands of children. Only parents and guardians have the right and responsibility to guide and direct the reading, listening and viewing choices of their own children. The Trumbull Library does not stand in the place of parents (in loco parentis).

See also Unattended Children and Adult Use of Children's Section Policy. [Unattended-Children-Policy \(trumbull-ct.gov\)](#)

The TL collection will be organized, marked, and maintained to help people find the materials they want. Any labeling, sequestering, or alteration of materials because of controversy surrounding the author or the subject matter will not be sanctioned.

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 Board of Trustees is aware that in providing collections that represent a wide range of ideas, creative thought, information and viewpoints, some materials in the collection may be considered objectionable by some people. The TL recognizes the right of any individual or group to reject library material for personal use but does not accord to any individual or group the right to restrict the freedom of others to make use of that same material. 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 Freedom to View statements from the American Library Association are used as guiding documents.

Constitutional Protection:

The Board of Trustees considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution and the Connecticut State Constitution.

Public Requests for Reconsideration:

The Board of Trustees recognizes the right of individuals to question the inclusion of materials in the collection. The TL values your opinion and takes your concern seriously. Patrons questioning material in the collection may ask a Librarian about such material. The Librarian at the time will either refer to the Director to discuss these concerns and give the patron a copy of this policy.

The library limits consideration of requests to reconsider displays or programs to individual residents of town of Trumbull. Individuals who wish to question library materials will be giving the following:

6. Material Review and Reconsideration Policy
7. Library Collection Development and Management Policy
8. Request for Reconsideration Form
9. The Intellectual Freedom Policy

The Material Review and Reconsideration Policy explains the procedure and timeline by which patrons may raise objections to items included in the Trumbull Library collections.

Applicability:

This policy applies to all materials considered for selection for and/or withdrawal from the collection.

The TL subscribes to the Library Bill of Rights, the Freedom to Read Statement, the Freedom to View Statement and supportive documents of the American Library Association.

[Library Bill of Rights | Advocacy, Legislation & Issues \(ala.org\)](https://www.ala.org/advocacy/legislation-issues/library-bill-rights)

[The Freedom to Read Statement | Advocacy, Legislation & Issues \(ala.org\)](https://www.ala.org/advocacy/legislation-issues/freedom-read-statement)

[The Freedom to View Statement | Advocacy, Legislation & Issues \(ala.org\)](https://www.ala.org/advocacy/legislation-issues/freedom-view-statement)

Location:

This policy is housed on the Trumbull Library Website: <https://www.trumbull-ct.gov/702/Policies>. A copy is maintained in the Library's Administration Office.

This policy is in accordance with Public Act 25-168 Sec. 322, 323.

This policy is subject to change at the discretion of the Trumbull Library Board of Trustees. "In accordance with the General Statutes of Connecticut, Section 11-23, The Trumbull Library Board of Trustees shall make and adopt bylaws, rules and regulations for the government of the library and reading room."

Adopted by the Trumbull Library Board of Trustees on November 12, 2025

This supersedes the Collections Development Policy reviewed by the
Trumbull Library Board of Trustees on October 12, 2022