



**Leach Library**  
**Collection Development Policy**

**I. HISTORY**

The Leach Library, located on Mammoth Road, was founded in 1880 when David Rollins Leach left a \$3,000.00 bequest to the Town. The Town voted to accept the bequest and authorized the selectmen to build an addition to the Town Hall for a library room. It opened in 1880 with about 1,000 volumes. In 1948, the Town voted to set aside a room in the new Central School for the Leach Library. It remained there for 25 years. In 1971, the Town voted to raise money and authorized the selectman to apply for federal aid to build a separate library building. In July 1973, the library building was completed, and in 1997, the present addition was completed.

The Town consists over 26,000 residents with a large percentage of children under the age of 18. Over 97% of adults are high school graduates and over 47% have a bachelor's degree or higher. These statistics show a need for developing a strong collection oriented toward students and educated adults. With over 70% of the employed citizens commuting to other towns, it is desirable to have a well-developed audio collection (Source: New Hampshire Employment Security, 2023).

**II. MISSION**

To provide materials, information and services for community residents of all ages designed to meet their personal, educational, and recreational needs. The library's primary focus is to provide a collection of materials, both in physical and digital formats, which serves the diverse needs of Londonderry's residents.

The Leach Library's objectives are:

1. To provide materials that will enrich and support the community, taking into consideration the varied interests, abilities, needs, and education levels of the citizens.
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. To provide a background of information which will enable patrons to make intelligent judgements in their daily life.
4. To provide materials on opposing sides of controversial issues so that citizens may develop the practice of critical reading and thinking.
5. To provide materials representative of many diverse backgrounds and experiences.
6. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

The library is guided by the American Library Association's Library Bill of Rights and the Freedom to Read Statement.

### **III. RESPONSIBILITY FOR SELECTION**

The Board of Trustees delegates to the Library Director the authority and responsibility for the selection of library materials and for the development of the collection. Professional staff will be responsible for selecting materials within their department. Requests by library patrons and the acceptance of gifts shall be considered within the guidelines for selection.

### **IV. SELECTION SOURCES**

Selection is an ongoing process. The staff responsible for collection development will consult professional journals and other popular culture sources when making selections.

### **V. EVALUATION CRITERIA**

Materials are judged by standards appropriate to their purpose and nature. Not all guides and criteria are applicable to every item, and they vary in importance. The following evaluation criteria are used as they apply:

1. The materials meet high standards of quality in factual content and presentation and are appropriate to the ability and needs of the patrons.
2. The materials are selected because of the content and value of the work as a whole.
3. The materials contribute to literary appreciation or have aesthetic value.
4. The authors are competent and qualified in their field.
5. The materials are objectively and impartially selected to provide a diverse collection that reflects major viewpoints in a field.
6. The materials exemplify the most current information that is necessary on a topic.
7. It is not in the best interest of the library to acquire textbooks, condensed books, discards from other libraries, or self-published nonfiction works that cannot be validated.

### **VI. FACTORS INFLUENCING SELECTION**

The following factors will be taken into consideration when selecting materials:

1. Needs of the community
2. Size of the budget
3. Desire to develop a diverse collection
4. Physical quality and durability of the material
5. Shelf space availability

### **VII. GIFTS**

The Leach Library is grateful for all gifts or bequests made to the library in the form of money, securities, personal property, materials, or supplies. Gifts to the library are considered outright and unrestricted donations to be used in the best interest of the library. The donor must arrange for an outside source to evaluate gifts for tax purposes, if such an evaluation is needed.

### *Materials for the Collection*

The Leach Library accepts gifts of library materials with the understanding that gifts will be added to the collection only if they meet the same standards of selection as those applied to an original purchase (see section V) and they can be integrated into the general library collection.

Gifts of materials will be reviewed by library staff under the direction of the Library Director. If the material is selected for the collection, it will be added; if not, it will be sold in the library's book sale or otherwise donated at the discretion of the librarian. Donated materials are subject to the same maintenance and deselection process as materials purchased by the library (see section VIII). Further material donation guidelines may be provided by the library staff.

Leach Library employees do not provide evaluations of gifts for tax deduction or other purposes, but will provide the donor with a statement of the number of volumes and the type of material accepted upon request. Due to the volume of material donations the library receives, donations cannot be returned and library staff cannot be responsible for following up on the status of material donations.

The Leach Library is not to be interpreted as a depository for records, in any format, owned or loaned by agencies, organizations, or individuals, either on a temporary or permanent basis.

### *Monetary, Memorial, and Personal Property Donations*

Monetary donations, bequests, and memorials are encouraged. Gifts of money shall be used as requested by the donor only with the approval of the Library Director and the Board of Trustees. Gifts of money with no specified purpose shall be used as the Library Director and Board of Trustees deem appropriate. All gifts of money and personal property will be accepted by the Board of Trustees pursuant RSA 202-A:4-c and RSA 202-A:4-d.

Memorial donations are encouraged. Materials purchased in honor or memoriam will be marked with an appropriate bookplate upon request.

Leach Library staff will provide a letter of acknowledgement for gifts of money or personal property. All donors should consult the Library Director for further information.

## **VIII. MAINTENANCE/DESELECTION**

The Board of Trustees delegates to the professional staff the responsibility of deselection and discarding materials. As part of the ongoing selection process, the librarian will periodically evaluate the collection using the collection development policy criteria. Lack of demand, obsolete or erroneous information, or poor physical condition are the main reasons for eliminating an item from the collection. These materials will be marked DISCARDED and will be sold or disposed appropriately at the discretion of the librarian.

## **IX. PROCEDURE FOR RECONSIDERATION**

The choice of library materials by patrons is an individual matter. Parents and legal guardians are responsible for the materials that their children borrow. While a person may reject materials for themselves or for their children, they cannot exercise censorship to restrict access to library materials for others.

If a patron adamantly objects to a particular item in the physical collection, the following procedure will be followed:

The patron will fill out a Request for Reconsideration Form detailing objections to the material. The form will be referred to the Materials Review Committee, which shall consist of the Library Director, two staff members responsible for collection development, and a designated Trustee. The Library Director will acknowledge the receipt of the form within two weeks.

Within two weeks after acknowledgement of the reconsideration request and reviewing the material, the Review Committee will decide whether the item will remain in the collection, will be relocated, or will be removed. The Library Director will notify the patron of said decision, in writing. A final appeal may be made by the complainant in writing to the Library Board of Trustees within seven days of the decision, and the Trustees will issue a decision within thirty days from the appeal date in writing. Until a final decision is made, the item will remain in the collection.

A copy of the request form without identifying patron information will be submitted to the ALA Intellectual Freedom Committee. The library will not convene a Materials Review Committee relative to the same complaint for one year.

Leach Library, Londonderry, NH

*Adopted by the Board of Trustees on 12/6/2023*