Collection Development Policy

Purpose
This Collection Development policy guides the Raynham Public Library staff in their efforts to meet community needs and interests while balancing the library’s budget and space. This policy is used by library staff to evaluate and select materials. This policy also serves to acquaint the public with the principles which guide staff through the selection process.

General Principles
The Raynham Public Library provides a contemporary, relevant collection of resources in a wide range of formats to meet the informational, educational, and recreational needs of its community. The Library strives to meet these needs within the limitations of space, staffing, and budget. The Library endeavors to make use of new technologies and formats to offer library users the greatest access to information and ideas. The Library also strives to build a diverse collection that reflects our community and offer materials that are by and about a wide array of people and cultures to authentically represent a variety of ideas, information, stories, and experiences.

The Library recognizes that there are ideas, opinions, viewpoints, beliefs, and philosophies which are subject to discussion and debate and that any community will be made up of citizens with divergent viewpoints. The Library endeavors to provide access to diverse points of view within the limits of financial resources and physical space. Inclusion in the library’s collection is not an endorsement of a particular point of view or belief. The Library adheres to the provisions of the American Library Association’s “Library Bill of Rights,” (Appendix 1). We believe in the library user’s freedom to read and to view materials and uphold the principles articulated in the American Library Association’s “Freedom to Read Statement,” (Appendix 2), and the “Freedom to View Statement, (Appendix 3). It is the right of the individual not to read, view, or hear materials that the individual considers objectionable. It is never the right of any library user or users to deny access to library materials to others.

Responsibility for Selection of Materials
The Board of Library Trustees delegates the authority and responsibility for selection and management of all print, non-print, and electronic materials to the Library Director and appropriate professional library staff members with expertise, library degrees, or both. Selection and management of the materials in the library's collections are shared among the professional staff accordingly, who shall use this collection development policy as a guide to the growth and management of all library collections.
**General Criteria for Materials Selection**

Budget allocation by subject and format is based on public demand, usage, relevance, and available resources. Selectors use several criteria when evaluating material, keeping in mind physical space requirements and the library’s resources. Materials and formats are not maintained past their relevance. Items need not meet all criteria for inclusion in the collection, but should not have significant negative evaluations in any one criterion.

**Evaluation Criteria**

- Public demand and anticipated demand
- Relevance to the interests and needs of the community
- Attention of critics and reviewers, award winners
- Significance, timeliness, or permanence of subject matter
- Relevance and suitability of physical format
- Representation of diverse points of view
- Accuracy of information
- Literary merit and contribution to the field of knowledge
- Relationship to the existing collection
- Reputation or qualifications of the author, creator, or publisher
- Value of the resource in relation to its cost, including costs of acquisition, processing, or storage
- Suitability of subject and style for intended audience
- Availability of content through the internet, subscription databases, or other means
- Condition of material

**Collection Maintenance (Weeding)**

Continuous evaluation is necessary for a healthy collection. Materials are regularly withdrawn (weeded) to maintain a current, accurate, and appealing collection and to facilitate its ease of use. Selection of materials for weeding is based on the industry standard CREW method of Continuous Review, Evaluation, and Weeding. Examples of criteria used for weeding include: misleading and/or factually inaccurate information, material is superseded by a new edition or a better source, material is trivial or of little overall merit, or the material may be easily borrowed from another source.

Materials may be discarded based on the availability of physical space in the Library as well as at the discretion of the librarians responsible for acquisitions. Materials are discarded from our collection with an eye towards sustainability and reuse. Weeded items may be redistributed or recycled. Collection maintenance also includes periodic reconsideration of how areas of the collection are cataloged, with the goal of identifying any sections in which the arrangement could be made more equitable and accessible. Library materials may be relocated at the discretion of library staff.

**Local Authors, Self-published Authors, Unsolicited Materials**

Materials submitted by local authors, self-published authors, and unsolicited materials from publishers will be considered for inclusion in the library collection using the General Criteria for
Materials Selection. In addition, the following factors also will be taken into account for self published works or when inviting authors of self-published books to speak at the Library:

- Does the book have positive reviews in professional journals e.g. Library Journal, School Library Journal, Kirkus, Publisher's Weekly, Booklist, and/or Horn Book?
- Are full bibliographic records available in MARC?
- Does the book have an International Standard Book Number (ISBN)?
- Does the book contain unique local or regional content?
- Is the book bound and suitable for circulation?
- Has the book been edited and proofed by a professional editor and proofreader?
- Is the book available through major distributors, e.g. Ingram, Baker & Taylor?
- Is this a local author/illustrator from this area?

Patron Requests for Purchase
Recommendations for purchase by the public are welcomed by the Library, with the understanding that these materials are evaluated based on the same criteria for selection as other considered materials. In the event that patrons request to borrow an item that the Library has not purchased, they will be referred to network, statewide or national lending resources to meet their needs.

Gift and Donations of Materials
Gifts/donated materials will be added to the library collection using the same criteria used for purchasing materials. All donations become the property of the library and cannot be returned. Gifts/donated material may be added to the library collection, sold for the benefit of the library, or disposed of in a manner appropriate to their condition and usefulness.

Reconsideration of Library Materials
Patrons with concerns about the content of materials are invited to document specific objections on the “Request for Reconsideration of Library Materials” form (Appendix 4). Please note that:

- The material in question will not be removed while a reconsideration is in the process of being reviewed.
- A material can only be reconsidered once every 4 years.
- If the requester hasn't read the entire material or submits an incomplete form, the resource will not be reconsidered.

The Library Director will make determinations on any removal or retention of materials, in consultation with the staff responsible for that collection area.

Appendices
Appendix 1 - American Library Association’s Library Bill of Rights
Appendix 2 - American Library Association’s Freedom to Read Statement
Appendix 3 - American Library Association’s Freedom to View Statement
Appendix 4 - Reconsideration Form
Raynham Public Library appreciates the libraries of Newton, Wellfleet, Thayer, and Worcester for their assistance in the drafting of this policy.

Approved by the Library Board of Trustees, April 2023
Request for Reconsideration of Library Materials

If a resident of Raynham is concerned about any material in the Raynham Public Library’s collection, the Board of Trustees and the Library Director require this form to be completed in its entirety. The Library Director will review the form and respond to the requester. Please review our Collection Development Policy before submitting this form, it may address any questions or concerns you may have.

Date: __________________________________________________________
Name: __________________________________________________________
Address: _________________________________________________________
Email: ____________________________________________________________
Phone: ____________________________________________________________
Preferred contact method (circle one): email - mail - phone
Are you filling out this form on behalf of yourself or an organization? ____________________
Name of organization (if applicable): ____________________________________________

Title: _____________________________________________________________
Author: ____________________________________________________________
Format (circle one): book - magazine - DVD - audiobook - digital content - other
If other, please describe: ________________________________________________

How did this material come to your attention?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Please describe your concern regarding this material. (What in the work do you object to? What is the page number /or timestamp for AV material for the material you find objectionable? What do you believe might happen if someone reads, views, or listens to this work?)
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Did you read the entire work?
____________________________________________________________________
In your opinion, how does this work comply, or fail to comply, with Raynham Public Library’s Collection Development Policy?
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Please suggest other resources that could provide similar information on this topic to the community. What material of equal or better quality on this subject would you recommend?
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________