

**Library Collections**

**Collection Development Policy**

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# I. Introduction

As part of its statutory duties and functions, the Vermont Department of Libraries maintains various library collections of resources to serve the research and information needs of state government, to strengthen local libraries, to foster means of cooperation and resource sharing among all types of libraries, to meet the information needs of Vermont citizens, and to supply “reading materials for the blind and physically handicapped.”

([22 V.S.A. § 604-606](http://legislature.vermont.gov/statutes/chapter/22/013))

This Collection Development Policy outlines the guidelines and practices for selecting library materials and resources and for maintaining Department library collections.

This policy encompasses all divisions/units of the Department and their library collections:

**Vermont State Library** (109/111 State Street, Montpelier)

Collections include, in both electronic and print formats: Grants Collection, Vermontiana; Federal U.S. Documents; Library Science; Current Vermont Newspapers in print.

Audience: State government and State Employees; Vermont libraries and their patrons.

**Children’s Literature Collection (**109 State Street, Montpelier)

Includes: books written for children and young adults, with an emphasis on diversity and award-winning publications for young readers.

Audience: K-12 schools and public libraries; students of children’s literature; educators; writers and illustrators.

**Library for the Blind and Physically Handicapped** (578 Paine Turnpike N., Berlin)

Includes: National Library Service (NLS) “talking books” in cassette and digital formats; audio-described DVDs; large print books; and print-braille materials.

Audience: Vermont citizens who qualify for services; K-12 school and public libraries, hospitals and nursing homes.

Each of library collections listed above has its own set of collection development guidelines and collection goals which are described in detail in this Policy.

Note: This Policy does not include selection and maintenance of the *Vermont Online Library*, the collection of databases and electronic products provided statewide to state employees, and to students and citizens via their public, school and academic libraries.

# II. Intellectual Freedom

The Department of Libraries subscribes to the basic tenets of Intellectual Freedom which ensure that the diversified library and information needs and interests of all Vermonters are met. The Department endorses the following documents from the American Library Association:

[*The Library Bill of Rights*](http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf)(Appendix A)

[*Freedom to Read Statement*](http://www.ala.org/offices/sites/ala.org.offices/files/content/oif/statementspols/ftrstatement/freedomtoreadstatement.pdf)(Appendix B)

[*Access to Libraries for Minors; an Interpretation of the Library Bill of Rights*](http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/access-library-resources-for-minors)

(Appendix C)

[*Services to Persons with Disabilities: an Interpretation of the Library Bill of Rights*](http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/interpretations/Services%20to%20Persons%20.pdf) (Appendix D)

The Department does not attempt to have comprehensive collections that represent all points of view, but the library collections reflect the diversity of the Vermont community as a whole and may focus on particular research and information needs. Thus, the library collections present a wide variety of opinions, tastes and perspectives. The Department does not promote or endorse particular beliefs or views and recognizes that citizens need access to a wide range of materials in order to be informed citizens in a democracy.

# III. Acquisition

Department of Libraries’ staff has responsibility for selecting items for its library collections, within collection guidelines and budget.The Department may subscribe to standing order plans (e.g., publications of the American Library Association) and may coordinate acquisitions with other Vermont collecting institutions, including academic, school and public libraries, Vermont State Archives and Records Administration (VSARA), University of Vermont Special Collections, and the Vermont Historical Society.

With the exception of Vermont law and Vermont legislative history, the Department of Libraries no longer houses a law collection. In lieu of housing this collection, the Department provides a grant to the Vermont Law School to purchase materials to support legal reference and research assistance to the Vermont legal community and the general public.

In general, the Library will keep no more than three (3) copies of any title on the shelf. New purchases will generally be restricted to one copy, except in cases where a second, non-circulating copy is added to the collection.

# IV. Responsibility for Selection and Basic Selection Criteria

Materials acquired by the Department of Libraries for their collections must meet standards of quality in content, expression and form. Specific criteria used in evaluating library materials include:

* Relevancy to the selected audience(s) and to the Department’s mission and collection goals
* Factual accuracy and authoritativeness
* Current interest, current or future usefulness, or permanent value
* Significance of subject
* Format; quality of technical production or physical condition
* Sincerity and responsibility of opinion
* Appropriateness of medium to content and use
* Condition of item and ability of the Department to provide for proper care and future conservation needs
* Availability of shelf space
* Potential future use for research
* Support for the work of Vermont state government or the public’s access to government information
* Holdings of other libraries in Vermont, particularly those which have special collections relating to Vermont
* Existence of similar or identical items currently held by the Department
* Cost and budgetary constraints

Items which do not meet any or all of these standards, but which nevertheless have current interest or lasting appeal may be included. Materials which might be considered objectionable by some citizens may be included in the collection if they meet the general criteria. Important historical materials which may not meet all these standards are collected and maintained in certain subject areas, such as Library Science and Vermontiana.

