

# **East Longmeadow Public Library Collection Development Policy**

## **Library Mission Statement**

Our mission is to provide resources and services that meet the cultural, informational, recreational and educational needs of the people of East Longmeadow and the surrounding area. We will do this by providing the highest quality staff, collection and facility to best benefit our community.

## **Purpose**

The Collection Development Policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs of our patrons. It also serves to acquaint the general public with the principles of selection. The American Library Association's [Library Bill of Rights](#) and the [Freedom to Read Statement](#) have been endorsed by the East Longmeadow Public Library Board of Trustees and are integral parts of this policy.

## **Responsibility for Selection**

The ultimate responsibility for selection of materials, as with all library activities, rests with the Library Director, who operates within the framework of policies determined by the East Longmeadow Public Library Board of Library Trustees. The initial responsibility of selection may be shared by other members of the professional staff within the areas of service to children, adolescents, as well as reference materials for adults.

## **Materials Selection Process**

A variety of tools are used to aid in the awareness and selection of materials, including such sources as professional review journals, publishers' catalogs, purchase plan alerts, and patron and staff recommendations.

Involved in the process of collection development are the experience and knowledge of those staff members so designated by the Library Director making selection decisions, their familiarity with the community, other library resources, the existing collection and the library's materials' budget. Care is made to make acquisition decisions as objectively as possible.

Evaluation of a work includes the entire work, not just individual parts. A work's overall contribution to the collection is a critical determinant for acceptance or rejection. No single criterion can be applied to all materials, and various criteria carry different weights in different circumstances.

## **Materials Selection Criteria**

To build a collection of merit, materials are evaluated according to one or more of the following criteria. An item need not meet all of these criteria, however, in order to be acceptable.

- Popular interest
- Contemporary significance or permanent value
- Currency of information
- Scope and accuracy of subject matter
- Scarcity of information in subject area
- Creative, literary or technical quality
- Format and ease of use
- Author's significance or reputation
- Evaluations in professionally recognized critical review sources
- Relevance to the existing collection
- Special local interest or community relevance
- Availability of similar materials in other area libraries
- Cost

## **Electronic Materials/Website**

The Library has an established presence on the World Wide Web located at [www.eastlongmeadowlibrary.org](http://www.eastlongmeadowlibrary.org). This website serves as a gateway to the Library's online presence which includes a growing number of services including, but not limited to, online databases and digital books. The online collection is selected based on the same principles set forth elsewhere in this policy.

## **Interlibrary Loan**

The East Longmeadow Public Library is a member of the CW/MARS library consortium. Due to limited budget and space, it is not possible to provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other member libraries those materials that are not a part of our collection. In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Library agrees to lend its materials to the other member libraries through the same interlibrary loan network.

## **Gifts/Donations**

Gifts of books and other materials are gratefully received from the community. The staff will evaluate gift materials using the same criteria as for new materials. Those gifts not utilized for the library's collection may be offered to the Friends of the East Longmeadow Public Library to sell at their on-going book sale or offered free to our patrons if this is agreeable with the donors.

Monetary gifts to support the collection development efforts of the library are always welcome and unrestricted gifts are particularly encouraged. In addition, donors may suggest that a monetary gift is to be used to further enhance and purchase materials for a particular section of

the collection. Great effort will be made to honor these requests, but final decisions will be made by the Library Director, in accordance with the evaluation criteria described above. Donations to the collection may be recognized with book plates, if the donor so requests, or with such other recognition as the Library Director may deem appropriate.

The library is not allowed to monetarily appraise the value of donated materials, though it can provide a written acknowledgment of receipt of the items if requested by the donor.

### **Collection Maintenance**

Library collections, not being static, require an active review process. An ongoing re-evaluation of materials is necessary in order to maintain a current, accurate and inviting collection. Candidates for withdrawal include, but are not limited to: outdated materials; items no longer of interest or in demand; duplicate copies, and worn or damaged items.

Some materials may be replaced by an alternative format as technology advances and demand warrants. Examples of this include VHS tapes to DVD/Blu Ray discs and audio books on cassette to those on CD.

Worn or damaged items that are still in demand may be either mended or replaced depending on the degree of wear or damage.

Withdrawn items will either be placed in our “free” bins in the library’s vestibule for patrons to take as they wish or be donated to the Friends of the Library for sale.

### **Access to Collection Materials**

All library materials are available for use by all patrons. Materials will be freely and easily accessible to the public. Access to materials is ensured by the way materials are cataloged, organized, managed, and displayed as well as through staff interaction. Children are not limited to materials in the children’s area; although these materials are kept together in order to facilitate use. Responsibility for a child’s reading, listening or viewing material rests solely with their parent or guardian.

### **Reconsideration of Library Materials**

The Library subscribes to the principles of intellectual freedom, which allows for every individual to both seek and receive information from all points of view without restriction. The Library also subscribes to the American Library Association’s “Library Bill of Rights”. Included in this statement is the commitment to honor the rights of an individual to use the Library regardless of age, race, religion, national origin, social or political views. Accordingly, the library staff provides equal service to all library users. If an individual wishes to express concern about or objects to the inclusion of a particular item in the collection they may complete a “Materials Reconsideration Inquiry” form. This inquiry will be placed on the agenda of the next regularly scheduled meeting of the East Longmeadow Public Library Board of Library Trustees. The request will be given careful consideration and a final decision will be made by the Board in a timely manner.

*The "Collection Development Policy" is subject to review and amendment by the Board of Library Trustees.*

**Approved by the Board of Library Trustees, November, 2014**

### **Materials Reconsideration Inquiry**

Request initiated by (Name) \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip

Code \_\_\_\_\_

Represents: Self \_\_\_\_\_ Organization \_\_\_\_\_. If individual represents an organization:

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Type of material (book, periodical, music CD, DVD, etc.) \_\_\_\_\_

Author/Artist/Editor \_\_\_\_\_

Title \_\_\_\_\_

Item found in which collection? Adult \_\_\_\_\_ Young Adult \_\_\_\_\_ Children's \_\_\_\_\_

What is your objection to this work? Please be specific; cite pages, sections, etc.

What do you think might be the effect of reading/seeing/listening to this work?

For what age group would you recommend this work?

Do you believe that there is anything worthwhile about this material? If yes, please comment:

Have you read/seen/listened to the entire item?

Have you read professional reviews of the work? If yes, please list the names of the critics and source of the reviews.

What do you believe are the main ideas of the work?

What would you like the library to do about this work?

Other comments:

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Print Name Above: