



SOUTHBOROUGH LIBRARY

Collection Management Policy

The Southborough Library endeavors to maintain a balance in both materials and services for all members of the community. The Southborough Library Board of Trustees and the library staff are responsible for providing equal access to library materials and services for all library users. All materials are selected with the needs of the community in mind. Selection is based on need, content of collection, recommendations, professional review sources, and the support of school curriculums. Titles are usually selected based on reviews that indicate the general appeal of a book, the specific audience, and the literary reputation of the author in addition to patron requests.

In accordance of [Massachusetts General Laws, Chapter 78 Section 33](#) and the standards set by the [American Library Association](#), the Southborough Library Board of Trustees has approved the following policy regarding materials selection:

1. The selection of books and all other library materials is the responsibility of the Library Director, the Assistant Library Director, and all other qualified staff members.
2. Selection of all library materials shall be made on the basis of their value, interest, information, and enlightenment of library users. No book or other library material shall be excluded or included solely because of race, religion, nationality, political and social views, or sexual orientation of the author.

3. The selection of materials is based on the changing needs of the citizens of Southborough. All library materials are evaluated as complete works and will not be excluded from the library's collection solely based on its content. All library materials, both purchased and donated, are evaluated by the following standards:

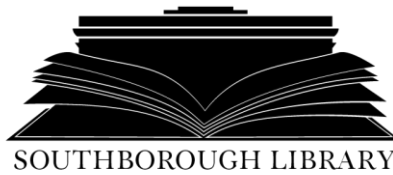
- Present and potential relevance to community needs;
- Suitability of subject, style, and reading level for intended audience;
- Reputation or significance of author/publisher;
- Review from a professional journal;
- Review from library staff members;
- Relationship to existing materials in the collection;
- Budget limitations;
- Patron requests.

The acquisition and retention of local history materials is covered separately under the [Local History Collection Development Policy](#).

Anyone with concerns about library materials may file a "Request for Review of Library Material" with the Library Director. The Library Director, in consultation with appropriate library staff members, will review the item; a decision on the suitability of the item in the Southborough Library collection will be made based on this Collection Management Policy.

This policy should be reviewed by the Southborough Library Board of Trustees every 5 years.

Date Approved: _____



Request for Review of Library Material

1. Title:
2. Author:
3. Publisher:
4. Date of publication:
5. Type of library material:
6. Request initiated by:
 1. Name:
 2. Address:
 3. Phone:
 4. Email:
7. Did you read/listen to/view the material in its entirety?
8. Do you represent yourself or an organization?
9. Name of organization:
10. What specific pages, audio, or visuals do you deem objectionable?

Please cite page numbers, chapters, or other identifying information.
11. What do you recommend be done with the material?