**Holliston Public Library**

**Collection Development Policy and Statement of Concern about Library Resources**

**LIBRARY MISSION**

The mission of the Holliston Public Library is to enrich Holliston’s citizens by linking them as members of the community in a safe, comfortable space and connecting them with the world of ideas, information and imagination in order to support their work, education, personal growth and enjoyment.

### **SUPPORT FOR INTELLECTUAL FREEDOM**

The library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The library board affirms the American Library Association’s [Library Bill of Rights](https://www.ala.org/advocacy/intfreedom/librarybill) statements in support of acquiring and managing collections.

**RESPONSIBILITY FOR MATERIALS SELECTION**

Ultimate responsibility for materials selection lies with the Board of Trustees. The Board delegates to the Library Director and the professional staff the selection of materials and the development of the collection.

**CRITERIA FOR SELECTION**

Standard selection tools, including respected professional journals will be used in the selection process. Patron requests will be carefully considered and supplied wherever it is reasonable and financially possible to do so. Gifts will be accepted solely on the basis that the ultimate disposal of the gift will be at the discretion of the Librarian. Donated materials not added to our collections may put out for sale or given away to other organizations or individuals.

Selection, finally, will be founded in the needs, interests and demands of the community. The library’s goal is for all residents to have access to a diverse and inclusive collection that reflects the character and identity of the town and the wider community. Criteria for considering inclusion in the collection include:

* Present and potential relevance to community needs
* Popular demand and potential user appeal
* Authority and competence of the author.
* Importance as record of the time.
* Need within the collection.
* Availability of the materials elsewhere in the area.
* High standard of quality in format, content and binding
* Suitability of physical form for library use
* Suitability of subject and style for intended audience
* Cost
* Availability of space
* Attention by critics and reviewers
* Representation of diverse points of view

### **Special Considerations for Electronic Information Sources**:

* Ease of use of the product
* Availability of the information to multiple simultaneous users
* Equipment needed to provide access to the information
* Technical support and training
* Availability of the physical space needed to house and store the information or equipment
* Available in full text

An item need not meet all of these criteria in order to be acceptable.

The same criteria will be used in weeding materials from the collection as are used in their acquisition. In order to maintain the collection in its most attractive and useful condition, the Librarian will use her/his judgment in removing materials which are no longer accurate or suitable, no longer in demand or not in a condition suitable for circulation. The Librarian will refurbish by repair or rebinding where appropriate. This policy will be subject to periodic review as determined by the Trustees.

Choosing of library materials by patrons is an individual matter. Parents and legal guardians are responsible for the materials their children borrow. While a person may reject materials for themselves or their children, he or she cannot exercise censorship to restrict access to library materials by others. The library does not label controversial material or restrict its use in any way. Movies are labeled with ratings for informational purposes only. No other rating labels are applied to library materials.

Items purchased, or accepted as gifts, using the Collection Development Policy and selection criteria, will not be automatically removed on request. Patrons wishing reconsideration of library materials must complete the Statement of Concern about Library Resources form in its entirety.  Only signed forms will be considered. The Library Director will acknowledge receipt of the form within two weeks. The relevant library staff will review the library material to ascertain whether it meets the standards set forth in the library’s Collection Development Policy, and will make a written recommendation to the Library Director as to the validity of the request.

The Library Director, after reviewing the recommendation, will decide whether the library material remains on the shelf or is removed and will notify the patron of said decision. A final appeal may be made to the Library Board of Trustees. A copy of the request form without identifying patron information will be mailed to the ALA Intellectual Freedom Committee.

Items borrowed from other libraries or contained in electronic collections or databases such as Gale, Hoopla, Libby or Kanopy are not subject to the Holliston collection development policy. However, complaints can be forwarded to the owning library or to the electronic subscription service itself.

**Statement of Concern about Library Resources**

Resource on which you are commenting:

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Author:

Title:

Publisher:

Publication Date:

Format:

Are you aware of the Library's Collection Development Policy?

What brought this item to your attention?

Have you read /listened to/viewed this item in its entirety? If not, what parts?

What is it about this item that concerns you (Please be specific)

What do you feel might be the result of reading /listening to /viewing this item?

To what audience do you think it is aimed?

In its place, what material of equal or better quality would you recommend?

What do you like the library to do with this material?

Name

Complete Address

Phone

Email

Are you representing yourself or an organization?

Name of Organization

Email

Additional comments:

*Revised by the Holliston Library Board of Trustees*

*May 4, 2022*

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