

V. SELECTION AND MAINTENANCE OF THE COLLECTION

A. Material Selection – General Statement

The Hollis Social Library endeavors to select materials, in a variety of formats, which will contribute to the general information, education, enjoyment and enrichment of Hollis citizens. The library does not attempt to provide extensive research material, but provides general reference works on a variety of subjects. Selection of books and other materials is a judgmental and interpretive process involving a familiarity with the collection, recognition of community needs, a general knowledge of subject areas and their important works, and an awareness of authoritative bibliographies and current selection tools. Knowledge of other collections available to Hollis patrons is essential to the process of book selection for the public library. Selection will be made on the merits of works in relation to the building of the collection and to the interests of readers. Suggestions and recommendations from patrons are always welcomed. Final responsibility for books selection rests with the Library Director, Adult Services, and Children's Librarians, who shall be cognizant of the importance to the collection both of basic books of permanent value and of materials on current interests and issues.

B. Evaluation and Maintenance

1. The Library Director will supervise periodic inventory of the collection.
2. Ongoing evaluation shall be made and the collection weeded as appropriate. An individual book or other material will be considered for discard using accepted standards of judgment, which include timeliness and accuracy for non-fiction, and literary worth and circulation appeal for fiction.
3. Material repair and maintenance will be performed as necessary.

C. Materials on Reserve

1. Patrons may request that library materials be reserved for them.
2. Patrons will be notified of the availability of each reserved library material in the order in which it was requested.
3. Reserved library materials will be held for a specified period of time after notification of the requesting patron.
4. Patrons who have repeatedly failed to pick up reserve materials may be denied further reserve privileges, at the discretion of the Library Director.

D. Interlibrary Loan:

1. General Statement
 - a. Recognizing that it is impractical and undesirable for all libraries to collect all materials, the Hollis Social Library endorses and encourages the practice of interlibrary loan (ILL). Sharing of resources among libraries is essential for effective library service, since one library cannot be self-sufficient. ILL serves as an adjunct to and not as a substitute for collection development. Material of high or recurring demand will be acquired rather than borrowed. ILL services are available to all persons having a valid Hollis Social Library card.
 - b. Materials borrowed on ILL for Hollis Social Library patrons are checked out for a loan period determined by the Hollis Social Library in compliance with any borrowing

limitations set forth by the lending library. A fine per day is charged for overdue ILL materials. Patrons who have had overdue ILL books, or have not picked up requested ILL materials in the past may be denied further privileges.

- c. The Hollis Social Library does not charge for interlibrary loan service. However, some libraries do charge usage, shipping, and late fees. Patrons requesting interlibrary loan materials will be asked to reimburse the Hollis Social Library for any shipping, insurance, usage, and other fees that are incurred in receiving or returning items borrowed for them.

2. Interlibrary Loan Policy

- a. The Hollis Social Library assumes responsibility for compliance with the copyright law and its accompanying guidelines. Indication of this compliance shall be provided with all copy requests.
- b. The Library provides resources for meeting the ordinary needs and interests of its primary clientele by conforming to judicious collection development within budgetary constraints. It does not borrow items already in its collection, except in cases of unusual demand or when the item is unavailable due to extenuating circumstances.
- c. The Library makes known the availability of interlibrary loan service to patrons through a variety of sources.
- d. The Library encourages users to visit other libraries for in-house use of special collections, and assists in making these arrangements.
- e. All borrowing and lending is considered to be a transaction between libraries. The Hollis Social Library assumes responsibility for all borrowed materials and instructs users to return materials to the Hollis Social Library and to comply with any use restrictions imposed by the lending library.
- f. The Hollis Social Library will comply with the lending policies of all libraries from which it seeks to borrow and expects that libraries borrowing materials from our collection do the same.

3. Loans to other Inter-Library Loan Libraries

- a. As other libraries share their materials with the Hollis Social Library via interlibrary loan, the Hollis Social Library understands that it needs to share its resources with other institutions. However, the needs of our residents and library cardholders are balanced with this resource sharing.
- b. Hollis Social Library will loan to other New Hampshire libraries circulating items that were acquired more than six months ago.
- c. Materials that will not be loaned include:
 - i. Noncirculating materials, including titles from our historical and genealogical collections
 - ii. Items on reserve
 - iii. Magazines or Newspapers (photocopies of articles will be made)
 - iv. Items acquired within the last six months
- d. Loans to other libraries will be for a loan period of at least six weeks. Items may be loaned for more than six weeks at the discretion of the Hollis Social Library. The

borrowing library is responsible for loaned material from the time it leaves the Hollis Social Library until it is returned to this library.

- e. The Hollis Social Library will routinely send interlibrary loan materials to other libraries via the New Hampshire State Library van delivery system. If a library is not part of the van system, the borrowing library will be charged any postage, insurance, and other shipping fees incurred in sending the item to them.