

Wareham Free Library – Collection Development Policy

Collection Objectives & Goals

The purpose of the Wareham Free Library's collection is to provide high quality library resources necessary to meet the changing needs of the community it serves within the limitations of its budget, space and availability. Materials collected include those that are appropriate to the libraries role as a town library and a supporting member of the SAILS network. The Library is a vital community hub where people and ideas come together as such; the library provides a welcoming and comforting place that serves as a community meeting space while encouraging curiosity, free inquiry and lifelong learning. Additionally, the library endeavors to make the general public aware of its resources and services.

The primary objective of the Library's collection is to meet the informational, educational, cultural, and recreational needs of our patrons by providing information resources in a variety of formats and reading levels in accordance with the mission and goals of the Library.

Collection development goals include:

- A broad range of materials and resources that support the library's commitment to equity, diversity and inclusion.
- Providing a balanced range of materials and information resources with consideration for access as well as ownership.
- Giving access to print and non-print materials in many genres to help support the library's role as a popular reading center.
- Reference and informational materials of all types to aid in the library's role to supporting lifelong learning and continuing education for the community.
- High-quality children's and young-adult materials to stimulate a lifelong interest in reading and learning.

In compliance with our constitutional rights of Freedom of Speech and Freedom of Press, the Library will attempt to provide the widest range of viewpoints based on quality, cost, and availability of materials for purchase.

Responsibility for Selection

The responsibility for selection lies with the Library Director, who operates within the framework of policies determined by the Board of Trustees. Staff members within the areas of service to children, young adults, and adults may be designated to do selection under the supervision of the Library Director. The general public and all other staff members can also recommend materials for addition to the collection.

Criteria for Selection

All materials, whether purchased, donated or acquired, are considered in terms of the following criteria:

- Public demand and community interest
 - Selection is based on the merits of a work in relation to the needs, interests, and demands of the Town of Wareham community.
 - Popularity of a title and requests from patrons.

- Merits of individual titles
 - Creative literary or technical quality; Accuracy and currency of information including depth and breadth of coverage.
 - Reputation, expertise and/or significance of author, illustrator, publisher or producer
 - Treatment of subject for age or intended audience.
 - Reviews and critical assessments in a variety of journals or resources.
 - Judgement of the work as a whole, not on parts taken out of context.

- Collection goals
 - Contemporary significance or permanent value of material in relation to a key movement, genre, trend or culture.
 - Relationship to existing collection as it pertains to contributing balanced, up-to-date coverage in a variety of different subject areas.
 - Representation of diverse and multicultural points of view
 - Materials accessible to patrons with different learning abilities, educational levels, and physical needs, for example large print and audio formats.
 - Public information, resources and documents of current and future relevance to the local or surrounding communities.
 - Multiple copies are purchased only when warranted by public demand.

- Financial considerations
 - Includes price and availability, value for cost of information resource, and funds within the library budget

Guidelines for Specific Subject Areas and Formats

Fiction – Current adult fiction is purchased extensively with particular emphasis on popular works and diverse genres. The collection includes works for recreational reading, classical literature, and special interest materials. Works of genre fiction, short stories and acclaimed novels are selectively purchased to reflect community demand.

Non-Fiction – The emphasis of nonfiction is on timely, accurate and useful information materials. The Library collects recognized and standard works to meet current demand. Materials are available for all ages and reading levels in a variety of formats. Non-fiction titles

may be excluded for inaccurate information, sensationalism, subjective content, the intent to promote hatred or intolerance, and information that is too limited or specialized. As new fields emerge, the library attempts to respond with timely additions. When choices exist, selection is based on readability, clarity and appeal to the generalist rather than the specialist.

Periodicals –The Library subscribes to a number of local and regional newspapers as well as several popular magazines. Selection of adult and children’s periodicals is based on community interest, budget, and space considerations. Magazines and newspapers are acquired for both casual reading and research purposes, and may be provided in print and electronic formats.

Reference – The Library’s Reference Collection provides accurate, timely information on a wide range of subjects of current and frequent interest for the general public. Materials include both printed and online databases. Online products are available for use by the Massachusetts Library System and the Massachusetts Board of Library Commissioners. Factors considered in selecting reference materials are authority, reliability, scope, arrangement, format, cost and existing holdings.

Non-Book Materials – The library recognizes the importance of non-book materials both as a supplement to its book collection and to its concept of service. Within budget limitations, CD’s, videos, internet services, databases and other materials will be purchased in accordance with criteria outlined for all materials.

Local Authors/ Self Published – An effort is made to collect titles by local authors, artists, and producers which are published by mainstream publishers, and whose work fits the criteria of the collection development policy. The library will accept a single copy of a self-published book if it is written by a local author or is about the Wareham area. The library may also acquire self-published books if they fit the scope of the library’s collection and meet the selection criteria; including a positive review in one or more of the major review journals such as *Library Journal*, *Kirkus Reviews*, *Booklist* and/or *Publisher’s Weekly*. To maintain the vitality of the collection, materials are weeded when circulation reports show no patron activity or interest in an item over a period of time.

