

**JONATHAN BOURNE PUBLIC LIBRARY**  
**BOOKS AND MATERIALS SELECTION AND DISPOSAL POLICY**

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**A. PURPOSE**

The Jonathan Bourne Public Library's (Library) purpose is to provide all individuals—both residents of the Town of Bourne and visitors—with access to a collection of books and other print, electronic, audio-visual and other materials<sup>1</sup> that are selected to serve a diverse set of objectives that meaningfully enrich the community. This policy is adopted by the Trustees of the Jonathan Bourne Public Library to accomplish that purpose by selecting and disposing such books and other materials in a systematic, thoughtful manner that best enables the Library to accomplish its purpose within constraints of budget, space, and other factors.

**B. DECISIONAL AUTHORITY**

The Library Director is responsible for all decisions concerning the selection and disposal of Library books and materials. The Library Director shall apply best professional judgment and discretion in accordance with the provisions of this Policy when making such decisions. The Library Director may delegate this responsibility to other Library staff.<sup>2</sup> The Library Director must comply with this Policy when making such decisions.

All decisions made by the Library Director shall be final.

**C. SELECTION CRITERIA**

The Library Director shall select books and other materials to include in the Library's collection by applying the Selection Criteria in this Policy. The Selection Criteria shall consist both of Objectives and Selection Considerations.

**Objectives:** The following Library Objectives may be considered as part of any decision to add books or other materials to the Library's collection.

1. Promoting literacy and encouraging continuous, life-long learning.
2. Helping people learn more about themselves and their world.
3. Providing access to a variety of opinions on matters of current interest.
4. Encouraging freedom of expression.
5. Supporting educational, civic, and cultural activities within the community.
6. Providing links to community resources and government agencies.
7. Providing books and materials in response to community demand.

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<sup>1</sup> This includes items in the "Library of Things" collection that may not normally be viewed as a traditional library collection.

<sup>2</sup> All references to the "Library Director" in this Policy shall mean and include any duly appointed designee unless context clearly dictates otherwise.

8. Supporting career and job-related skills.
9. Enhancing the individual's enjoyment of life.
10. Supporting or complementing the Town's public school system curriculum.

**Selection Considerations:** The following Selection Considerations may be considered as part of any decision to add books or other materials to the Library's collection.

1. Contemporary significance.
2. Enduring value.
3. Readability and style.
4. Treatment of subject for intended audience.
5. Physical durability, and attractiveness.
6. Suitability of the format for library use.
7. Creative, literary, or technical quality.
8. Availability from our contracted vendors.
9. Reviews in the professional journals.
10. Reviews in popular media.
11. Professional or literary reputation of the author, publisher, or producer.
12. Circulation of similar books and materials.
13. Relation to existing book collection and other materials on the subject.
14. Existing Library space.
15. Cost and Library budget.

**Disclaimers:** Decisions to select books or other materials for the Library's collection are subject to the following principles. The Library Director may decline to select any books or other materials if such a selection would contravene any of the following principles.

1. The freedom to read, along with the freedom to hear and to view, is protected by the First Amendment to the United States Constitution and the Massachusetts Declaration of Rights. The Library is committed to these freedoms and selecting books and other materials in accordance with them.
2. Selection of books and materials does not constitute or imply agreement with or approval of the content, viewpoint, implications, or presentation of the books or materials.
3. The Library staff does not serve *in loco parentis*. It is the parent(s) or legal guardians(s), and only those persons, who may restrict their minor children, under age 18, from access to Library materials. Selection decisions will not reflect the possibility that children may purposefully or inadvertently view the materials.
4. The Library is not a judicial body or an arbiter of community standards. No books or material will be selected or removed from the Library based on

complaints of obscenity, pornography, subversiveness, or any other similar reason unless: (a) such a decision conforms to the Selection Criteria; or (b) any book or material that is unlawful.

#### **D. REPLACEMENT OR DISPOSAL**

Selecting books and other materials is an ongoing process. It includes the removal of books and materials that no longer meet the Selection Criteria and the replacement of lost and worn materials still of enduring value. This process of replacement or disposal is an integral part of assessing the collection and therefore should be conducted only by Library staff or the Library Director.

Books and other materials may be replaced or disposed of if they:

1. Are in poor physical condition.
2. Have not been circulated in the last five years.
3. Are outdated in content, use, or accuracy.
4. Are mediocre or poor in quality.
5. Duplicate information that is no longer in heavy demand.
6. Are superseded by new or revised editions.
7. Are outdated and unattractive format, design, graphics, and illustrations.
8. Contain information that is inaccessible due to lack of table of contents, adequate indexing, and searching capabilities.
9. Were not selected in accordance with approved Selection Criteria or no longer conform to the Selection Criteria.
10. No long contribute meaningfully to the Library's objectives, viewed in isolation or in combination with other materials in the Library's collection.

#### **E. GIFTS**

The Library may accept gifts or donations of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. The Library Director may refuse a gift or donated item, or otherwise dispose of a gift or donated item as the Director determines to be appropriate. Library staff shall not appraise the value of donated books or materials but may provide an acknowledgment of receipt of the items if requested by the donor. The Library may also accept financial donations, with the understanding that the Library Director retains the right to use such funds to purchase books or other materials, at their discretion, that conform to this Selection Policy. Gifts over \$25 must be accepted by the Select Board.