

# Holyoke Public Library Collection Development & Material Selection Policy

## Mission and Statement of Purpose

The mission of the Holyoke Public Library is to provide materials and services to help community residents of all ages obtain information meeting their educational, professional, and recreational needs.

The Collection Development Policy of the Holyoke Public Library serves as a guide to staff members for the selection and retention of materials, and is designed to support the library's mission statement.

## Philosophy of Selection

The Board of Directors of the Holyoke Public Library Corporation endorse the [Library Bill of Rights](#), a fundamental philosophy statement formulated by the American Library Association. The Holyoke Public Library also endorses the principles documented in their [Freedom to Read Statement](#). The Library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy.

## Responsibility for Collection Development

The Board sets Library policy, including the policy on collection development. The Director administers policy set by the Board and is responsible for all day-to-day operations of the Library. Individual decisions regarding selection and acquisition of materials, deselection, and discarding are delegated to specific staff members who are responsible for subjects and sections in their areas of expertise and guided by the criteria in this policy.

## Scope of the Collection

The primary responsibility of the Holyoke Public Library is to serve the citizens of Holyoke by providing materials to meet their informational, educational, cultural and recreational needs. Materials are selected to help individuals, groups, and organizations attain practical solutions to daily problems, and to enrich their quality of life.

The library is a member of the [C/W Mars library consortium](#) established to promote resource sharing. Holyoke patrons may use their card at any C/W Mars library or request materials to be sent to Holyoke. Patrons are also able to borrow items statewide using the Commonwealth Catalog.

## Selection Decisions and Funding

The responsibility for the selection of library materials rests ultimately with the Library Director with selection delegated to the professional library staff (i.e., Collections Development Librarian, the Children's/Youth Services Librarians and Reference Librarians) who are given the necessary training and support to make informed purchases for the collection. The library encourages all staff members and the general public to recommend materials for consideration. The library's budget is reviewed annually by the Director and the Library Board and is allocated to the various departments based on the current community needs. Staff designated to purchase those materials are notified of the amounts at the beginning of each fiscal year.

## Collection Priorities and Practices

- Current materials that are pertinent and timely.
- General treatments of subjects versus those, which are scholarly, or primarily for limited professional use.
- Materials representing all views of controversial issues.
- Locally relevant materials and published local authors.
- Single copies of a wide range of subjects rather than multiple copies of the same title.
- Materials written in English and Spanish languages.
- Unabridged editions.

## Selection Criteria

Holyoke Public Library strives to fulfill the informational, educational, and recreational needs of its users by providing quality materials. The following standards apply equally to all items considered for acquisition, whether purchased, requested, or donated. An item does not have to meet all of the criteria in order to be acceptable.

- Appropriateness of subject and style for intended library users
- Relevance to present and future needs of the community
- Strengths and weaknesses of the existing collection
- Consideration of the work as a whole, rather than on the basis of specific sections
- Representation of trends, subjects, or genres of local or national importance
- Currency and accuracy of the information
- Literary or artistic merit
- Favorable reviews and inclusion in reputable resources, such as bibliographies, publishers' catalogs, and professional or trade journals
- Durability and sustainability of format for library use
- Popularity and user demand
- Price of item
- Reputation and qualifications of the author or publisher of the work
- Availability from C/W Mars
- Availability of space

## Guidelines for Specific Collections

- Fiction collection: the library will purchase a wide variety of fiction (hardcover and trade and mass market paperbacks) to satisfy the needs of all our borrowers. Library staff will select titles on the basis of professional reviews such as Publisher's Weekly, Library Journal and others that consider the literary content, and the reputation of the author. Included in our fiction collection is an assortment of classic fiction books.
- Non-fiction collection: the library staff will purchase materials that ensure the availability of information for independent, self-directed learning. Library staff shall consider authors who present material accurately, fairly, clearly, and in a readable manner. Textbooks are not purchased by the library except in those subject areas where the material is not conveniently available in another form. While the library maintains a limited collection of Reference materials on various subjects for patrons to review in the library, the goal is to provide circulating items rather than books for library use only.
- Children's collection: the children's room collection will reflect the general goals and mission of the library at large. Materials will be acquired, weeded, and maintained to meet the recreational and academic needs of the community's children from birth to approximately 12 years of age. Materials are chosen with regard to the individual needs and differences in our diverse community. Materials in the collection include: board books, picture books, "step" books for emergent readers, general fiction, non-fiction, movies, audiobooks, music, and popular magazines. The reading and viewing activity of children is ultimately the responsibility of parents or legal guardians. The Holyoke Public Library does not act in loco parentis.
- Young Adult collection: the YA Department is a separate collection. It is targeted at the informational and recreational reading needs of a middle school through high school age population. The bulk of the collection will consist of hardcover and paperback fiction and non-fiction books that have been recommended in one or more of the standard reviewing media.
- Audiovisual collections: the library will purchase audio-visual materials targeted at all age groups as part of its collection development. It will include music, audiobooks, and videos, video games of both a recreational and informational nature. The library will purchase the most used format of materials to meet the needs of patrons and not duplicate items across formats. All media purchases are reviewed regularly to ensure the community is provided with the most up-to-date resources.
- Computer Software: the library will provide computers for public use. Non-circulating software provided for adults and children includes standard office applications for word processing and spreadsheets. The public computers will also provide [Children Internet Protection Act \(CIPA\)-filtered](#) Internet access to the public. Access is provided to research databases provided by the Massachusetts Library System (MLS), and through

the Massachusetts Board of Library Commissioners (MBLC). In addition, the Library will subscribe directly to databases that support our mission and comply with our selection criteria. Due to the large expense associated with providing electronic resources, renewal will be assessed on an annual basis.

