



Introduction

Requirements:

Libraries in Massachusetts are required by law to adopt a written policy for the selection of library materials (Massachusetts General Laws, Chapter 78, Section 33). The Newbury Town Library Trustees have adopted the following policy in accordance with this law.

Purpose:

The purpose of the Newbury Town Library Collection Development Policy is to set broad guidelines for the selection of library materials that correspond to the library's mission and the goals identified in the Library's Long Range Plan. The Collection Development Policy informs the public about the standards and principles the library uses to select its materials.

Mission and Long Range Planning:

The library's collection development policy supports the basic tenets expressed in the library's mission statement. *"Our mission is to provide free and open access to materials, services, and new technologies supporting life-long learning, as well as to encourage and enable the pursuit of knowledge and the satisfaction of curiosity in our community."* **Every** five years, the library reviews its Long Range Plan in a process involving staff, library trustees, and community representatives. The result produces a document that identifies how the library should serve the community moving forward. The principles, goals, and objectives espoused in the library's mission statement serve as continuing guidelines in collection development.

Philosophy:

The Board of Trustees endorses the *Library Bill of Rights*, *Freedom to Read Statement* and the *Freedom to View Statement* of the American Library Association, all of which define the principles of intellectual freedom. Under these guidelines, the library does not promote particular beliefs or views. Rather, it serves as a resource for a broad variety of

opinions., Some of these apply to complex, and controversial questions, including unpopular positions. Language, situations, or subjects which may be offensive to some patrons, do not disqualify material that, in its entirety, the library considers to be of value. The library does not mark materials to show approval or disapproval of their contents, and it does not restrict their use by ages. We allow our patrons to make those determinations for themselves. **Collections**

Children's Collection:

The children's collection serves children through grade five and 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 ranges between popular titles and core materials suitable for the varied interests and reading levels of their audience. The collection supplements, but does not replace, the Newbury Elementary School libraries.

Teen Collection:

The teen collection serves patrons in grades six through twelve, and is primarily a browsing collection that supplements, but does not replace, the Newbury Middle and High School libraries.

Adult Collection:

The adult print and media collection is a browsing collection geared toward the recreational and educational needs of the general adult population in Newbury. The adult collection also includes online educational resources. The collection supplements, but does not replace, school and/or academic libraries.

Materials:

The library acquires materials in a variety of formats, including paper and digital. The library often acquires the same work in more than one format to meet the various needs and preferences of library patrons.

Selection

Selection refers to the decision to add to, retain, and remove items from the collection.

Selectors:

The Board of Library Trustees has the ultimate legal responsibility for the library's collection. The Board delegates authority and responsibility for the selection of library materials to the Library Director and under his/her direction to librarians who are knowledgeable in collection development principles and practices.

Process:

The selectors use the following sources to determine what materials to acquire:

- Reviews in professionally recognized resources
 - *Best Seller Lists (New York Times, Boston Globe, Amazon, etc.)*
 - *Library Journal*
 - *The New York Times Book Review*
 - *School Library Journal*
 - *Kirkus Reviews*
- Standard bibliographies
- Book lists by recognized authorities
- Advice of people competent in specific subject areas

Review sources include but are not limited to:

- Suggestions from staff
- Requests from library patrons

Selection Criteria:

- Staff judgment and expertise
- Demonstrated or perceived interest, need, or demand by library patrons or potential patrons
- Availability of shelf space
- Contemporary significance or permanent value of the material

- Relevance to the experiences and contributions of diverse populations
- Quality, including accuracy, clarity, and usability
- Reputation of the author, publisher or producer, or other contributors
- Importance as a document of the times
- Relative importance in comparison to existing materials on the same subject
- Format, durability, and ease of use
- Value of resource in relation to its cost
- Availability through other sources, particularly the Merrimack Valley Library Consortium

Multiple Copies:

The library will meet the high demand of popular titles by purchasing multiple copies as necessary, keeping in mind constraints of budget and competing needs of the collection.

Deselection:

Deselection is the process by which the library purges its collection of materials that are damaged beyond repair, outdated, or no longer in use. Deselection is done on a regular basis by the selectors. The library makes every reasonable effort to see that deselected materials are disposed of in the most appropriate manner.

- **Criteria for deselection:**
 - Changing needs and interests of the community
 - Outdated information
 - Number of circulations
 - Availability of similar materials in the collection
 - Physical condition and age of the item

- Appearance on standard lists
 - Available shelf space
 - Availability at other local libraries
 - Obsolescence of format
- **Deselected items will be:**
 - Given to the Friends of the Library to be sold at the Bookstore Next Door or donated to other non-profits
 - Donated to the local schools or other libraries
 - Recycled or destroyed, if condition warrants

Donations

Material Donations:

The library does not accept direct donations of physical materials. We ask our patrons to bring material donations to the Friends of the Library Bookstore Next Door. Selectors may acquire items donated to the Book Store Next Door for the library's collection on a case by case basis. The Bookstore and/or library retain the right to sell, donate, recycle, or discard any donated item at any time.

Monetary Donations:

The library welcomes monetary donations for the purchase of library materials as a memorial or for any other purpose. The library will base its selections upon the wishes of the donor if expressed. The library staff, however, in accordance with the needs and the selection policies of the library, will make the selection of specific titles in accordance with the Gift Acceptance Policy.

Self-Published Books

The library will consider self-published works for acquisition using the same selection criteria that is used for all our materials. It will consider the following factors to decide whether the self-published work will be added to the collection:

- The author is from Newbury or the content of the book relates to the history of the town
- The work has had the benefit of a professional editor/proof reader or a writing group
- The work has a positive review from a professional literary publication
- The selector has reviewed and determined that the material should be added to the collection

Local History Collection

[\[See separate policy\]](#)

Addendums

Request for Reconsideration of Library Materials

[ALA Library Bill of Rights](#)

[ALA Freedom to Read Statement](#)

[ALA Freedom to View Statement](#)

Approved by Board of Library Trustees May 18, 2022