



## COLLECTION DEVELOPMENT POLICY

### Mission Statement and Goals

Our mission is to inspire lifelong learning and to actively promote personal enrichment by connecting community members to information, ideas, culture, unique historical resources, and each other in a tradition of innovation and excellence.

The Collection Development Policy reflects the library's intention to provide library materials in a variety of formats that:

- Inform the public of timely issues and timeless ideas
- Empower citizens to explore diverse opinions on current and historical matters, and research topics of interest
- Inspire people to learn, create and discover
- Reflect the unique history and literature, local life and landscape, and evolving role of Concord in national and regional history, thought, and politics, and support the contextual exploration of American and New England history and leisure
- Entertain all ages seeking recreation and leisure

### Purpose of the Collection Development Policy

The Concord Free Public Library is committed to serving the informational, educational, cultural, and recreational needs of all its patrons. The collection development policy is intended to guide staff and to inform the public of the principles on which collection development and management decisions are based. Collection development is the ongoing process of locating materials for purchase or for licensing; and making the decision, first, on their inclusion, and second, on their retention. Adherence to and utilization of this policy will ensure responsible use of funds, define the purpose of the collection, and establish limits and priorities on collection parameters.

### Philosophy

The Concord Free Public Library's commitment is to provide services to all patrons regardless of age, education, background, personal philosophy, religious belief, occupation, economic level, ethnic origin, and human condition. The library's mission is to make available a broad range of library materials, to provide current and accurate information and is organized to provide free access to patrons within the limitations of space and budget. Included in the collection are works of enduring value and timely materials on current issues or interests as well as items purchased in response to significant patron interest.

The library's commitment to serving the public includes the adoption of the American Library Association's guidelines for public access to information as cornerstones of this policy, and as guidelines for the acquisitions and management of the collection. The links to these guidelines are:

- [Library Bill of Rights](#)
- [Freedom to Read](#)
- [Freedom to View](#)

The staff of the library strives to provide equal service to all library users. Children and adults are equally free to use the entire library and to borrow all materials in the circulating collection. It is the responsibility of parents to monitor the materials their children borrow or use in the library.

### **Responsibility**

Materials are selected by the library staff, based on the criteria outlined in this policy. Designated staff are responsible for specific areas of the collection. The responsibility for selection and retention ultimately rests with the Library Director, operating within the framework of this policy as voted by the Library Committee.

The development of Special Collections holdings is distinct from the overall Concord Free Public Library collecting policy. Per the Library Agreement, Special Collections materials owned, given to, or purchased by the Corporation are under the supervision of the Curator of Special Collections in communication with the Library Director.

Staff contributes to the development of patron-oriented collections by:

- Engaging in open, continuous two-way communication with library patrons and recognizing that individuals have different ways of expressing their needs based on age, language, economic status, culture, or other characteristics
- Interacting with patrons with understanding, respect, and responsiveness
- Handling all requests equitably
- Working in partnership with one another to understand and respond to community needs
- Understanding and responding to rapidly changing demographics, as well as societal and technological changes
- Recognizing that materials of varying complexities and formats are necessary to satisfy the diverse needs of library users
- Balancing individual needs and broader community needs in determining the best allocation of collection budget for acquiring or providing access to materials and information
- Seeking continuous improvement through ongoing measurement
- Reviewing the collection regularly to identify areas of community interest that may need to be strengthened

### **Scope of Collection**

The library seeks to develop an outstanding collection for a diverse population within the constraints of budget allocations and shelf space and taking into consideration the availability of network transfer, interlibrary loan or online sources. It strives to provide materials in a variety of formats for a variety of audiences, reflecting multiple perspectives. The collection contains a wide range of popular and classic fiction for children, young adults, and adults, as well as non-fiction materials, covering a wide range of subjects. There are smaller collections in world languages, in both print and audiovisual. The collection is designed to meet the interests and information needs of the community.

### **Library of Things**

In addition to print and audiovisual materials, the Library may maintain a collection of physical and digital resources, including but not limited to tools, technology, and games, subject to the same selection and deselection criteria as traditional materials. The Library makes no commitment to offer individual instruction on the use of items in the collection. Individuals using the items in the collection are solely responsible for the safe, appropriate, and legal use of things borrowed, as well as their safety

and health while using things borrowed. Unlike traditional materials, certain Library of Things items may require a safety waiver and be subject to specific terms of use.

