

## **Collection Development Policy**

Collection development is the responsibility of the library director and library staff in accordance with the collection development policy established by the Board of Library Trustees. Trustees do not select materials or weed the collection, nor do they appoint “book committees” which decide which books will be purchased.

### **Selection Process**

Collection development decisions are made on the basis of staff judgment and expertise, and by evaluating reviews in library reviewing journals and other library selection tools. Factors used in making decisions include: popular demand, community needs and interests, usefulness, cost, quality, physical characteristics of the item, and availability through other sources, particularly the Old Colony Library Network.

### **Weeding the Collection**

In order to maintain a collection which is current, reliable, in good condition, well used, and relates to the needs and interests of the residents of Marshfield, materials are withdrawn on a systematic and continuing basis. Standard practice to withdraw materials is three years without any circulation. Some exceptions may apply, if in doubt ask a Supervisor, Tech Services Librarian or the Library Director. Materials are discarded when they are judged to be dated, inaccurate, seldom used, in poor condition, or otherwise no longer appropriate.

### **Gifts**

Gifts are accepted with the understanding that they may or may not be added to the collection. Gift materials, including titles new to the collection, are subject to the same selection standards as materials purchased by the library. The library does not provide evaluation of gifts for tax deduction or other purposes.

### **Collection Development for Children and Young Adults**

The collection is carefully chosen for children of all ages and abilities, with the emphasis on materials which entertain, stimulate the imagination, develop reading ability and enable children to learn about the world around them. Materials are purchased in print and non-print formats including, but not limited to, books, magazines, videos, and audio books. Although the collection does contain materials of use in completing school assignments, it is not designed to provide school textbooks or other materials which support only the school curriculum.

Children and young adults are not limited to the special collections selected for them. They are encouraged to make full use of the entire collection.

## **Scope of the Collection**

Service roles selected by the library emphasize popular materials for adults and children. The popular adult collection highlights genres and topics for which local interest and need is known to exist. These include current, high-interest fiction and non-fiction. The children's collection focuses on picture books for preschoolers and on popular reading by children of school age. The library provides materials in a variety of formats, including, but not limited to, books, periodicals, videos, compact discs, and audio books.

The library's goal is to develop a collection which is intensively used. No attempt is made to purchase or retain materials for which there is limited demand. The library supplements its collection with materials borrowed from the Old Colony Library Network and its member libraries.

## **Intellectual Freedom**

The library recognizes its obligation to provide as wide a spectrum of materials possible. No restrictions are placed on what anyone may read or view. Selection cannot be restricted by the possibility that certain materials might be considered objectionable by some users on moral, religious, political or other grounds. It is the library's position that public access to ideas and information will not be restricted. Neither an individual or group of the library itself has a right to decide what others may or may not read, view, or hear.

*Revised by the Library Board of Trustees June 13, 2023 (4/20/2022, 9/16/2015)*