The availability of resources in other Vermont collecting institutions and libraries is taken into consideration to prevent unnecessary duplication, particularly in the case of special or low-demand materials. The Department may choose to rely on Interlibrary Loan to supply for state employees those materials which are beyond the scope of its collections or budget.

The Department will collect and keep multiple copies of items, as deemed prudent or necessary.

The ultimate responsibility for Department library collections lies with the State Librarian. The State Librarian may delegate the authority to select library materials and maintain collections to Department librarians.

# V. Collection Maintenance and Preservation

The Department of Libraries attempts to provide a secure and safe environment for all collections, keeping in mind that most items are available for loan outside of the Department. Rare or fragile items shall be kept in a secure and environmentally friendly location to the extent possible and may be designated as non-circulating. Conservation activities shall be directed at the most vulnerable items, within budget and other constraints.

### Weeding

Weeding (i.e., the removal of an item from a library collection) is a standard procedure in libraries used to keep collections current and relevant.The Department of Libraries continually reviews and weeds its collections for the collections to remain viable, keeping in mind that the collections are meant for research and, in the case of the general collections, for long-term access to libraries via interlibrary loan.

Weeding will occur only when a work is no longer useful, has no foreseen future use, no longer falls within the Department mission or due to budget or space constraints. Materials may be offered to the Vermont State Archives and Records Administration (VSARA), the Vermont Historical Society Library, the Bailey/Howe Library (University of Vermont), Vermont Law School or other libraries or state agencies before disposal. In some cases, materials may be offered to collecting institutions in other states.

**Weeding Criteria** includes (but is not limited to):

* Out-dated materials
* Poor condition or deterioration
* Item no longer meets collection goals
* Item has been superseded by a new edition or title
* Item is a duplicate and no longer needed
* Item is exchanged for a similar item of better quality or condition
* Item is transferred to another library or collecting institution (e.g., Vermont Historical Society Library)
* Space constraints.

# VI. Lost Items

#### Lost or Damaged Library Materials

When an item from a Department collection is declared lost or damaged beyond repair, library staff will consider replacing the item. Replacement of items is subject to the same criteria outlined in section IV (above).

# VII. Gifts and Donations

In general, the Department does not seek or accept donated items for its collections. Materials may be added to a library collection by means of purchase, gift, bequest, exchange or any other transaction by which clear and unrestricted legal title to the item is transferred to the Vermont Department of Libraries. Items may be kept if they meet the standards of selection, collection goals, and the confines of space and budget. The Department reserves the right to dispose of gift material which is not considered useful to the collection.

The Department of Libraries rarely accepts artifacts, works of art, and other items. Before making any such gift, individuals should contact the State Librarian.

# VIII. Copyright

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a library patron makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

The Vermont Department of Libraries reserves the right to refuse a request for a photocopy or reproduction from items housed in any of its collections, if in its judgment fulfillment of the request would involve violation of copyright law.

# IX. Disposal of Items

Decisions for the disposal of items withdrawn from Department library collections will be made in the best interests of the Vermont Department of Libraries and its public trust. The method used will be determined by the library staff and can include (but not be limited to) one of the following:

* Offered to another library or collecting institution by sale, exchange or gift
* Public sale
* Transfer to State Surplus for sale
* Recycling or disposal

Employees of the Department of Libraries and members of the Vermont Board of Libraries are not permitted to acquire items weeded from the library collections, except by authority of the State Librarian.

# X. Use of Collections

Collections located at the Vermont State Library are open to the public during regular hours of operation for on-site use. The Library for the Blind and Physically Handicapped is open to all eligible Vermont citizens for on-site use and for borrowing during posted hours of public access. The Midstate Library is open only to employees of Vermont public and K-12 school libraries for on-site use and borrowing during posted hours of access.

Materials in the Vermont State Library collections circulate directly only to the State Judiciary, Vermont state employees, state elected officials, and state legislators for use related to their work.

