

Mattapoisett Free Public Library

Collection Development Policy

Purpose

The purpose of the Collection Development Policy of the Mattapoisett Free Public Library is to provide guidelines for acquisition and withdrawal decisions, allocation of resources, and long-range collection development in accordance with the library's mission.

Library Mission Statement

The mission of the Mattapoisett Free Public Library is to select, organize, maintain and make available to the entire community those materials and services necessary to assist and support all its citizens in the pursuit of their educational, informational and recreational interests and needs.

Intellectual Freedom and Access

The Library Board of Trustees, the Library Director, and the library staff recognize the responsibility of the Mattapoisett Free Public Library to provide materials that support diverse points of view on different topics. The library subscribes to the Library Bill of Rights and its several interpretations: The Freedom to Read Statement and the Freedom to View Statement (see Appendix).

Selection is made solely on the merits of the work in relation to collection development and in relation to the needs and interests of the local community. The presence of an item in the library's collection does not indicate an endorsement of the item's content.

Selection cannot be restricted by the possibility that certain materials might be considered objectionable by some users on moral, religious, political, or other grounds. Well-intentioned individuals or groups may occasionally question the inclusion of an item in the collection. Neither an individual, nor a group, nor library staff has a right to decide what others may or may not read. The library assures free access to its holdings for all patrons, who can select or reject for themselves any item in the collection.

Children are not limited to children's collections, which are kept separate from other library collections to facilitate use. Responsibility for a child's reading, listening, or viewing of library materials must rest with the parent or guardian, not with the library staff. The Library does not act in loco parentis.

Resource Sharing

The Mattapoisett Free Public Library is a member of the SAILS Library Network, an automated resource sharing network of public, academic, school, and special libraries covering a wide geographic area in the south coast area of the Commonwealth. For patrons with needs beyond the local library and the SAILS system, interlibrary loan allows access to materials in libraries throughout the Commonwealth and the rest of the United States through cooperative interlibrary loan agreements. The library does not have control over the content of certain electronic collections, including those administered by SAILS or the state, or over materials that may be available through interlibrary loan from other libraries.

Responsibility for Collection Development

The Library Director has responsibility for collection development, operating in accordance with policies set by the Library Board of Trustees. Selection of material is made by the Library Director as well as by professional library staff, who are qualified by reason of education, training, and experience. Other staff members and the general public are encouraged to recommend materials for consideration.

Definition of Materials Selection

"Selection" refers to the decision that is made to either add materials or to retain materials already in the collection. It can also refer to items to be removed from the collection.

Selection Criteria

Selection is based on recommendations in authoritative reviewing media and on requests from the public. While budgetary and space limitations make it impossible for a

small library to build a comprehensive collection in all subjects and interest areas, the library does endeavor to offer a collection which is diversified, well-developed, current, and as balanced as possible.

The following criteria provide a general framework for selection:

- Whenever possible, material should receive favorable reviews from professionally recognized review sources. When reviews are unavailable, a judgment is made by a trained staff member.
- Material should contribute to the balance and variety of the library's collection as a whole.
- Materials are evaluated with regard to artistic worth, authority, competence of presentation, comprehension by the intended age level, and contribution to the total collection.
- Other considerations include: contemporary significance, usefulness or interest of local community, importance as a historical record, availability through the SAILS Library Network or through interlibrary loan, requests from users of the library, and physical quality of format and binding.
- Non-fiction material is evaluated with regard to authority, authenticity, accuracy, and timeliness. Presentation of ideas should be logical and clear, and the material should be well edited and free of errors.
- Material is selected to meet the needs and interests of the general public, and is not intended to duplicate research items or special collections found elsewhere.
- Materials are selected in various formats, both print and non-print, to meet the needs of library users of all ages and abilities.
- The relative permanent value of material is taken into consideration. Some items are selected knowing use will be short lived while other materials are selected for long term significance.

Scope of the Collection

The Mattapoisett Free Public Library considers all types and formats of media in the realm of human expression and part of the human record. The Library will respond to

trends in the community and the larger world and may add or discontinue various collections as needed. New material formats will be considered based on demand and accessibility and will be assessed for strengths and weaknesses.

In the development of its collection, the library recognizes that it is impossible for a small-sized public library to acquire a balanced comprehensive collection that is strong enough to meet all community needs. As a member of an automated resource sharing network and the state-supported resource sharing system, the Mattapoisett Free Public Library supplements its resources with materials borrowed from other libraries throughout these larger entities.

Collection Development for Adult Materials

Fiction

Every attempt is made to provide a wide selection of the various types of fiction and to include the best works of the past and present. Each work is judged on individual merit and the needs of the collection as a whole as it relates to community needs. Works available in large print will be added as space and interest allows.

