

Tewksbury Public Library Policy

Collection Development Policy

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Introduction

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

The library is an institution dedicated to the ideals of intellectual freedom and its collection supports the intellectual pursuits of people of all ages and stages of learning. The Tewksbury Public Library provides equitable access and useful collections for all library users, regardless of age, race, color, religion, national origin, ability, gender identification, or sexual orientation.

The Board of Library Trustees endorses the principles of intellectual freedom which are inherent in the First Amendment to the Constitution of the United States and are expressed in the Library Bill of Rights, Freedom to Read Statements, and Freedom to View Statements adopted by the Council of the American Library Association and included in this policy.

The Board of Library Trustees is responsible for the policy governing the inclusion of materials in the library collection. The task of selection and acquisition has been delegated to the Library Director, as well as professional librarians or other staff members qualified by reason of education, training, and experience. Selectors, under the direction of the Library Director, use a variety of resources to select materials for the collection.

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General Selection Criteria

The library collects materials that are needed and used by the community in many formats, including print, electronic/digital, recording and online. New formats are always considered for inclusion; such items must also meet the selection criteria of this policy. A variety of tools for making collection decisions are used by selectors including, but not limited to, professional journals and online resources, bestseller lists, popular and genre-focused magazines, and websites about popular materials in book and non-book format.

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 by purchasing or borrowing from other libraries in the continental United States.

When changes regarding intellectual and cultural issues are raised by an individual, group or society at large, we seek to understand all aspects of the matter as it relates to the library's collection. We aim to take positive corrective action by adding new materials when our collections are inadequate. Selectors guard against letting their personal views, biases and preferences influence their professional duties to form a useful collection for the diverse tastes and preferences 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 or due to social or cultural controversy about the item, topic or author.

As an institution devoted to intellectual development and freedom for all to read, view and learn, we do not act in place of parents or caregivers, i.e., *in loco parentis*, when selecting materials. We believe that parents/caregivers should determine what intellectual and cultural information should be shared with their families and do our best to provide a wide variety of materials that will assist them in doing so.

Requests for the purchase of library materials are welcome and given careful consideration. Requested items may be added to the collection providing they meet the same criteria as all other materials purchased by the library. Selectors, under the direction of the Library Director, are the sole authority of placement in the collections.

The following standards apply to items considered for selection and deselection, whether items are purchased, requested or donated. An item does not have to meet all of the criteria in order to be acceptable for inclusion into the collection.

- Relevance to present needs of the community.
- Appropriateness of the subject and format for intended library users.
- Popularity, appeal, and user demand.

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- Accuracy of information.
- Representation of trends, subjects or genres of local, national or international interest.
- Favorable reviews and inclusion in reputable print or online resources such as those listed above.
- Inclusion in popular print or online resources for general readers/viewers, whether recommended or controversial.
- Consideration of the work as a whole, rather than on the basis of specific sections.
- Comparison to the strengths and weaknesses of the existing collection.
- Durability and sustainability of format for library use.
- Space and processing requirements.
- Availability of materials through other libraries or electronic/digital resources.

Collection Management

A well-managed collection, is critical to the library's usefulness. 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, relevant and in good condition, 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** is used 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 including, but not limited to, usage data reports, patron requests, visual inspection and bibliographies. The results are used for inventory control and deselection.

Inventory Control

Using analytical tools allows selectors to keep the collection up to date, replace missing items as needed, and develop new collections. New and replacement materials are regularly purchased to keep the collection relevant for the community. Community members are asked for input regarding the collection through surveys and informal discussion between they and

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library staff members. Final deciding factors in replacing or deleting materials are professional staff judgment and budgetary limitations.

Deselection

Materials that no longer meet the collection management objectives of the library are identified, withdrawn, and discarded according to accepted professional practices. Materials that are physically deteriorated, obsolete or unpopular may be deleted or replaced. The deselection procedure is not to be used as a convenient means to remove materials presumed to be controversial or disapproved of by members of the community.