Citizens may borrow materials housed in the Department’s collections through interlibrary loan via local libraries. In some cases, materials borrowed through interlibrary loan may be restricted to in-library use.

Circulation of items in the Department’s collections may be restricted at the sole discretion of the Department based on rarity, fragility, or frequent need or use on site.

# XI. Request for Reconsideration of Library Materials

The Vermont Department of Libraries delegates the responsibility for selection and evaluation of library materials and resources to assigned professional library staff and iterates reconsideration procedures to address concerns about those resources.

Reconsideration Procedures:

1. Any State of Vermont employee or Vermont citizen may request reconsideration of a resource included in a Department of Libraries’ library collection.
2. The first step in the Reconsideration process is to complete and sign a “Request for Reconsideration Form” (See Appendix E).
3. Individuals, groups or organizations may submit a Request for Reconsideration Form. Each Request for Reconsideration must address only one library item (title). The original signed Reconsideration Form should be sent to: State Librarian, Vermont Department of Libraries,109 State Street, Montpelier, VT 05609.
4. The State Librarian shall appoint a review committee. Committee members shall: (1) read/view/listen to the item(s) in question, (2) consult reviews and other resources related to the item(s), and (3) issue a written report and recommendation within ten (10) days of receipt of the signed Request for Reconsideration Form. The Head of the Review Committee will send one copy of the final report with the decision about the item to the individual(s) who filed the Request for Reconsideration Form. A second copy of the report will be given to the State Librarian.
5. Appeals will be accepted in writing for a period of 30 days following the date of the written report. Written appeals should be sent to: State Librarian, Vermont Department of Libraries, 109 State Street, Montpelier, VT 05609. The State Librarian will review the item(s) in question and the Review Committee’s final report and recommendations and may speak with Committee members, the individual(s) who filed the initial complaint, and/or consult with outside subject specialists. The State Librarian will make the final decision regarding the disposition of the library material/resource and will issue the decision in writing within ten (10) days of receiving the written appeal. In the absence of the State Librarian, the Assistant State Librarian for Information & Access will be assigned this responsibility.
6. The decision of the State Librarian is final. No further appeals will be accepted.

# XII. Individual Library Collections of the Department of Libraries

## 1. Vermont State Library

The Vermont State Library includes resources in a variety of formats: books, pamphlets, periodicals and newspapers, federal documents and publications, microforms, and audio/video on CD and DVD. Resources may be available online and in electronic formats, including subscription databases and licensed content.

The Department of Libraries does not act as a “last copy” depository. The Department of Libraries does support in-state and out-of-state interlibrary loan for access to hard to find materials.

1. **Collection Goals:**
2. Current and retrospective collection of federal documents, chiefly in online electronic format;
3. Current collection of Vermont newspapers;
4. General and research collection of materials about Vermont, including newsletters and periodicals;
5. General Research Collection through online subscription databases to meet the information needs of the three branches of State government and the general public;
6. Collection of books and other resources on grants and grant-writing for Vermont citizens, state employees, libraries and non-profit organizations;
7. General library science collection, including books and periodicals;
8. Historical selection of books by Vermont authors; works published in Vermont; and fiction set in Vermont. Vermont genealogy and local history (Note: family histories are included in the Vermont Historical Society Library and are beyond the scope of the Vermont State Library.)
9. Vermont law and legislative history.

### B. Federal Documents

The Vermont State Library is a federally designated partial depository library for the publications of the U.S. Government Printing Office and its contracted publishers.

The Department of Libraries has had exchange agreements with the federal government since 1845 and receives documents available for selection through the Depository Library Program.

The retrospective collection of Depository materials covers a broad range of subjects and is available chiefly in electronic format. The Collection includes coverage of areas such as: consumer price information; statistical documents on labor, income, demographics, and business; and educational information for farms, households, and small businesses. The Library collection also includes historical and travel documents, budgetary documents, tax information, and both statutory and regulatory law, and administrative and court decisions.

The Federal Documents collection remains the property of the federal government and must be selected, treated, and disposed of in accordance with federal law and regulations. The increasing emphasis on electronic documents means that the Vermont State Library receives few paper documents. The Government Documents collection has evolved into a limited collection in print and an increasingly large collection of electronic documents.

