

Vermont Department of Libraries Collection Development Policy

Revised 3/5/2025

1. Introduction & Purpose

To fulfill its statutory duties and functions, and in accordance with 22 V.S.A. § 605-606, the Vermont Department of Libraries (the Department) maintains collections of library resources through the State Library. The Department collects and maintains its collections to serve the research and information needs of state government, strengthen local libraries, foster resource sharing among all types of libraries. The collections of the State Library are further intended to meet the information needs of Vermonters including blind individuals, individuals with print disabilities, individuals who are incarcerated, and those dwelling in state institutions.

The Department strives to build and maintain library collections that represent multiple points of view that reflect the community's diverse people and history, including a diversity of race, ethnicity, sex, gender identity, sexual orientation, disability status, religion, and political beliefs and a diversity of authors, creators, and media.

The Department's collections reflect a commitment to intellectual freedom. Compliance with the First Amendment to the U.S. Constitution, the Civil Rights Act of 1964, and Vermont laws prohibiting discrimination in places of public accommodation shall underpin the practices and practical processes of maintaining the library's collections.

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

2. Materials Selection Policy

The State Library includes materials to meet the general reading interests of Vermonters of all ages.

The State Library includes materials in multiple formats (including large print and combined print/audio) to meet Vermonters' accessibility needs, most of which are housed within the ABLE library collection. The State Library may collect both English and non-English materials to meet the needs of Vermonters.

The State Library includes a collection of Vermontiana (historical materials relating to Vermont and the region), a collection of materials written or illustrated by Vermonters or by those with strong ties to the state, and a public policy collection.

Multiple factors determine what materials are included in the Department's collections including funding, space, staffing, and ongoing maintenance needs.

The Department's professional staff weigh the following criteria when making collection decisions:

- Alignment with the Department's mission and strategic plan;
- Review in a standard reviewing source (e.g., *Booklist*, *School Library Journal*, *Publishers Weekly*, *Library Journal*, *Kirkus Reviews*) and/or reviews and discussion in national newspapers and magazines, local publications, broadcast media, and reputable online sources;

- Community interests, demand, and suggestions;
- Representation by and of diverse individuals and group;

- Significance and relationship to the local community and State of Vermont;
- Authority and qualifications of the creator(s), publisher(s), and/or producer(s)
- Price and availability;
- Accessibility of format and content; and
- Anticipated viability and/or longevity of the format.

The Department encourages users of its collections to recommend items for inclusion in the collection and accepts donated materials. Suggested and/or donated materials will be evaluated by Department staff prior to being included in a collection of the Department's and must meet the Department's selection criteria.

The State Library also includes as a limited Federal Depository so that Vermonters have access to Federal documents locally. Through the Federal Depository Library Program, government documents are provided to the State Library by the U.S. Government Publishing Office and are owned by that federal entity. Responsibility for the selection of materials for the Department's Federal Depository collection and for determining which materials the Department keeps locally are made by the U.S. Government Publishing Office.

The Department selects and provides materials to State of Vermont psychiatric institutions, the Veteran's home, and the State's six correctional facilities. State Library collections for institutions are selected and maintained by Department staff in consultation with staff of those facilities and are informed by the needs of the individuals served. Materials selection for the state correctional facilities is done in compliance with relevant materials guidelines established by the Vermont Department of Corrections.

Through interlibrary loan, the Department provides State Library cardholders with access to materials owned by other public, academic, and school libraries. The Department does not control the inclusion or exclusion of specific titles in those collections.

The Department may provide Vermonters with access to shared online collections including databases, eBooks, and eAudiobooks. Within such collections, the Department may not directly control the inclusion or exclusion of specific titles.

The Department provides eligible Vermonters with access to the National Library Service of the Library of Congress and to materials from the Library Collection of the Perkins School for the Blind. The Department does not directly control the inclusion or exclusion of specific titles within those collections.

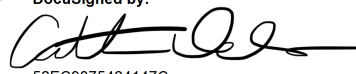
3. Materials Retention Policy

Materials that no longer meet the needs of the community and/or no longer support the Department's needs will be withdrawn from the collection. This may include materials that are damaged, that include obsolete information, or that have not been used within a reasonable length of time. Items withdrawn from the collection will be disposed of in accordance with all applicable laws.

