

COLLECTION DEVELOPMENT POLICY

GOAL

The library's selection of books and collection items in other print and non-print formats is designed to ensure that the library fulfills its primary role of providing access to a wide range of material including books, periodicals, audio and video recordings, so that members of the community can satisfy their need for information, lifelong learning and creative use of leisure time.

PHILOSOPHY

The library collection development philosophy is based on the Library Bill of Rights and the Freedom to Read Statement of the American Library Association which are appended.

The standards of selection encompass the interests, needs, tastes, manners, and moral codes of all individuals in the community. Thus materials selected range from the simple, familiar, conventional and conservative to the complex, unusual, sophisticated and liberal.

Non-conformist and dissenting viewpoints are presented along with conventional ones. All social, religious, political, or moral opinions will find space in the library.

SELECTION PROCESS

Materials selection policy is the responsibility of the Trustees, who delegate to the Library Director the task of implementing the policy.

Library materials are selected by the director and staff after consulting review and reference sources. No fixed set of standards can be applied to every item: each is judged individually. To be considered for inclusion in the collection, all library materials must meet at least one of the following criteria:

1. Current usefulness or permanent value
2. Authority and competence in presentation
3. Importance as an historical record
4. Relevance to the existing collection
5. Relative importance in comparison with other works on the subject

All users of the library are encouraged to make suggestions and requests, although the final decision on additions to the collection will be made in accordance with library policy. All suggestions will be given consideration in the light of needs of the overall collection and budget constraints.

Occasionally an individual or group may feel so strongly about a particular item's inclusion in the collection that formal protest may be necessary. Such complaints should be put in writing using a written form available at the circulation desk.

SCOPE OF THE COLLECTION

The emphasis in selection is on meeting the needs of the lay person rather than on acquiring technical works intended for the specialist. Textbooks are not usually purchased. While collection development emphasizes contemporary media, attention also is given to collecting and preserving materials of unique, local, historical significance.

As a member of the Minuteman Library Network and the Metrowest Massachusetts Regional Library System, the library user has access to the collections and resources of many other libraries in the area. Requests placed using the Minuteman catalog may be filled from the collection of any member library. Likewise items from the local collection are sent to fill requests from other libraries. Items not available through the Minuteman Library Network may be requested from the Virtual Catalog or interlibrary loan.

SELECTION FOR CHILDREN

The principles affirmed in this selection policy are applicable to the selection of materials for children. The library cooperates with the school libraries so that the services and collections of the two agencies complement each other. The major function of the school library is to furnish curriculum related materials. The public library seeks to provide a more comprehensive collection.

Responsibility for what children select at the library rests with their parents or legal guardians. Selection of material for the adult collection is not restricted by the possibility that children may obtain materials that their parents consider inappropriate.

MAINTAINING THE COLLECTION

The same criteria are used in "weeding" or discarding materials from the collection. In order to maintain the collection in its most useful form, the Director and staff remove those materials that are outdated, no longer in demand or in condition no longer suitable for circulation. Materials no longer useful to the library may be given to the Friends for sale to benefit the library. Some items may be donated to other charities. Some items are discarded.

Adopted by the Board of Trustees
February 10, 1994, Revised August 2005, November 2006,

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.

1. 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.

2. 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.

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

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

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

6. 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.

Adopted by the American Library Association June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980.

FREEDOM TO READ

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

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the books 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 books should be published or circulated.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book 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 with any book the prejudgment of a label characterizing the book or 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.

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, it can be demonstrated 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. Revised January 28, 1972, January 16, 1991.