

Approved June 2, 2022

## Hubbardston Public Library

# LIBRARY COLLECTION DEVELOPMENT POLICY

### Library Mission

The Hubbardston Public Library serves to inspire and educate the public with free access to a large collection of books, magazines, historic archives, video and audio media and the internet. Through our educational and social programs we strive to bring people together in the welcoming spirit of community and friendship.

### Collection Purpose and Selection Objectives

The purpose of the Hubbardston Public Library collection is to provide a range of high quality materials to support the informational, recreational, educational advancement, personal development and enrichment needs of Hubbardston residents.

This policy establishes guidelines for the selection and maintenance of the library's collection of materials based upon quality, appropriateness and responsiveness to the changing needs of Hubbardston

The Hubbardston Library supports intellectual freedom and selects materials in accordance with guidelines stated by the American Library Association in its [Library Bill of Rights](#), [Freedom to Read](#) and [Freedom to View](#) statements. The Library is responsible for providing materials on controversial issues, and whenever possible, to represent multiple points of view on these issues. A work shall not be excluded solely because it represents a particular aspect of life, frankness of expression, or controversial content. Materials are considered as complete works, and not on the basis of a particular passage or passages.

### Collection Priorities

- The library collects fiction and non-fiction materials in print, large print, audiovisual and online/digital formats for adults, young adults and children.
- New and bestselling non-fiction and genre fiction (mystery, romance, science fiction, etc.)

- DVDs of feature films and television series
- Print periodicals of local interest
- Local history materials
- On-line databases and electronic subscriptions provided through the Massachusetts Library System

## Selection Criteria

All acquisitions, whether purchased or donated, will be evaluated by the following standards and criteria. An item need not meet all criteria to be acceptable, nor will any single criterion be decisive.

- Community interest: Appeal and relevance to present or future community interests and in keeping with our mission
- Quality and suitability of format, subject, style, or reading/viewing level for the intended audience
- Positive review(s) in one or more professional publications such as (but not limited to) Library Journal, Publishers Weekly etc. and reputation of the author/producer/publisher
- Criteria essential to the selection of **non-fiction** for both the children's and the adult collection also include authoritativeness, accuracy, objectivity, timeliness, clarity of presentation and community need.
- Requests from library users (see appended Material Request form) or high-demand (e.g. CWMARS most-requested titles)
- Author or illustrator is local; Topic is relevant to local history
- Importance as an historical record
- Relationship to the existing collection, enhancement of a specific part of the collection, or where insufficient materials are available on the same subject;

Limitations on the collection include space considerations, price and availability of funds. Materials not normally considered for purchase include:

- School curriculum, except titles included on school summer reading lists
- Purchases of specialized research materials with limited demand are limited. The library's participation in CWMARS provides patron access to a wider collection and more specialized materials.

## Responsibility for Selection

Selection of the library's collections is the responsibility of the library director, who shall use this collection development policy as a guide to the growth and management of all library collections. The Library Director is responsible overall to the Library Trustees for the development of the collection.

## Collection Maintenance and Weeding

An up-to-date, balanced and useful collection will be maintained through regular review based on condition, use, available shelf space, and other standard library collection evaluation guidelines. As materials become dated, damaged, worn, are no longer used, or are lost, decisions about withdrawal or replacement will be made based on the following criteria:

- Standard library collection evaluation guidelines, such as: publishing date, frequency of circulation, community interest, and availability of newer or more valid materials
- Availability in other libraries: Is the item still available for purchase or held in other CWMARS library collections?
- Does the item have local historical value or is it a classic that should be replaced?
- To accommodate newer items, available space must also be taken into consideration as a criterion in evaluating older little-used materials in the collection. Fiction that was once popular but no longer in demand and obsolete non-fiction books that are no longer used will be withdrawn from the collection

## Gifts and donations

Gifts of books to the library may be accepted if they meet the standards of the Materials Selection policy as outlined above.

## Reconsideration of Library Materials

The library's mission is to provide access to information to all users by including diverse materials reflecting differing points of view. All library users have a First Amendment right to read, view, and listen to library resources.

Any person has the right to express concerns about library resources and expect to have the objection taken seriously. Parents or guardians have the right to guide the reading, viewing, and listening of their children but must give the same right to other parents/guardians.

When library materials are reconsidered, the principles of the freedom to read, listen, and view are the focus rather than specific materials. The [Library Bill of Rights](#), the [Freedom to Read](#) and the [Freedom to View](#) statements of the American Library Association will be used as guiding documents.

A questioned item will be considered in its entirety, not judged solely on portions taken out of context. Questioned items will remain in circulation during the reconsideration process.

The library has established the following request for reconsideration procedure described below.

### Procedure for Request for Reconsideration

Patrons who wish to make an informal complaint or request the withdrawal or reclassification of materials currently owned by the library are encouraged to discuss their concerns with the library director.

The director will explain that the library has a range of materials for everyone and everything goes through a selection process or is purchased because of patron requests. The library director can offer to assist the patron to find alternate materials that would better meet the needs and interests of the patron and/or their family members.

If the patron chooses to pursue further action to address their concerns about an item in the library, the library director will follow these steps. Once initiated, this reconsideration process should be completed in its entirety and not subverted or ended prematurely. For the duration of this process, the material in question will remain in circulation in the library collection.

1. The patron will be offered a packet of materials that includes the library's mission statement, selection policy, reconsideration form, and the Library Bill of Rights.
2. Patrons are required to complete and submit a reconsideration form to the library director. (see form below)
3. The director will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in the collection policy.
4. Within 30 days, the director will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision.
5. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Board of Trustees.
6. If the board plans to address the appeal at their board meeting, the individual will be notified of when and where the meeting will be held.
7. The Board of Trustees reserves the right to limit the length of public comments.
8. The decision of the Board of Library Trustees is final.

See form below:

Request for Reconsideration Form  
Hubbardston Public Library

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

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

Do you represent yourself? \_\_\_\_\_ Or an organization? \_\_\_\_\_

Name of Organization \_\_\_\_\_

Have you read Hubbardston Public Library's Collection Development Policy? Yes / No

Item(s) of concern:

Title \_\_\_\_\_

\_\_\_\_\_

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

Type of material? (e.g. book, movie) \_\_\_\_\_

What brought this resource to your attention? \_\_\_\_\_

\_\_\_\_\_

Have you examined the entire resource? Yes / No

If not, what sections did you review? \_\_\_\_\_

\_\_\_\_\_

Have you checked reviews of the work? Yes / No

If yes, please cite which reviews? \_\_\_\_\_

\_\_\_\_\_

What concerns you about the resource? Please be as specific as possible.

\_\_\_\_\_

\_\_\_\_\_

How could your concerns about the resource be resolved?

What action are you requesting the library consider?

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Patron Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Library Director Signature: \_\_\_\_\_ Date Received: \_\_\_\_\_

Only signed forms will be considered.

The Library Director will respond to this form in writing within 30 days.