### C. General Research Collection

Electronic resources function as the core of the General Research Collection, including the informational databases in the *Vermont Online Library.* Licensed electronic databases and database subscriptions are selected based on need, demand, collection goals, and cost. The Department maintains contracts and license agreements for electronic content and public access and sharing of content is subject to licensing agreements and individual vendor contracts.

The State Library provides assistance to local libraries who contact Library staff with inquiries; however, the State Library does not purchase reference sources for the purpose of providing comprehensive back-up reference service for public or school libraries.

### D. Library Science Collection

A collection of monographs and periodicals is selected and maintained to meet the professional development needs of Vermont librarians, trustees, library staff, and students of library science. The collection includes materials appropriate to all types of librarianship. The Department may use standing order plans with publishers such as the American Library Association to keep the collection current.

### E. Vermont Newspaper Collection and Microforms

The Vermont State Library collects and preserves newspapers from across the state. Newspapers collected include all dailies, weeklies and monthlies except for those publications commonly regarded as “shoppers.” Inclusion of titles in the list of collected and preserved newspapers shall be based on estimation of the publication’s overall historical value.

Newspapers are kept in print format for one year and thereafter are sent to a vendor for microfilming, as budget allows. The Department purchases two copies of microfilm: a positive and camera master copy. These copies are sent to the Vermont State Archives and Records Administration for indefinite storage. The positive film is housed at VSARA, where microform reader/printers, including digital equipment, is available for use by the public.

### F. Grants Collection

The Grants Collection serves individuals, libraries and non-profit organizations. The Vermont Department of Libraries is a Foundation Center Cooperating Collection member. As a Cooperating Collection member, the Foundation Center provides the Vermont State Library with print and electronic resources that consist of  grant provider directories, directories of grant recipients and their projects, and publications on fundraising, prospect research, and proposal writing. The Library provides free public access to the Foundation Center database, and public trainings are provided for the use of the Database throughout the year.

The Vermont State Library purchases additional resources, on a range of topics, including: grant writing, non-profit management, working with boards, fundraising, development strategies beyond grant-writing, as well as periodicals and newsletters on grants and grant-seeking.

### G. Vermontiana Collection

Pursuant to [22 V.S.A. §605](http://legislature.vermont.gov/statutes/section/22/013/00605), the Vermont State Library maintains a collection of materials related to Vermont. This collection does not include materials published for or by the State of Vermont. Such materials are housed at VSARA.

The Vermontiana Collection has a general focus on non-fiction and includes materials in all formats, though most items in the collection are print monographs.

#### G.1 Depth of Collection

The Vermontiana Collection includes a wide variety of materials about Vermont with a focus on history of the state, its towns, and on people who have made significant contributions to Vermont, including persons who have served in State government. The Collection includes historical, scholarly and popular works and, in addition to general and local history, covers such subject areas as transportation, the arts, ecology, flora and fauna, agriculture, recreation, travel, demographics, business and commerce, labor, biography and folklore.

The Vermontiana Collection includes primary sources, important reference works, a wide selection of monographs, as well as journals and major indexing and access tools for Vermont research.

The Collection also includes dictionaries, encyclopedias, select editions of important works, bibliographies and handbooks, and major periodicals, including but not limited to:

* Vermont encyclopedias
* Vermont histories
* Bibliographies in which Vermont plays a major role
* Diaries, journals, narratives
* Vermont folklore
* Popular books written about Vermont
* Hiking guides
* Atlases and maps
* Vermont business history and periodicals

The Library does not actively collect sound recordings or recorded music, but does occasionally add such items. The Library also collects select video recordings on DVD that relate to Vermont and Vermont history.

The Vermontiana Collection does not include any dissertations, excepting those considered to be of particular import.

**G.2 Vermont Authors Collection (Historical)**

For the purposes of this historical collection, a Vermont author or illustrator is defined as someone who was born in Vermont or fulfills the residence requirement by one of the following: being a long-time Vermont summer resident, maintaining a residence in this state, or having lived in Vermont, dividing time between Vermont and another location. In some cases, authors are considered “Vermont authors” if they wrote or published a significant work while a resident of Vermont.

Vermont college and university faculty who are (were) also full-time Vermont residents may be included, as are presenters/contributors to writing, literary, historic, or academic workshops founded and continuously held in Vermont.

Should authors move away from Vermont, works written during the time they lived in Vermont will be kept in the collection. Likewise, titles by non-native Vermont authors will be collected and kept if such titles are written while the author is a Vermont resident.