4. Procedures for the Reconsideration and Retention of Materials

The Department follows these procedures for the reconsideration and retention of materials in its collections:

- An individual (library user) with a concern about the inclusion of an item in the State Library's collection is encouraged to discuss their concern with the Assistant State Librarian for Information and Access.
- If speaking with the Assistant State Librarian for Information and Access does not resolve the concern, a library user may initiate a formal request that an item be removed from the State Library collection or relocated within that collection by completing a Request for Reconsideration form and submitting it to the Assistant State Librarian for Information and Access.
- The item in question will remain in circulation; it will not be relocated or removed from the library collection during the review process.
- The Department will review only one request for reconsideration of materials at a time and will do so in the order in which requests are received.
- The Assistant State Librarian for Information and Access will notify the library user that their Request for Reconsideration form has been received and will inform the library user when they anticipate processing the form (based on the number of other requests that have been filed).
- The Assistant State Librarian for Information and Access or their delegate will review the Request for Reconsideration form and the material in question. They will read, listen to, or view the item and will read reviews of the item in professional journals when available. They will evaluate the usage of the item by the public (circulation) and evaluate whether the selection of the item conforms with the Department's Materials Selection Policy.
- The Assistant State Librarian for Information and Access will notify the library user of the Department's decision regarding the request within 15 library business days of receipt of their Request for Reconsideration form, stating the reasons for the decision to the library user who submitted the request.
- If the library user is not satisfied with the Department's decision, they may submit a written appeal to the Commissioner of the Department of Libraries (the Commissioner) within 10 library business days of receipt of the decision letter.
- The Commissioner will decide if the library user's appeal will be heard at a meeting of the Vermont Board of Libraries (the board), which is an advisory body to the Department.
- If the board plans to hear the appeal at a meeting, the library user will be notified of that topic's inclusion on the agenda of an upcoming regular meeting of the board.
- After obtaining the advice and counsel of the board, the Commissioner will make a final determination on the appeal.
- Once an appeal has been brought to the board and a decision has been made by the Commissioner, the appeal will not be reconsidered.

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Catherine Delneo
State Librarian & Commissioner of Libraries
Vermont Department of Libraries

Vermont Department of Libraries Request for Reconsideration of Materials Procedure

Approved 3/5/2025

The Vermont Department of Libraries (the Department) has established a procedure for the reconsideration of an item in one of its library collections.


Requests for reconsideration may be discussed publicly at a meeting of the Vermont Board of Libraries and may be subject to public records requests.

Any individual (library user) with concerns about the inclusion of an item in the library's collection is encouraged to discuss their concern with the Assistant State Librarian for Information and Access Services.

If speaking with the Assistant State Librarian for Information and Access Services does not resolve the library user's concern, the library user may initiate a formal request that an item be removed from or relocated within the library collection by completing this form and returning it to the Vermont Department of Libraries by emailing it to lib.contact@vermont.gov or sending via United States Postal Service mail to:

Commissioner and State Librarian
Vermont Department of Libraries,
60 Washington Street
Barre, VT 05641

The Department will review only one request for reconsideration of materials at a time and will do so in the order in which requests are received.

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Catherine Delneo
State Librarian & Commissioner of Libraries
Vermont Department of Libraries



State of Vermont
Department of Libraries
60 Washington Street, Suite 2
Barre, VT 05641

Tel: 802-636-0040

Agency of Administration

Vermont Department of Libraries Request for Reconsideration of Materials Form

Approved 3/5/2025

A. Library User Information (All fields Required)

1. Name: _____
2. Address: _____
3. City: _____
4. Zip Code: _____
5. Phone: _____
6. Email: _____

B. Department of Libraries Collection

- Vermont State Library
- ABLE Library

C. Format of Material (Required)

- Physical
- Electronic

D. Material Type (Required)

- Book
- eBook
- Movie/DVD
- Movie/Streaming
- Audio/CD
- Audio/Streaming
- Magazine/Newspaper
- Electronic Database
- Other: _____



State of Vermont
Department of Libraries
60 Washington Street, Suite 2
Barre, VT 05641

Tel: 802-636-0040

Agency of Administration

E. Material information (All fields required)

1. Title: _____

2. Author: _____

3. Material barcode number: _____

4. Please describe your concerns regarding this material:

5. Have you examined the entire work? If not, what specific sections did you review?

6. Do you have a suggestion for an alternate title for the information contained in the material?

7. What would you like the Department to do with the material?

Remove the material from the collection entirely

Relocate the material to another area of the collection, specifically:

Other: _____

Signature: _____

Date: _____