### **General Selection Criteria**

The collection contains popular works, classic works that have withstood the test of time, and other materials of general interest. Works are not excluded or included in the collection based solely on a subject matter or on political, religious, or ideological grounds. The materials for the collection are considered in terms of the criteria listed below. Not all criteria must be met, and no one criterion will be decisive. Additional criteria may be used to select materials for specific collections. Materials purchased for the collection are not an endorsement by the Concord Free Public Library of either the content or viewpoint presented by them. Self-published titles are generally not added to the collection unless there is a compelling reason to do so. Among the general criteria used to evaluate potential purchases, acceptance of gift materials, and retention or deaccession of materials are:

#### General Criteria:

- Present and potential relevance to community needs
- Suitability of physical form for library use
- Suitability of subject and style for the intended audience
- Cost
- Importance as a document of the times
- Relation to the existing collection and other materials on the subject
- Attention by critics and reviewers
- Potential user appeal
- Requests by library patrons
- Availability in the Minuteman Library Network
- Literary merit
- Representation of diverse viewpoints

#### Content Criteria:

- Authority
- Comprehensiveness and depth of treatment
- Skill, competence, and purpose of the author
- Reputation and significance of the author
- Objectivity
- Consideration of the work as a whole
- Clarity
- Currency
- Technical quality
- Representation of diverse points of view
- Representation of important movements, genres, or trends
- Vitality and originality
- Artistic presentation or experimentation or both
- Sustained interest
- Relevance and use of the information
- Effective characterization

- Authenticity of history or social setting

### **Role of the Branch Library**

The selection of the materials in the Fowler branch collection is based on the profile and use patterns of the community. The branch collection targets the more popular circulating materials in several formats and basic research materials.

### **Collection Maintenance/Replacements/Deselection/Weeding/Discarding**

Treatment and repair decisions will reflect an item's frequency of use, structural soundness, and importance or uniqueness to both the Concord Free Public Library and the Minuteman Library Network. An item may be withdrawn from the collection for one or more reasons including:

- Item is misleading or factually inaccurate
- Item is worn beyond mending or repair
- Item is superseded by a new addition or better item on the subject
- Item is trivial or of no discernible literary or scientific merit
- Item is no longer relevant to the needs and interests of the library's community
- Item is available elsewhere and is easily obtainable from another library

In the interest of sustainability, whenever it is possible, items withdrawn from the collection will be donated, recycled, reused, or repurposed.

### **Gifts of Library Materials**

The library appreciates the generosity of the community members who donate materials to the library. The library accepts donations of books and other materials on behalf of the Friends of the Concord Free Public Library. The same selection and de-selection policies apply to gifts of books and other materials. A gift receipt form may be requested, but the library staff will not place a value on any donated item.

### **Request for Reconsideration**

The Library Committee of the Concord Free Public Library supports the guidelines by the American Library Association in its Library Bill of Rights ([Library Bill of Rights](#)), Freedom to Read Statement ([Freedom to Read Statement](#)), and Freedom to View Statement ([Freedom to View Statement](#)), and consider all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution. Any patron wishing to express concerns about an item in the collection may contact the Director using the Reconsideration of Library Materials form (see appendix).

The Library Director will respond in writing to an individual's written request. Forms must be submitted by a Concord resident or property owner. Requests for reconsideration of materials with the same issue as requests previously resolved may be considered already fulfilled. The Library Committee will, upon written request, hear appeals of the Library Director's response. Final decisions on appeals rest with the combined Director and Library Committee.

### **Revision of Policy**

The collection development policy will be evaluated and revised periodically as time and circumstance require.

*Approved by the Library Committee 9/20/2022*

*Updated 10/18/2022; 10/17/2023.*

## Concord Free Public Library Request for Reconsideration of Material Form

The Library Committee of the Concord Free Public Library has established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. Forms must be submitted by a Concord resident or property owner. If you wish to request a reconsideration of a resource, please return the completed form to the Library Director.

Concord Free Public Library, 129 Main Street, Concord, Massachusetts 01742

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you represent self?  Or an organization?  Name of Organization \_\_\_\_\_

1. Resource on which you are commenting:

Book (e-book)       Magazine       Digital Resource       Newspaper

Movie       Audio Recording       Game/Video Game       Display

Library of Things Item       Other

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

2. What brought this resource to your attention?

\_\_\_\_\_  
\_\_\_\_\_

3. Have you examined the entire resource? If not, what sections did you review?

\_\_\_\_\_  
\_\_\_\_\_

4. What concerns you about the resource?

\_\_\_\_\_  
\_\_\_\_\_

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

\_\_\_\_\_  
\_\_\_\_\_

6. What action are you requesting the committee consider?

\_\_\_\_\_  
\_\_\_\_\_