Children’s Collection Materials in the children’s collection reflect the needs and interests of children from infancy through age 12. The emphasis is on materials, which entertain, stimulate the imagination, develop reading ability and enable children to learn about the world around them. The collection includes information on an adult level pertaining to children’s literature and materials for adults working with children. This collection offers information on parenting, child development, reading and other areas specific to the educational and recreational needs of young children.

Young Adult Collection Materials in the Young Adult collection are considered to be of particular interest to adolescents, particularly in grades 6 -12. Materials are selected for this collection to broaden the horizons of teens, help them to cope with the problems of adolescence and encourage leisure reading.

Reading Partners (Adult Tutoring Collection) – The Reading Partners program provides free, confidential, one-on-one tutoring to Wareham adults and out-of-school youth over the age of 16. Materials for the use of the Reading Partners program include dictionaries, workbooks, and other related educational materials, both print and non-print.

Genealogy, Local History and Special Collections – The library collects and preserves books, documents and other items primarily of local importance or historical value. Preference is given to items that pertain specifically to Wareham and its history.

Donations/Gifts

Gifts of new or used materials accepted by the Wareham Free Library are judged on the same basis as purchased materials. The Library accepts gifts of books and other materials with the understanding that factors such as duplication, lack of community interest, or processing costs may prevent their addition to the collection. If gifts cannot be used, the library may, at any time, discard or turn them over for sale to the Friends of the Wareham Free Library. No conditions may be imposed relating to any gift. Textbooks cannot be accepted.

Deselection and Weeding

To maintain the vitality of the collection, materials are regularly withdrawn. Materials meeting the following criteria will be removed:

- Outdated in content or appearance
- Poor physical condition
- Duplication of titles when demand no longer exists
- Updated, newer or revised materials are available to replace a given item
- Circulation reports show no patron activity or interest in an item over time.
- Copies are readily available through the SAILS network

The library does not necessarily replace materials that are lost, damaged, or worn out.

Reconsideration of Library Materials

The staff and trustees of the Wareham Free Library believe in the freedom of information and will not restrict a user's right to read, listen to, or view library materials. The Wareham Free Library strives to provide access to a wide range of materials representing varying points of view, without promoting a single perspective. We uphold the American Library Association's Library Bill of Rights.

In some cases, library patrons may take issue with specific library materials that they find offensive or inappropriate for the collection. Library staff do not act as "In Loco Parentis" (in the place of the parent or guardian). Parents and/or legal guardians are responsible for the materials that their children borrow or use. Wareham residents or taxpayers with concerns about materials in the library's collections may direct their concerns to any staff member, who will address it with their supervisor. If the resident or tax payer wishes for a more in-depth assessment, a formal Request for Reconsideration form may be submitted. Requests for reconsideration are reviewed only when made by a Wareham resident or tax payer.

1. The patron should complete a Request for Reconsideration Form and turn it in to the library. The completed form will go to the Library Director.

2. The Library Director will send acknowledgement of receipt of the Request for Reconsideration form to the patron within seven (7) business days of its receipt. Library staff evaluate journal reviews, selection criteria used to purchase the item and materials submitted by the patron and staff. A written response will be made by the Library Director within thirty (30) business days of receiving the formal objection.
3. If the Library Director's response does not satisfactorily resolve the issue, the patron may, within seven business days of receiving the Director's response, request, in writing, that the matter be presented and reviewed by the Wareham Free Library Board of Trustees. The patron should provide written and/or verbal arguments as to why the material in question should be removed or reclassified. A decision will be made by the Board of Trustees at a regularly scheduled meeting. Once a decision is rendered, the patron will receive written notification from the Board of Trustees.
4. The material in question will remain active in the collection during the review process.

Wareham Free Library Request for Reconsideration Form

If you wish to request reconsideration of a library resources, please return the completed form to the Library Director, Wareham Free Library, 59 Marion Road, Wareham, MA 02571

Name _____ Date _____

Address _____ Phone _____

City _____ State _____ Zip _____

Are you representing yourself or an organization? Myself _____ Organization _____

(Name of organization representing _____)

Please describe the material you are commenting on:

Author _____

Title _____

This resource is a Book _____; Audio Book _____; Music Cd _____;

DVD _____; Magazine _____; Newspaper _____;

Electronic Resource _____; Other (Please list) _____

Are you aware of the Wareham Free Library's Collection Development Policy (Y) (N)

What brought this item to your attention?

Have you read/ listened to/ viewed this item in its entirety? (Y) (N)

If no, which parts have you read, listened to or viewed?

What is it about this item that concerns you? (Please be specific)

What do you feel the effect of reading/ listening to/ viewing the material might be?

For what age group would you recommend this work?

Have you read any professional reviews about this work? If so, what?

Do you believe there is anything you do recommend about this work? If so, what?

In its place, what material of equal or better quality would you recommend?

What would you like the library to do with this material?

Have you read the American Library Association's Library Bill of Rights and Intellectual Freedom Statement? (Yes) (No)

Additional Comments:

Patron Signature _____ Date _____

You will receive notification of receipt of this form within 7 days and a decision from the library director within 30 days.

*****for staff use*****

Date Received:

ACTION TAKEN:

Library Director _____ Date _____

References

The Library Bill of Rights, adopted by the American Library Association

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.

Approved by Wareham Free Library Board of Trustees

1/17/19 Reapproved 1/14/25