**G.2.1 Vermont Authors Collection Criteria**

The collection includes fiction, drama, non-fiction, and poetry titles which meet overall selection criteria for inclusion in the Vermont Authors Collection. This collection is intended to be primarily a historical collection and new materials are added only occasionally. New editions or reprints of titles in the Vermont Authors Collection will not generally be added; and then only if the new publications have substantially or significantly edited text or are the original versions of works that were previously published in edited versions. The Vermont Authors collection also includes works by Vermont illustrators, artists and photographers.

Vermont has a history of celebrated authors, playwrights, poets, editors and illustrators who are state residents, and this holds true today with many well-known authors (and illustrators and photographers) living in Vermont who produce works of fiction, poetry, drama, children’s books, history, arts and crafts, cookbooks, and other non-fiction.

The Library makes no attempt to collect current Vermont authors in this Collection, excepting noted authors and illustrators of books for children and young adults. These latter books are kept as part of the Children’s Literature Collection (See: Section 2, below.)

**G.2.2** **Alternative Formats**

Purchase of videos, CDs, DVDs, etc., composed, spoken or directed by Vermont authors or filmmakers or set in Vermont will be purchased if the item is only available in that format, meets collection goals, and as space and budget allows. The decision to purchase titles in these formats is at the discretion of the State Librarian or his/her designee.

### H. Periodicals

A small selection of periodicals in print shall be maintained reflecting the needs of state employees or reflecting larger collection goals. Primary focus shall be placed on periodicals related to Vermont, or state government and public policy, but periodicals of a general nature concerning regional, political or social interests will be considered for addition to the collection, as budget permits. Purchase of print periodicals which are also available electronically shall be restricted to those with a Vermont focus or those for which there is significant demand. Professional periodicals, excepting those related to library science, are generally not collected.

**2. Children’s Literature Collection at the Vermont State Library**

The Department of Libraries maintains a specialized collection of books written for children and young adults. Reference and professional materials related to librarianship are housed in the Library Science Collection. This collection is not meant to be comprehensive but is instead meant to serve the needs of library professionals and students. The Youth Services Consultant is responsible for selection and collection maintenance.

Items in the Children’s Literature Collection are available for circulation to school and public libraries, to state employees, and to citizens via interlibrary loan. In some cases, books may be designated as “non-circulating” or for “in-library use only.”

* 1. **Scope of Collection and Selection Criteria**

The Children’s Literature Collection consists of a representative selection of the best and most popular books for children, current and past, including, but not limited to:

* + Books pertaining to Vermont, including, but not limited to, books written or illustrated by Vermont authors/illustrators; books set in Vermont; and books about Vermont or Vermonters (see the Vermontiana policy)
  + Newbery and Caldecott Award winners
  + Dorothy Canfield Fisher Award winners and nominees
  + Red Clover Award winners and nominees
  + Green Mountain Book Award winners and nominees
  + Additional quality materials for training and bibliotherapy purposes.

Standard Review sources (e.g., *Booklist, Hornbook,* and *School Library Journal*) are used to identify items for selection. In addition, the Youth Services Library Consultant may select books to add to the collection from new publications received from publishers. In most cases, only one copy of any single title will be added to the Collection.

* 1. **Other Formats**

The Children’s Literature Collection is intended primarily to be a collection of hardback books. In some cases, paperback books or audio-visual items (e.g., CDs, DVDs) may be added to the Collection.

* 1. **Book Discussion Sets**

The Children’s Literature Collection also includes sets of books for use by classrooms and book discussion groups. For every book nominated for the Green Mountain Book Award (15 titles) and Dorothy Canfield Fisher Award (30 titles), a set of 5-15 books will be acquired for circulation. Purchase support may come from the Vermont School Library Association and selection is at the discretion of the Youth Services Consultant.

**3. Library for the Blind and Physically Handicapped (LBPH)**

Materials housed at the Vermont Library for the Blind, at the Midstate Library Service Center, include National Library Service for the Blind & Physically Handicapped (NLS) “Talking Books” which are available for loan free to all qualifying Vermont citizens. In addition, the LBPH maintains a small collection of materials in print-braille, a collection of large print books, and a collection of audio-described videos and DVDs. In addition, the LBPH provides for qualified Vermonters free access to downloadable books through the NLS BARD program.