CREW, and it's MUSTIE guidelines, is the primary criteria used to assist selectors in deselecting. (<https://www.tsl.texas.gov/ld/pubs/crew/index.html>) General collection maintenance criteria also used include, but are not limited to the following.

- Damaged
- Worn beyond repair
- Superseded by more recent or updated information
- Outdated information or format
- Multiple copies no longer needed
- No longer in demand or trending

It is the practice of the selectors to consult one another, the Library Director and a variety of professional resources if the material they are considering for deselection has been brought to their attention for reasons other than general collection maintenance, e.g., social or cultural controversy about the item, topic or author.

Discarded materials that are in good condition are donated to the Friends of the Tewksbury Public Library, a non-profit organization, for sale to benefit library programs. Materials that are in poor condition are recycled.

Local History Collection

The 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, including the Tewksbury Public Library.

The focus of this collection is narrower than the general library collection. The 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.

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Items added to the permanent collection will be selected based upon library selection criteria only with a narrower focus. The materials must 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 historical materials are also collected.

Formats collected in order of importance are:

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

Donations of materials to the Local History Collection may be accepted—by appointment only—at the discretion of the Information and Technology Librarian. Other library staff members are not authorized to accept donations to the Local History Collection.

Donations

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. Local History Collection donations are addressed in that section and have different guidelines.

Donations of materials to the library are evaluated according to the same selection criteria as purchased library materials. 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 added into the collection.

Donated materials may be added to the collection at the sole discretion of the Tewksbury Public Library. 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.

Donations also may be given to directly the Friends of the Tewksbury Public Library for them to sell in support of library activities. The Friends of the Tewksbury Public Library is a private, non-profit organization whose purpose is to fundraise in support of library needs that cannot be met within the bounds of the annual town budget.

Library staff members are not qualified to assess the value of any donated item. Upon request of the donor, a brief written description will be offered using the "Book/Material Donation Receipt Form" appended to this document.

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In the case of larger or more significant donations, please contact the Library Director.

Contested Library Materials

The purpose of the library collection is to meet the need of its residents for information seeking, continual learning, and literacy. The Board of Library Trustees is committed to promoting the right of its community to read/view/listen to items that can be borrowed from the library. As well, this is a basic tenet of professional librarianship.

The selection of materials appropriate to the needs of the community is one of the basic duties of the professional library staff and the Library Director. The Board of Library Trustees do recognize that a resident of the community may find an item personally objectionable. Residents of the Town of Tewksbury are encouraged to bring their concerns regarding any specific title or item in the collection to the attention of the library through a formal complaint process.

Complaint Process:

- Complainant must complete, in full, the “Concern about Tewksbury Public Library Materials Form” available on the library’s website, in this document, or by request from the library.
- Only one (1) item can be included on the form.
- Only one (1) active form from a household is accepted at one time.
- The material being challenged must be read/viewed/listened to in full by the complainant.
- Complainant will be given a copy of the Collection Development Policy, or if preferred, be referred to the policy and complaint form on the library website.
- Email/drop off/mail the complaint to the Library Director.
- The complaint will be reviewed in the manner listed below within 90 days of the receipt of the complaint.
- The contested material will not be removed from or relocated within the library while under review.
- The contested material will not be considered for review again until a period of five (5) years after the completion of the review has passed.
- Please note that the cost to complete the work of one review equals approximately \$4000 in materials and staff time. This cost is not passed on to the complainant and is included for informational purposes only.

Library Review Process

Following the receipt of a complaint, the Library Director will:

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- Acknowledge receipt of the completed form with an email or postal letter to the complainant that outlines the response procedure and anticipated timeline, attach the Collection Development Policy, and copy the Town Manager and Board of Library Trustees.
- Appoint a Review Committee (no more than 5 members) of library professional staff members and/or selectors to review in full the material in question in order to ascertain whether the selection criteria outlined in this policy were applied.
- Receive a report of the Review Committee's findings.
- Send an email or postal letter to the complainant summarizing the Review Committee's findings, and copy the Town Manager and the Board of Library Trustees.
- Share a summary of the Review Committee findings with the Board of Trustees at the next scheduled Board meeting.
- Advise complainant that they may refer their concern upwards to the elected Board of Library Trustees who will consider the Review Committee findings in a regular, posted, open meeting, which the complainant is encouraged to attend.
 - Should the work be found to fall within approved Collection Development Policy guidelines, the Board will thank community member for their concern and the Library Director will send an email or postal letter to the complainant concluding the process.

