

## COLLECTION DEVELOPMENT POLICY

### **PURPOSE:**

The Library's collection exists to serve the informational and recreational needs of the entire Georgetown community and to support and supplement educational programs within Georgetown. The Collection Development Policy provides guidelines for the selection and acquisition of materials. Decisions concerning how to build the collection take into account the scope of the Library's existing collection, the availability of certain materials in regional libraries and deposit collections, Georgetown school curriculums and homework assignments, individual patron requests, available resources and the perceived needs and tastes of the community.

### **SCOPE OF THE COLLECTION:**

The Library provides materials that address the informational, educational, recreational, and cultural needs of its users. Materials are provided in a variety of formats, including:

- Print – such as hardcover books, paperbacks, magazines, and newspapers
- Audiovisual Media – videodiscs, audiobooks, and music CDs
- Electronic Media – databases, software, electronic books, research tools, and downloadable audio books, videos, and music. The Library also provides internet access. Selected websites are linked to the library's website.
- Other – multimedia kits, educational toys, selected audiovisual and other equipment, tools, and other miscellaneous items of interest to the community.

Georgetown patrons have access to the digital collection largely by virtue of our Library's membership in the Merrimack Valley Library Consortium (MVLC). These items are provided for the use of patrons who have access to a playing device with the ability to install a software management console and then download the borrowed item.

### **RESPONSIBILITY:**

The Library Director and designated staff members select new material for the collection using their best judgment, research skills, and professional expertise. It is the function of librarians to select new items and to withdraw outdated materials; however they must out of necessity work within limitations of space and budget. Recognizing that sensitivity to the needs and interests of the community is essential to the development of library collections, the Georgetown Peabody Library actively welcomes patron suggestions and recommendations.

### **COLLECTIONS:**

**CHILDREN'S COLLECTION:** The children's collection serves children from birth through grade six, parents, teachers, and others who work with children. The collection focuses on materials that develop reading ability, inform children about the world around them, stimulate the imagination, and entertain. The collection is balanced between popular titles and core materials suitable for the varied interests and reading levels of their audience.

**TEEN COLLECTION:** The teen collection serves teens in grades seven through twelve. The main purpose of this collection is to serve the educational, developmental and recreational needs of this population while serving as a stepping stone from the children's collection to the adult collection.

**ADULT COLLECTION:** The general collection is a browsing collection geared toward the recreational and educational needs of the general adult population in Georgetown.

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### SELECTION CRITERIA:

The Library considers all acquisitions, whether purchased or donated, in terms of one or more of the following:

- Local demand
- Level of funding for materials
- Authority and accuracy
- Contemporary significance or permanent value of the material
- Recommendations from library users and general public
- Availability through other sources, particularly the Merrimack Valley Library Consortium
- Availability of shelf space
- Relative importance in comparison to existing materials on the same subject
- Historical importance

### SELECTION AID:

The following sources are representative of the many aids used for selection of materials:

**PROFESSIONAL JOURNALS:** Booklist, Library Journal, New York Times Book Review, Publishers Weekly, Boston Globe, Hornbook, Kirkus, School Library Journal, and VOYA.

**OTHER:** Bestseller lists, Amazon, Baker & Taylor, Ingram, and other popular print and broadcast media sources.

### RECONSIDERATION:

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 provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. Intellectual freedom encompasses the freedom to hold, receive, and disseminate ideas.

The Library also subscribes to the ALA'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, or social or political views. Accordingly, the Library staff provides equal service to all Library users.

Any resident of the Town of Georgetown asking for the withdrawal of library material, or questioning the purchase of any item must submit a Reconsideration Form to the Library Director. The Library Director will review the title, evaluate the original decision for the purchase of the material, meet with Library staff, and meet with the individual to review the complaint. The Director will make a written ruling on the request, based on the Collection Development Policy. If the individual is not satisfied with the Director's decision, the person must make a written request to the Board of Library Trustees. The Trustees' decision 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.

### DONATIONS:

The Library currently does not accept book or media donations.

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### SELF-PUBLISHED MATERIALS:

In terms of self-published materials for our collection, a few things are taken into consideration. Generally speaking, self-published materials are not reviewed by professional sources, which makes it difficult to ascertain whether or not they are the right fit for our community. We hand select all of our materials, so we rely heavily on reviews. That does not mean we never purchase self-published materials or that we do not recognize their value. Self-published books or other materials created by local authors or producers who wish to donate a copy will undergo the same evaluation process as all other library materials. There is no guarantee that any book would not be removed from the collection over time.

We are unable to:

- Acquire self-published books in electronic form
- Accept more than one copy of any title
- Accept review copies
- Meet with individual authors
- Notify authors if a book is not selected. If a book is selected, we will strive to add it to the catalog within two months.

### MEMORIAL GIFTS:

A memorial gift is created when money or material is donated to add books or other materials to the collection, usually in memory or honor of an individual or group. The Library welcomes suggestions for purchases, but reserves the right to the final decision regarding all materials. A memorial may be placed in the library collection, either for reference or circulating use. The Library will insert a memorial bookplate for memorial items.

### COLLECTION MAINTENANCE:

In order to maintain a vital, current collection which meets the needs of the community, the examination of materials is an ongoing process. An item is considered for removal when it is any of the following:

- Obsolete or outdated
- Worn or damaged
- No longer circulating or used for reference purposes
- One of many copies of a formerly popular title

A work chosen to be withdrawn may be replaced with another copy of the same title or another work on the same subject.

### POLICY REVIEW AND REVISION:

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

#### Appendix A: Links

##### American Library Association's Library Bill of Rights

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

##### Suggest a Purchase

<https://georgetownpl.org/services/suggest-a-purchase/>

#### Appendix B: Forms

[Request for Reconsideration Form](#)