**3.1 “Talking Books” from the National Library Service**

As a regional network library of the National Library Service for the Blind & Physically Handicapped (NLS) of the Library of Congress, the Department’s Library for the Blind and Physically Handicapped (LBPH) is required to receive and retain at least one copy of any NLS audio book distributed to all network libraries in formats currently supported by NLS. The number of audio “talking book” copies added to the collection is limited by a quota set by NLS. The LBPH has one opportunity to order more than one copy of a particular title in an NLS process known as “copy allotment” and the Library orders between one and six copies of each NLS book during this process.

Default copy allotment quantities are as follows, with “rush” indicating books that are predicted to be in great demand. Levels indicate the relative number of copies of NLS recordings for LBPH, as title selection is controlled by NLS.

*Levels of importance:*

*H – High level of importance*

*M – Moderate level of importance*

*L – Low level of importance*

**3.1.1 Non-fiction**

000 Generalities – 1 copy (rush 3 copies) L

001 Computer books – 1 (rush 3) L

100 Philosophy – 1 (rush 3) L

200 Religion – 2 (rush 3) M

300 Social Sciences – 1 (rush 3) L

320 Political Sciences – 2 (rush 3) M

330 Economics – 2 (rush 3) M

360 Social Problems – 2 (rush 3) M

370 Education –1 (rush 3) L

398 Fairy Tales & Folklore – 1 (rush 3) L

400 Language – 1 (rush 3) L

500 Pure Sciences – 2 (rush 3) M

550 Natural Sciences – 2 (rush 3) M

600 Engineering & Technology – 2 (rush 3) M

610 Medicine, Health, Nutrition – 2 (rush 3) M

630 Pet Care, Gardening, Agriculture – 1 (rush 3) L

640 Cooking – 1 (rush 3) L

643 Home Economics, Child Care, Personal Grooming – 1 (rush 3) L

650 Business & Office Management, Manufacturing – 1 (rush 3) L

700 Fine & Applied Arts – 1 (rush 3) L

780 Music – 1 (rush 3) L

790 Sports, Recreation, Hobbies, Movies, etc. – 1 (rush 3) L

800 Literature – 1 (rush 3) L

811 Poetry – 2 (rush 3) M

812 Drama – 1 (rush 3) L

900 Geography – 2 (rush 3) M

910 Travel – 2 (rush 3) M

920 Biography, Autobiography, Genealogy – 2 (rush 3) M

930 World History – 2 (rush 3) M

973 U.S. History – 3 (rush 3) H

**3.1.2 Fiction**

ADV Adventure Stories – 2 (rush 3) M

CLA Classics – 2 (rush 3) M

FAM Family Stories – 2 (rush 3) M

FAT Fantasy Stories – 1 (rush 3) L

GFI General Fiction – 2 (rush 3) M

GOH Gothic Stories – 2 (rush 3) M

HIF Historical Fiction – 2 (rush 3) M

HOL Holiday Stories – 2 (rush 3) M

HUM Human Relationships – 1 (rush 2) L

HUR Humorous Stories – 2 (rush 3) M

JF1-JF6, JN1-JN6 Children’s Books – 1 (rush 1) L

LIT Literature – 2 (rush 3) M

MED Medical Stories – 1 (rush 2) L

MYS Mystery & Detective Stories – 3 (rush 4) H

OCC Supernatural Stories – 1 (rush 2) L

OFL Other Foreign Language (non-Spanish) – 1 (rush 1) L (French M)

POF Political Fiction – 1 (rush 3) L

PSF Psychological Fiction 1 (rush 3) L

REL Religious Fiction 2 (rush 3) M

ROM Romance Stories – 3 (rush 4) H

ROX Romance Stories (Strong language & sex) – 3 (rush 4) M

SEA Sea Stories – 2 (rush 3) M

SFI Science Fiction – 1 (rush 3) L

SHO Short Stories – 2 (rush 3) M

SPA Spanish Language – 1 (rush 1) L

SPT Sports Stories – 2 (rush 3) M

SPY Spy Stories – 3 (rush 4) H

WAR War Stories – 2 (rush 3) M

WES Western Stories – 4 (rush 4) H

Occasionally, non-NLS-produced audio books of Vermont interest may be acquired to enhance the collection. The Department manages a local recording program, with volunteers trained to record these books. The aim of the local recording program is to make available books of Vermont interest that are not recorded nationally. This may include books by Vermont authors, books set in Vermont, books on topics important to a large number of Vermonters, magazines about Vermont, and magazines published in Vermont. These digital recordings are added to the LBPH collection and are available to qualified users in Vermont and across the country.