- **Periodicals:** the library will provide timely information through a collection of, magazines, journals and non-circulating newspapers. Back issues of periodicals will be kept for a limited time depending on their publication schedule.
- **Large Print Collection:** The collection will duplicate a portion of the library's recreational reading collection in a larger font. This will include a variety of popular, bestsellers, mystery/espionage, romance fiction, and some general non-fiction.
- **Electronic collections:** : the library provides access to collections of downloadable and online-only materials including eMagazines, audiobooks, music, and videos through a variety of sources. These include subscriptions to databases, the library's membership in C/WMARS and the Boston Public Library's ecard program. These items are provided for the use of those patrons who have access to a non-library Internet computer, laptop, tablet, e-reader or smart phone.
- **Historical Collections:** The Holyoke History Room is dedicated to preserving the history of Holyoke and supporting research into the city's past. History Room collections include maps, photographs, city directories, and Holyoke newspapers (on microfilm) from the 1850s to the 1990s. The Library actively collects historical materials related to the city's history. All items must be reviewed by the Library Archivist before being accepted into the collection.

## Collection Maintenance

In order to maintain a vital, current collection that meets the needs of the community, weeding is an ongoing process. The collection is weeded for materials that fail to meet the goals of the collection due to age, condition or publication of better materials.

Weeding will be done methodically and in an on-going basis, using the CREW method of evaluation developed by Joseph P. Segal. This process (Continuous Review, Evaluation and Weeding), uses the following criteria to evaluate a title's current usefulness to the materials collection:

- **M = Misleading** (and/or factually inaccurate)
- **U = Ugly** (worn and beyond mending or rebinding)
- **S = Superseded** by a truly new edition or by a much better book on the subject
- **T = Trivial** (of no discernible literary or scientific merit)
- **Y = Your collection has no use for this book** (i.e. irrelevant to the needs and interests of the community). Date of publication, last date circulated and

average number of circulations per year are useful indicators of the above factors.

## Gift Policy

Holyoke Library encourages and welcomes gifts and donations to be used for the benefit of the library. Materials donated to the library must be in compliance with the library donation policy (Appendix A). The library makes an effort to dispose carefully and thoughtfully of all donated materials which it does not add to its own collection. The Holyoke Public Library does not appraise gift materials for tax purposes. The library will, upon request of the donor, provide a written receipt for donations, indicating the number and general description of materials

The library accepts monetary donations to our general fund, including memorial gifts. Monetary gifts may be used by the library to purchase materials, and equipment, or to support programming. The selection of materials will be made by library staff. Materials will be ordered in keeping with the donor's wishes if the request complies with the library selection guidelines. Materials purchased will be given personalized bookplates if requested.

## Reconsideration of a Book

The Holyoke Library recognizes that some patrons may have strong opinions on the suitability of items in the library's collection. If a patron wishes to challenge the inclusion of any item in the collection the following procedures will be followed:

- The patron must fill out a Request for Reconsideration of Library Materials form (Appendix B).
- The Director will review the title, meet with staff, and meet with the patron to review the complaint and inform them of relevant library selection procedures and policies.
- A written ruling on the request will be made and mailed to the patron.
- If unsatisfied, the patron may pursue the complaint with the Board of Trustees by sending a written letter of appeal within 10 business days of the date on the Director's ruling letter.
- If the Library Board plans to address the appeal at their Board meeting, the patron will be notified of the time and date of the meeting.
- The Library Board reserves the right to limit the length of public comments.
- The decision of the Library Board is final.

## Appendix A

### Holyoke Public Library Book Donation Policy

All items must have been published/released within the past 2 years and be in excellent condition.

#### **Types of items that will be accepted as donations:**

- Hardcover or Paperback fiction
- Hardcover non-fiction on timely or popular topics (diets, cooking, political, biographies, bestsellers, etc.)
- Children's books
- CDs and DVDs
- Unabridged Audio-books (CD format only)
- Puzzles with all pieces and in good condition

Materials must be in a plastic shopping bag with a limit of 2-3 bags

**(NO BOXES OR PAPER BAGS)**

**An acknowledgement of the donation will be mailed to the donor if name and address are provided at the time of donation.**

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#### **Items NOT accepted:**

- Magazines
- Anything over 2 years old
- Condensed materials
- Abridged Audio-books
- Encyclopedias
- Textbooks
- VHS tapes
- Audio cassettes or Records (LPs)

*All donations become the property of the Holyoke Public Library and may be disposed of at the discretion of the Library Director.*

**Items may NOT be left outside the library.**

**PLEASE DO NOT PLACE DONATIONS IN THE BOOK RETURN.**

#### **If your materials do not meet our needs we suggest you try contacting:**

- Goodwill, Salvation Army, Savers or a local used bookstore
- Better World Books (find donation bins on their website: [betterworldbooks.com](http://betterworldbooks.com))
- Discover Books (find donation bins on their website: [discoverbooks.com](http://discoverbooks.com))
- Your local recycling center or you can search ***earth911.com*** for more recycling options

## Appendix B Request for Reconsideration of Library Materials Form

Title: \_\_\_\_\_

Author(s): \_\_\_\_\_

Publisher: \_\_\_\_\_ Copyright date: \_\_\_\_\_

Format (i.e. book, DVD, etc.): \_\_\_\_\_

Please state the action you would wish to be taken on this item:

What is your objection to the material? Feel free to use the back of this form if needed.

Have you read/viewed/listened to the entire work? If not, then which parts (please specify page numbers, chapters, scenes, song titles, etc.)?

How was this material brought to your attention?

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

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Initials of Staff Member receiving form: \_\_\_\_\_ Date Received: \_\_\_\_\_