

Plainville Public Library
Collection Development Policy

The purpose of the Plainville Public Library Collection Development Policy is to guide the library staff and to inform the public about the principles upon which the selections are made. A policy cannot replace the judgement of professional librarians, but the statement of goals and indications of boundaries will assist them in choosing from a vast array of available materials.

Plainville Public Library Mission

The Plainville Public Library's mission is to provide the greatest possible access to the widest range of resources for all the residents of Plainville; to satisfy the diverse reading needs and interests of the community; to promote reading and literacy; to foster learning and lifelong education; to encourage the natural inquisitiveness of each individual; and to treat each person with dignity and respect.

Responsibility for Collection Development

Individual decisions regarding selection and acquisition and deselection of materials are delegated to the Library Director and in turn to specific staff members who are responsible for subjects and sections in their areas of expertise, and guided by the criteria in this policy.

Collection Development Philosophy/Goals

The goal of the Plainville Public Library, as a multi-purpose organization, is to select, organize, preserve and to make library materials easily available to the people of this community within the limitations of space and budget, which will inform, entertain and contribute to the enrichments of mind and spirit. The library strives to maintain materials representing all sides of an issue in a neutral, unbiased manner. Selection of materials by the library does not mean endorsement of the contents of views expressed in those materials. The existence of a particular viewpoint in the collection is an expression of the library's policy of intellectual freedom, not an endorsement of that particular point of view. The library provides service to all within the framework of its rules and regulations and does not knowingly discriminate in its material selection regarding race, creed, sex, occupation or financial position.

All materials, whether purchased or donated, are considered in terms of the criteria listed below. An item need not meet all of these standards in order to be added to the collection.

- Contribution to the diversity and scope of the current collection
- Contemporary significance
- Relevance to the current needs and interests of the public, patron requests
- Physical quality of format and production
- Excellence of reputation and authority of work or creator
- Available space
- Published evaluations or reviews
- Price and availability
- Accessibility of material
- Accuracy and timeliness

- Relevance of format and content to the intended audience
- Effectiveness and suitability of format in communicating the content
- Accessibility through interlibrary loan

Children's Collection

The Children's room serves children from birth through sixth grade. In general, the same collection goals apply with a special emphasis on materials, which appeals to the imagination and stimulates mental growth and development. Classroom textbooks and readers are not considered appropriate for the collection and are not generally purchased. The Library does attempt to provide supplementary materials to enrich the resources available to students and teachers. Some items may be included that are not considered appropriate by all adults for all children. While some materials may be too mature for one child, other children may be ready for them. Only the child and their parents can decide what materials shall be used by that child, and neither the Library staff nor other Library users shall make these decisions for other people's children.

Gifts

The Plainville Public Library gratefully acknowledges all gifts. We cannot accept:

- Material in poor condition (has stains, water damage, smell, writing, etc.)
- Formats not currently being collected by the Library, such as VHS, audio cassettes, LPs, etc.
- Textbooks, Encyclopedias, Reader's Digest
- Magazines

We regret that we are not able to access donations for their monetary value for tax purposes. Please see your tax code for acceptable rules and regulations regarding gifts. Gifts of materials to the Plainville Public Library can be used to enhance the collection, be given to the Friends of the Library for re-sale, or be disposed of in any suitable manner that may be of benefit to the library. (See Appendix B)

Local Authors

Books by local authors that are donated may be considered for inclusion in the library's collection, but will be subject to the same selection criteria as books the library purchases, as well as the guidelines for gifts. Materials that are not selected will be transferred to the Friends of the Plainville Public Library for use in its book sales. Due to staffing and time constraints, we are not able to meet with individual authors. Additionally, we cannot accept review copies, or notify authors if a book is not selected due to the number of submissions we receive. (see Appendix B)

Collection Maintenance

In addition to acquiring new materials, it is important to remove from the existing collection those items no longer deemed useful or relevant. This policy provides authority for the systematic and regular evaluation of the existing collection and subsequent withdrawal of worn, obsolete or infrequently used materials and supports the public's right of access to an appealing and relevant collection.

This process of collection analysis incorporates the availability of space, use of output measures, circulation reports, and other statistical information for continuous collection evaluation. This system also uses the acronym, MUSTIE, to help evaluate an item for withdrawal:

- Misleading and/or factually inaccurate
- Ugly (worn out beyond mending or rebinding)
- Superseded by a new edition or a better source
- Trivial (of no discernible literary or scientific merit)
- Irrelevant to the needs and interest of the community
- Elsewhere (the material may be easily borrowed from another source)

Disposition of removed materials will be at the library's discretion.

Objection to Library Materials

The Board of Library Trustees and the Plainville Public Library fully endorse the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. (see Appendix A.) The Library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. Materials available in the Library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy.

If an individual wishes to express concern about or objects to particular Library materials, the Library will request the individual complete a "Statement of Concern About Library Materials Form," which is available at the library. The Library Director's decision regarding suitability of the item for inclusion in the collection is final.

Library employees are protected by Chapter 78, Section 33, of the General Laws of Massachusetts: Policy for Selection and Use of Library Materials and Facilities, which states that no employee shall be dismissed for the selection of Library materials when the selection is made in good faith and in accordance with the standards of the American Library Association.

Policy Review and Revision

This Collection Development Policy will be reviewed periodically by collection development staff and the Board of Trustees.

Approved by Board of Trustees: December 12, 2018

Appendix A: American Library Association Bill of Rights and Freedom to Read

<http://www.ala.org/advocacy/intfreedom/librarybill/>

<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>

Appendix B: Forms

- Donated Goods Receipt Form (available at the library)
- Statement of Concern About Library Materials Form (available at the library)
- Form for Consideration of works by Local Authors (available at the library)