Nonfiction

The library will provide a wide selection of popular, notable nonfiction works in all formats, paying particular attention to works of local interest. Works are selected to provide a range of viewpoints on issues, recognizing the individuals' right to read controversial opinions.

The library cannot normally support, except through interlibrary loan, the professional needs of individuals whose interests require highly technical or very specialized information. The library cannot take the place of an academic facility as a source for a wide range of highly academic materials. Works available in large print will be added as space and interest allows.

Periodicals and Newspapers

The library provides periodicals in a wide range of subjects of reference value and recreational interest, as the budget allows. Periodicals are selected according to the following criteria:

- Whether the periodical has local or regional interest
- Inclusion in or exclusion by standard indexing sources
- Cost and budget
- Requests by patrons
- Whether a subject area needs to be expanded upon to help balance the collection

The library maintains a current file of major newspapers of local, regional, and national interest, with consideration to cost and budgetary constraints. Newspapers are discarded weekly, except for local newspapers which are kept in hard copy or in digital format.

Reference

Reference materials include print resources and online products. The Massachusetts Library System and the Massachusetts Board of Library Commissioners provide many of the online products. Factors considered in the selection of reference materials are authority, reliability, scope, treatment, arrangement, format, cost, and existing holdings.

Duplicate copies of reference materials may be purchased for the circulating collection if the price is not prohibitive.

Local History

The library makes an effort to collect and maintain materials having to do with the history of Mattapoisett. The Howard Stillman Bates Marine Room is the area of the library where most of the local history collection is housed. Collection development and use of the Marine Room is covered in a separate policy.

Collection Development for Children

The principles which guide the selection of materials for children are fundamentally the same as those for adult materials. The collection is carefully chosen for children of all ages and abilities with emphasis on materials which entertain, stimulate the imagination, develop reading ability, and enable children to learn about the world around them in all its diversity.

Materials are evaluated for reading level, interest level, and treatment of the subject for the age of the intended audience.

Materials are chosen to assure a well-rounded representation of all points of view as with adult and young adult books.

The collection does contain materials to be used in completing school assignments. These materials are purchased to complement, not take the place of, school resources. Textbooks are not purchased unless they contain better subject coverage than other books.

A wide variety of books for infants, toddlers, and preschoolers is a high priority for the collection. These include board books, picture books, and beginning readers that are well reviewed and in demand. Selection includes both fiction and non-fiction titles.

Children's Nonfiction

The children's nonfiction collection is broad based with an emphasis on multiculturalism, science, biography, and the creative arts. Regular units of study in the school curriculum also influence selection.

Children's Fiction

The fiction collection includes popular authors and well-reviewed titles with particular emphasis on mystery, fantasy, adventure, historical fiction, science fiction, sports, and classics.

Children's Paperbacks

The paperback collection provides a format for second copies of popular hardcovers as well as books that are not available in hardcover. Series books may also be purchased in this format.

The Parent Collection

The Parent Collection in the Children's Department contains books and audiovisual materials on topics that are of interest to parents, grandparents, and professionals. Consideration will be given to purchasing titles that are in the adult collection if demand merits an additional copy for ease of access. Books on sensitive issues which are written for children are shelved in the general collection and also in this designated section where families may browse them together.

Collection Development for Young Adults

Young adult materials serve as a bridge to the adult collection and are aimed at addressing the interests, needs, and concerns of young adult patrons, which often differ in type and intensity from those of adult users. Materials are selected using the same general criteria that are used in the selection of adult material but with the focus on the experiences, maturity, and interests of young people.

In general, young adult service and the collection is geared to students in grades 7 through 12, overlapping somewhat with children's services at one end of the range and those for adults at the other. The general reference, audiovisual, and periodical collections include materials for young adults. The resources of the entire library are available to this age group.

Young Adult Fiction

The young adult fiction collection consists of materials written for and/or appealing to this particular age group regardless of genre. Every effort is made to provide teenagers with fiction that deals with their concerns in open, honest ways, and which meets their

recreational and academic reading needs. Diversity of content is a priority along with the quality standards mentioned earlier in this policy.

Young Adult Nonfiction

Young adult nonfiction is selected in all subject areas presented within the adult non-fiction collection. As there are many potential users for this material, young adult nonfiction is chosen with all library users in mind, and the material is shelved alongside the adult nonfiction. Titles are chosen for their timeliness and appeal. The staff makes every effort to purchase factual books which are clearly written and attractive in format.

Collection Development for Audio/Visual Materials

The library collects a broad range of materials to supplement the print fiction and nonfiction collections. This includes popular and recommended films, audiobooks, music, video games, and databases. The same criteria used in collecting print materials applies to works added to the audiovisual collections. Special attention is paid to format available and currency when selecting AV materials.

Patron Requests

Any library user may request to add material using a request form. The library director will review and add the material if feasible, following selection criteria. Requests to reconsider materials found in the collection are covered by the Request for Reconsideration policy.

Self-Published Materials

The Library may add self-published materials that meet collection development criteria and will be of interest to the community.

Materials in Digital Format

The Mattapoissett Library participates in platforms purchased through the consortium and shares some acquisition responsibility with the designated network committee. New digital collections and materials are added with the same selection criteria in mind as

other materials. Links to non-commercial, educational content added to the website will be vetted for appropriateness and accuracy.

Library of Things

The Library of Things is a collection of non-traditional library items that complement the library's mission to spark curiosity, facilitate lifelong learning, and support recreational needs. Items are selected based on the needs and interests of the Mattapoissett community. All suggestions for purchase are evaluated using the same selection criteria as other materials and are not automatically added to the collection. Library of Things items are available for all ages, though some items are designated for check out with an adult card based on cost.

Library users assume responsibility for proper use and storage upon check out.

Withdrawal of Materials

The systematic removal of materials no longer useful is an essential part of maintaining an effective, relevant and vibrant library collection. A withdrawal policy ensures that the collection remains vital and useful by: discarding and/or replacing items in poor physical condition; eliminating items with obsolete, misleading, or superseded information; and reducing the number of copies of titles whose relevance to the community has lessened.

The library professional staff will evaluate the materials collection for repair, replacement, and/or discard on an ongoing basis, using current weeding guidelines accepted in the field. Factors for consideration for withdrawal include:

- Accuracy and scholarly integrity
- Physical condition
- Updated editions that supersede the original
- Lasting scientific or literary merit
- Relevance to the information interests of the community

Materials withdrawn from the Mattapoisett Free Public Library will be disposed of in a manner consistent with their quality and condition. Disposition includes, but is not limited to: offered to another library, school or institution; discarded or recycled.

Materials removed because of dated content and poor condition will be recycled/discarded.

Gifts Policy

The library accepts gifts of materials, but reserves the right to evaluate them in accordance with the criteria applied to purchased materials. The library may choose not to accept gifts which do not meet the library's objectives and policies.

Upon request, the donor may be provided with a receipt including a general description of the material and the date of donation. Monetary appraisal of any gift for income tax or other purposes should be sought by donor. Gifts of materials intended for the Friends of the Mattapoisett Library used book sale will be passed on to the Friends. The organization may wish to offer its own acknowledgement.

The library retains unconditional ownership of any gift of materials and makes the final decision on the use or disposition of the gift. The library reserves the right to decide the conditions of processing, display, housing, and access of gift materials. Items with restrictions necessitating special handling or that may not be integrated into the general collection will be accepted at the discretion of the Library Director.

Review of the Policy

In order to maintain a dynamic selection program which reflects the current needs of the community, this policy will be reviewed whenever necessary by the Board of Trustees of the Mattapoisett Free Public Library. Revisions should be developed by the professional staff and presented to the Board for acceptance at least once every five years.

Adopted by the Board of Trustees on August 17, 2017, revised and approved on January 19, 2023

APPENDICES

CREW Method of Collection Evaluation (Continuous Review, Evaluation and Weeding)

The CREW Method, explained by Joseph P. Segal in *Evaluation and Weeding Collections in Small and Medium-Sized Public Libraries: The CREW Method* (Chicago American Library Association, 1980) involves judging materials using the following criteria:

Misleading, factually inaccurate

Ugly, worn out, past repair

Superseded by a new edition or other material

Trivial, having no lasting merit

Your library collection has no use for this item—some other library may be able to use it.

Worn out

Out of date

Rarely used

System can supply (Interlibrary loan)

Trivial or faddish

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

"Library Bill of Rights", American Library Association, June 30, 2006.

<http://www.ala.org/advocacy/intfreedom/librarybill> (Accessed December 15, 2022)

Freedom to Read Statement

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

"The Freedom to Read Statement", American Library Association, July 26, 2006.

<http://www.ala.org/advocacy/intfreedom/freedomreadstatement> (Accessed December 15, 2022)

Freedom to View Statement

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Endorsed January 10, 1990, by the ALA Council

"Freedom to View Statement", American Library Association, May 29, 2007.

<http://www.ala.org/advocacy/intfreedom/freedomviewstatement> (Accessed December 15, 2022)