Audio magazines are available through NLS and other services for the blind. The LBPH records *Vermont Life* for qualified patrons.

**3.1.3 Weeding of NLS “Talking Books”**

LBPH follows the NLS guidelines for weeding, including weeding related to the transition from audio cassette to digital cartridge formats. Unless damaged beyond repair, NLS audio books may be weeded down to one copy for each title, following an NLS schedule and process known as XESS.

**3.2 Large Print Books**

The Large Print book collection is maintained for interlibrary loan, for deposit collections distributed to Vermont public libraries, hospitals, and nursing homes, and for circulation to individuals with qualifying disabilities. The collection includes books written for all ages.

**3.2.1 Selection Criteria for Large Print Books**

The Large Print Collection includes books for readers of all ages, with an emphasis on books for adults. The Department maintains one or more “standing order plans” with large print distributors and also makes selection of individual titles, based on interest and demand, including bestsellers.

*Levels of importance:*

*H – High level of importance*

*M – Moderate level of importance*

*L – Low level of importance*

Classics (Fiction) -- M

General/Other Fiction -- M

Historical Fiction -- M

Mystery/Suspense Fiction -- H

Religious Fiction -- H

Romance Fiction – H

Science Fiction -- L

Westerns (Fiction) -- H

Biography -- H

History -- M

Other Non-fiction -- L

Young Adult – L

Children’s - L

**3.3 Print Braille Materials**

Print braille picture books for children are purchased through the Children’s Braille Book Club of the National Braille Press, which supplies one book per month.

**3.4 Audio-Described Videos and DVDs**

The selection of audio-described videos and DVDs available for purchase, particularly those that are plug-and-play, is extremely limited at present. Audio-described DVDs are purchased for the collection by the Vermont Council of the Blind (VCB), based on recommendations of LBPH staff and VCB. Emphasis is on popular feature films and documentaries for adults and children. A few non-audio-described DVDs relating to special populations may be purchased. The Collection includes audio-described videos, but no new videos will be added to the Collection.

**XIII. Bibliography**

Hoffmann, F. W. & Wood R.J. (2005). *Library Collection Development Policies*. Lanham, Maryland: The Scarecrow Press, Inc.

Johnson, Peggy. (2014). *Fundamentals in Collection Development and Management.* (3rd ed.) Chicago: The American Library Association.

**XIV. Appendices**

## Appendix A: The Library Bill of Rights

<http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/lbor.pdf>

## Appendix B: Freedom to Read Statement

<http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftrstatement/freedomtoreadstatement.pdf>

## Appendix C: Access to Libraries for Minors; an Interpretation of the Library Bill of Rights

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/access-library-resources-for-minors>

**Appendix D: Services to Persons with Disabilities: an Interpretation of the Library Bill of Rights**

<http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/interpretations/Services%20to%20Persons%20.pdf>

## Appendix E: Request for Reconsideration Form

**Request for Reconsideration**

The Vermont Department of Libraries has delegated the responsibility for evaluation and selection of library materials and resources to assigned professional library staff and has established reconsideration procedures to address any citizen concerns about materials housed in the Department’s library collections. Completion of this Form is the first step in those procedures.

*To request reconsideration of library material, send the original of this completed and signed form to: State Librarian, Vermont Department of Libraries, 109 State Street, Montpelier, VT 05609*

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternate Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I represent:

Self \_\_\_\_\_\_\_

Group of individuals (*please list)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization (*name)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resource on which you are commenting:

*(Please use separate forms for each resource/title):*

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Format *(check one):* Book \_\_\_\_\_ Video/DVD \_\_\_\_\_ Audio/CD \_\_\_\_\_\_

Electronic Resource \_\_\_\_\_\_ Other *(describe)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Author/Producer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What brought this item to your attention?

*(Please complete reverse side)*

Have you examined (read, viewed, listened to) the entire resource?

\_\_\_ Yes \_\_\_\_ No

Comments:

What concerns do you have about this resource?

*(Use additional pages if necessary)*

Are there other resource(s) you can suggest that would provide additional information and/or viewpoints on this topic/item? *(Please list.)*

What is your recommendation concerning inclusion of this resource in a Department of Libraries’ collection?

*A signature and printed name are required. Please submit form to: State Librarian*

*(See address at top of form).*

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_