DYER LIBRARY
SACO MUSEUM

Collection Development Policy

The Collection Development Policy describes how decisions are made for the acquisition and withdrawal of circulating library items at Dyer Library. Our overall guide is the library's mission statement which states: "Dyer Library provides free resources and opportunities so that every person in the community is inspired to learn and to grow." Our collection may include items that are not for everyone because there are varied voices that need to be heard and represented. This Collection Development Policy guides professional staff in their selection of materials and ensures that over time our collection remains relevant, vibrant, current, and responsive to the needs of the entire community.

General Principles

The evaluation of materials is characterized by flexibility and responsiveness to the changing needs of the citizens of Saco. These changing needs require that materials be evaluated initially and on a continuing basis. Materials are evaluated as a whole and not on the basis of isolated passages or sections. A work will not be excluded from the library's collection because it presents an aspect of life honestly, or because of frankness of expression.

In addition to these guiding principles, purchasing decisions take into account budgetary limitations and the library's participation in the Minerva consortium. As members of the consortium, we are required to maintain a strong and updated collection. The availability of items within the consortium may be taken into account when making purchasing decisions.

Scope of Collection

Dyer Library provides items in a variety of print and non-print formats. Decisions about which format is acquired depend on published availability, the suitability of any particular medium for its content, and our materials budget. We strive to maintain an up-to-date online catalog of our items.

Criteria for Selection

Purchasing decisions are the responsibility of the Executive Director and their designee(s), each of whom uses standard library selection tools and additional resources to identify items of value to the library's collections. Suggestions from staff and the public are welcomed and considered.

Works produced by local Saco residents will be accepted for the general collections if they are considered appropriate additions and if the person provides the library with a copy of the work. The library attempts to collect monograph works written or illustrated by Saco residents, and may hold a copy in Special Collections if it is of substantial rarity.

Gifts

Gifts of potential library items, in any format, will be reviewed and added to the collection at the discretion of the Executive Director or their designee(s). We do not accept items donated conditionally; e.g. items donated with the understanding that they either be added to the collection or returned to the donor. If, for any reason, a donated item is not added to the collection it may be included in the library's book sales, donated to another entity, or discarded completely, at the discretion of the Executive Director or their designee(s).

Employees and members of the Board of Trustees shall not give appraisals of the monetary value of donated items. Donors desiring to claim tax deductions for the value of donated items shall retain an independent appraiser.

When funds are gifted to the Library, donors are welcome to specify subject areas but the selection of specific titles remains the responsibility of the Executive Director or their designee(s).

Evaluation Criteria

All materials, whether purchased or donated, are considered in terms of the following criteria, which are applied as appropriate across all subjects, languages, material types, and formats:

- Accuracy of information and depth of content
- Clarity, originality of thought, literary merit or artistic excellence
- Reviews in professional or popular media
- Popular interest and community demand
- Cost and availability
- Suitability of physical format and durability for heavy library use
- Skill, competence, and purpose of the author
- Relationship to materials in other area libraries
- Contemporary significance or permanent value
- Ability to meet the needs of the community; appropriateness to interests and skills of intended audience
- Relation to existing collections and other material on the subject
- Contribution to a diversity of viewpoints and cultural perspectives
- Local, historical, or literary significance

The library does not regularly purchase the following materials:

- Costly books of little demand
- Textbooks (unless they are of general interest and the best in the subject field)
- Books that are not professionally bound
- Books that are self-published
- Highly obscure or specialized works
- Rare books
- Items that require original cataloging
- Vanity press publications
- Obsolete formats such as cassettes, vinyl records, and VHS tapes

Minerva and Interlibrary Loan

Dyer Library is a member of the statewide MINERVA consortium which has over 60 member libraries. This membership allows our patrons access to the collections of member libraries through inter-Minerva lending. Dyer Library also provides access to items not available through Minerva by utilizing standard interlibrary loan practices.

Affirmation of Intellectual Freedom

Dyer Library values a free and inquiring society, and affirms its support of the Library Bill of Rights, Free Access to Libraries for Minors, the Freedom to Read Statement, and M.S.R.A. 27 § 121 Confidentiality of library records. Parents or legal guardians have sole responsibility for the use of materials by their minor children. The selection of materials for the Library's collection will not be inhibited by the possibility that materials may come into the possession of children. While one person may reject materials for themself, they cannot censor the use of those materials by other members of the community. Responsibility for materials selection by children and adolescents rests with their parents or legal guardians.

Weeding, Storage, and Withdrawal

Decisions about keeping materials as part of the active collection depend on the amount of space available, the condition of the item, its relevance to our collection, whether the information it contains is still current or of value, whether there is a better format available, how many copies of the item are available within the consortium, and how often it is used. Items withdrawn from the collection may be included in the library's book sales, donated to another entity, or discarded completely at the discretion of the Executive Director or their designee(s).

Reconsideration of a Library Item

We recognize that some Dyer Library cardholders may object to items in our collection. If a Saco resident has concerns about a particular library item or items, that person should address them to the Executive Director. Valid cardholders wishing to have an item's inclusion in the library's collection reconsidered may be asked by the Executive Director to complete a Request for Reconsideration of a Library Item form. This form will be reviewed in a timely manner by a committee including the Executive Director; members of the Board of Trustees; the Head of either Adult or Youth Services, depending on the location of the item; and a member of the library community not employed by Dyer Library. The Executive Director will respond to all requests for reconsideration after a decision has been made by this committee.

Note: Even though the above Reconsideration of Library Items process could take several months, no materials challenged will be removed from public use during the process.

Approved by Dyer Library Association Board of Trustees October 21, 2026

Dyer Library

Request For Reconsideration of a Library Item Form

Today's date _____

Name _____

Address _____

City_____State/Zip _____

Phone_____Email _____

Do you represent self? _____ Or an organization? _____

Name of Organization _____

1. Resource on which you are commenting:

___Book ___Movie ___Magazine ___Audio Recording ___Digital Resource ___Newspaper ___Other

Title_____

Author/Producer_____

2. What brought this resource to your attention?

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3. Have you examined the entire resource? If not, what sections did you review?

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4. What concerns you about the resource?

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5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

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6. What action are you requesting the Board consider?

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