

Tewksbury Public Library Policy

Collection Development Policy

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Introduction

The Tewksbury Public Library Trustees and staff members believe that information seeking and learning are indispensable tools for ensuring an educated and responsible citizenry. The Tewksbury Public Library provides materials in a wide variety of formats, as well as the space, technology, programs and staffing essential to providing 21st century public library service.

The community which the Tewksbury Public Library serves focuses on the town of Tewksbury. We also participate actively in the Merrimack Valley Library Consortium, a group of 36 libraries in neighboring cities and towns covering a wide geographic area with diverse populations. We welcome citizens from the surrounding areas, and throughout the Commonwealth, to visit and use our resources.

The Tewksbury Public Library provides equitable service to all library users, regardless of age, race, color, religion, national origin, ability, gender identification, or sexual orientation.

The Library Director, acting within the policies established by the Board of Trustees is ultimately responsible for materials selection. The Director delegates this responsibility to professional librarians or other staff members qualified by reason of education, training, and experience. These persons are identified here as “selectors”.

General Selection Criteria

Policy voted and adopted on: March 7, 2005

Policy last reviewed and amended on: November 13, 2018

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Collection Development is more art than science and relies on the professional training of the library staff and consultation and consideration of item reviews, bibliographies, and collection tools written by experts in the subject field. The library collects materials in many formats, including print, electronic, recordings and online. New formats are always considered for inclusion; such items must also meet the selection criteria of this policy.

Patron usage is the most powerful influence on the library's collection. Circulation, patron requests and reserves are all closely monitored, triggering the purchase of new items and additional copies of high demand items. Inherent in our collection development philosophy is an appreciation for each library patron; we enthusiastically attempt to provide the library materials they need and request.

Personal taste is subjective and librarians guard against letting their personal views and preferences influence their professional duties to form a useful collection for the diverse tastes and opinions of the community. The collection includes items representing a wide range of viewpoints, some of which may be objectionable to others. An item will not necessarily be excluded from the collection because of frank or offensive content.

The following standards apply to items considered for acquisition, whether purchased, requested, or donated. An item does not have to meet all of the criteria in order to be acceptable.

- Appropriateness of subject and format for intended library users
- Relevance to present and future needs of the community
- Popularity and user demand
- Currency and accuracy of the information
- Representation of trends, subjects, or genres of local or national interest
- Favorable reviews and inclusion in reputable resources, such as bibliographies, publishers' catalogs, and professional or trade journals
- Comparison to the strengths and weaknesses of the existing collection
- Consideration of the work as a whole, rather than on the basis of specific sections
- Comparison to the local history and genealogy collections
- Durability and sustainability of format for library use
- Space requirements and processing requirements
- Availability of materials through other area libraries or via electronic resources

Requests for the purchase of library materials are given careful consideration, and these requested items may be added to the collection providing they meet the same criteria as all other materials purchased by the library.

Donations

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The Tewksbury Public Library recognizes the potential value that donations can add to the Library's collections. Donations to the Library can be in the form of money or actual materials.

Donations to the Library are evaluated according to the same selection criteria as purchased Library materials. Donated materials may be added to the collection or discarded, at the sole discretion of the Tewksbury Public Library. While any staff member may receive donations, the Library Director and/or selectors will make the final decision as to whether or not donated materials are accessioned into the collection. All or part of a donation may be kept or discarded.

Once an item has been donated it is the property of the Library and is subject to the same processing, usage and disposal criteria as all Library materials.

Library staff members are not qualified to assess the value of any donated item, and therefore will only acknowledge, upon request of the donor, a brief written description using the receipt of the donated item(s) using the Donation Receipt form (Appendix A).

Collection Management

Without a well-managed collection, the Library's usefulness declines. Collection management ensures that materials are appropriate to the library's objectives, easy to locate, and attractive to users. The Library's credibility is enhanced when the books and other materials are found by patrons to be up to date and relevant, and when the Library's bibliographic records, such as the online catalog, accurately reflect its holdings.

The ongoing process of Collection Management accomplishes several purposes:

- **Analysis** provides feedback on the collection's strengths and weaknesses
- **Inventory control** allows selectors to assess the collection and identify lost materials and consider whether replacement is needed.
- **Deselection** makes the collection stronger by systematically replacing worn materials, materials that are no longer appealing, and materials that are no longer accurate.

Analysis

The Library uses a variety of tools to analyze the collection:

- Usage data is consulted on a regular basis
- Patron requests inform the selectors
- Inventory using established print and online bibliographies and recommended materials lists
- Visual inspection of individual items
- Whether items are being requested on a regular basis

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Using these tools, selectors can keep the collection up to date, replace missing items as needed, and develop new collections.

Inventory Control

On a regular basis, reports are generated listing items without recent activity. Shelves are checked to determine whether items are lost, in which case they are deleted from the library's online catalog. If an item is located on the shelf, it is reviewed against the Library's established criteria to determine whether it should remain in the collection.

Deselection

Materials that no longer meet the collection management objectives of the library are identified, withdrawn, and discarded according to accepted professional practices. Discarded materials are donated to the Friends of the Tewksbury Public Library, a non-profit organization, for sale to benefit Library programs.