Contested Tewksbury Public Library Materials Form

Please complete this form in full and return to the Library Director. Please print legibly.

Your Name:

Your Address:

Do you wish to receive information about this request via email_____ or postal mail_____.

If email, please list your email:

Are you affiliated with any group who seeks removal of this material?

Please circle: Yes No

What type of material do you wish us to review?

Please circle: Book, Movie/Music, Other material

Title of the material: _____

Author(s): _____

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Date of publication: _____

How did you learn about this material?

Did you read/view/listen to the material in full? Please circle: Yes No

If no, the review process ends with this question as the material was not considered in full by you and therefore will not be put through the review process.

If yes, please:

- Explain the purpose of this material.
- What positive qualities does the material present?
- What are your concerns about the material, including citations and quotes?
- How does the material fail to comply with the TPL Collection Development Policy?
- How does this material fail to meet Intellectual Freedom standards?
- Who would be negatively impacted by this material, and what evidence do you have to support your belief?
- What would you replace this material with? Please include specific titles and authors in answer to this question.
- Why do you believe you should be able to restrict the reading choices of community members, including children?

Your Signature: _____

Date: _____

#END

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Statements of Principle

We realize that the application of the statements below may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We believe that what people read is deeply important, that ideas can be dangerous, but that the suppression of ideas is fatal to a democratic society.

Library Bill of Rights

1. The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.
2. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
3. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
4. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
5. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
6. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
7. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Non-Removal of Challenged Library Materials, an interpretation of the Library Bill of Rights:

We believe:

- that no library materials should be expurgated, proscribed or removed because of partisan or doctrinal disapproval;
- that constitutionally-protected expression is often separated from unprotected expression only by a fine line;
- that any attempt, be it legal or extra-legal, to regulate or suppress material must be closely scrutinized to ensure that protected expression is not abridged during a process designed to focus meticulously on the question of that expression.
- We also believe that the dissemination of a particular work, which is alleged to be unprotected, should be completely undisturbed until an independent determination has been made by a judicial officer, including an adversarial hearing.

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Therefore, the Tewksbury Board of Library Trustees declares as a matter of firm principle that no challenged library materials should be removed from the library under any legal or extra-legal pressure, except after an independent determination by a judicial officer in a court and only after an adversary hearing, in accordance with well-established principles of law.

Freedom to Read Statement

1. It is in the public interest for the library to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.
2. It is contrary to the public interest to bar access to writings on the basis of the personal history or political affiliations of the author.
3. Trustees and librarians do not need to endorse every idea or presentation they make available in the collection. Indeed, doing so would create a standard that does not serve the public interest.
4. There is no place in our society for efforts to coerce the taste of others, or to inhibit the efforts of writers to achieve artistic expression and readers access to those expressions.
5. It is not in the public interest to force a reader to accept with any book the prejudice of a label characterizing the book or author as subversive or dangerous.
6. It is the responsibility of trustees and librarians as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.
7. It is the responsibility of trustees and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one.

Freedom to View Statement

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

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3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

[Book/Material Donation Receipt--Attached](#)

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Diane Giarrusso, Library Director

DONATION RECEIPT

Donor: _____

Date of donation: _____

Donated items to the:

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

_____ # Books: Hardcover

_____ # Books: Paperback

_____ # Media (Please circle: CD Audiobook DVD)

_____ Other, please describe below.

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 of the donated item(s) using this Donation Receipt form.

Thank You

300 Chandler Street, Tewksbury, MA 01876 ► tewksburypl.org ►
978.640.4490

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