Selectors conduct *deselection*, also known as *weeding*, under the general guidance of the Library Director in accordance with established policy summarized below:

CREW, and its MUSTIE guidelines, is the primary criteria used to assist selectors in weeding. (<https://www.tsl.texas.gov/ld/pubs/crew/index.html>)

Some criteria considered for weeding:

- Damaged
- Worn
- Superseded
- Replaced
- Outdated
- Multiple copies no longer needed
- No longer useful
- No longer in demand
- Trivial or no longer trending

Tewksbury Public Library Local History Collection

Mission Statement

The Tewksbury Public Library Local History Collection has been established for the purpose of preserving and making accessible for research materials that help to document the founding, development, and achievements of the Town of Tewksbury.

Scope

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The major emphasis of the collection is to preserve the documented history of the Town of Tewksbury.

Additional materials that help to reflect the Town's history, including documents on the Merrimack Valley region—its waterways, indigenous peoples, social and labor conditions, are added—where such material has a direct connection to our understanding of the Town.

Selection Criteria

Items added to the permanent collection will be selected based upon the material's fit within the scope of the collection, and the Library's ability to properly care for and preserve the material.

Resources that assist in the comprehension of history materials are collected.

Formats collected in order of importance are:

- Paper documents, including: books, serials, maps, newspaper clippings, scrapbooks, notebooks, town records, unpublished writings, pamphlets, broadsides;
- Various other ephemera such as photographic prints and negatives or small art pieces;
- Documents on microfilm, microfiche, video and audio recorded materials

Donations

The Deed of Gift (Appendix B) will serve as a formal written documentation, acknowledging by the donor the transfer of the gift to the Library.

Reconsideration of Library Materials

Library patrons may request reconsideration of library materials. Upon a request for reconsideration, this procedure is followed:

- The patron will be directed to a Professional Librarian, the Assistant Director or the Library Director, who will explain the materials selection policy to the patron.
 - A copy of the policy may be given to the patron if requested.
 - If the patron wishes, he or she may fill out and submit a Request for Reconsideration of Library Materials Form. (Appendix B)
- The completed form will be reviewed by one or more professional librarians and by the Library Director.
 - The material will be evaluated to ascertain that the selection criteria outlined in this policy were applied in the selection of the material.
 - The Library Director shall deliver a written response to the patron within 14 days of the date that the Reconsideration Form was submitted.

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- If the patron is not satisfied with the decision, he or she may appeal in writing to the Library Director, who then convenes a Reconsideration Committee.
 - The committee will consist of a Library Trustee, a member of the library staff, and members of the community selected jointly by the Trustees and the Library Director.
 - As the material is being reviewed, the Reconsideration Committee employs the selection criteria outlined in this document, as well as reviews from professional journals, and objection(s) of the patron.
 - The material will be reviewed in full. Library materials will not be removed from the collection during the review process.
 - The committee will recommend an action to the Library Director within 30 days of the formation of committee.
 - The Library Director will inform the patron in writing of the final decision.

Results of the Reconsideration will be retained on file.

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[Appendix A-Donation Receipt](#)

DONATION RECEIPT

NAME: _____

Donated items to the:

**Tewksbury Public Library
300 Chandler Street
Tewksbury, MA 01876**

_____ **Book: Hardcover**
_____ **Book: Paperback**
_____ **Media**

Date: _____

Thank You

DONATION RECEIPT

NAME: _____

Donated items to the:

**Tewksbury Public Library
300 Chandler Street
Tewksbury, MA 01876**

_____ **Book: Hardcover**
_____ **Book: Paperback**
_____ **Media**

Date: _____

Thank You

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Appendix B-Deed of Gift Receipt

Deed of Gift Receipt

The undersigned hereby irrevocably and unconditionally give, transfer, and assign to the Tewksbury Public Library Trustees by way of gift, pursuant to M.G.L. chapter 78, section 11, all right, title, and interest in (including copyright), to, and associated with the material described below.

The material specified below shall be available to members of the public for use from this date _____ forward, with the exception of the items asterisked below or attached, which shall be restricted from public use until this date _____.

Description of Materials (include medium, size, provenance, and additional information, the reverse of this form and attachments, if necessary):

Appraisal value: _____
[Cost of appraisal to be borne by donor. Please attach photocopy, if available.]

The donated material will be accessioned as _____, and be known as:
_____.

Proviso: Upon signing this deed of gift, the donor(s) understands that the Library Trustees reserve the right to deaccession, by sale or otherwise, the above named material in accordance with the Library's established policies, if future conditions warrant such action.

The undersigned warrants to the Tewksbury Public Library Trustees that the undersigned is (are) the lawful owner(s), has good right to donate the material to the Library Trustees, and the material is (are) free of liens and encumbrances.

Signed: _____ Date: _____

Address: _____

[To be completed by the Library Director]
Conditions of acceptance (if any):

The Tewksbury Public Library hereby accepts the unconditional gift(s).

Tewksbury Public Library Date

Distribution of Copies: Donor (1); Library's Donor File (1)

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Appendix C-Request for Reconsideration of Library Materials Form

Request for Reconsideration of Library Materials Form

Title: _____

Author(s): _____

Publisher: _____ Copyright date: _____

Format (i.e. book, DVD, etc.): _____

Please state the action you would wish to be taken on this item:

What is your objection to the material? Feel free to use the back of this form if needed.

Have you read/viewed/listened to the entire work? If not, then which parts (please specify page numbers, chapters, scenes, song titles, etc.)?

How was this material brought to your attention?

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Signature: _____ Date: _____