



# Collection Development and Management Policy

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## I. Purpose

The goal of the Collection Development and Management Policy is to ensure fulfillment of the Library's mission of providing free access to print and non-print materials and quality reference service to library users of all ages and abilities. In order to meet this goal the library collection will:

- represent a variety of viewpoints, in accordance with the ALA's [Library Bill of Rights](#) and [Freedom to Read Statement](#)
- include a variety of formats, as deemed reasonable to meet a variety of user needs and as space will allow within the Library
- seek to meet the needs and interests of residents of the City of Marlborough
- respond to trends in popular materials

## II. Principles Shaping Collection Development and Maintenance

**The principle that the library does not promote any particular belief or view but offers collections that allow individuals to examine different sides of issues and make their own decisions.**

To this end, the collection may contain original, critical, and unorthodox ideas because access to ideas is necessary for a democratic society to function. The existence of a particular viewpoint in the collection is an expression of the Library's commitment to Intellectual Freedom and not an endorsement of that view. It is the Library's position that society is at a greater risk through the suppression or censorship of information and ideas than from their free and open distribution.

**The principle of free and open use for all.**

The Library supports and protects the concept of Intellectual Freedom. The selection of library material is based on the patron's right to read, and the freedom from censorship by others. Individual choice is paramount and protected. Materials are arranged in a way to facilitate access to the information. No restriction is placed on their use except for the purposes of protecting them from injury or theft. Access to some digital or electronic materials may, however, require the use of a valid Marlborough Public Library card for authentication and remote retrieval.

**The principle that the collection covers the interests and views of all ages.**

Selection of materials for adults is not restricted by the possibility that books may come into the possession of children or adolescents that some might consider inappropriate. The Library makes its collections available to all. While library users are free to select or reject materials for their own use or the use of their minor children, the freedom of others to use the library collection will not be restricted. The merits of the work, its relationship to the collection as a whole, and service to the library community will be the primary considerations. The responsibility for the borrowing of materials of teens and children rests with their parents or legal guardians. Library staff do not serve in place of the parents or legal guardians in guiding children's use of the library collection.

### III. Selection Process

The Director holds final responsibility for allocation of funds and selection and purchase of materials. Under their direction, selection is delegated to trained library professionals.

Adult physical materials are selected by the Adult Services staff, with input from other library staff as workflow and other factors permit. Children's and Teen materials are selected by the Children's Librarian and the Teen Librarian respectively, with input from other staff as workflow and other factors permit.

**General criteria includes:**

- Patron interest
- Importance of subject
- Timeliness of material
- Prominence of creator
- Local importance
- Review response
- Award winning
- Relevance and suitability of format

**Staff will:**

- read professional review media
- review needs of the community as documented by circulation statistics, interlibrary loan requests, and reserves and other statistical inputs

Patron Requests for Purchase: The Library considers comments and requests from library patrons, directly submitted electronically or conveyed to selectors by other staff. Patron requests for purchase are fulfilled where they follow our general guidelines, particularly related to a sufficiently wide scope of potential interest.

**Collection-Specific Policies:**

The **Local History Collection** is here to facilitate discovery and fosters public engagement with rare, distinctive, and culturally significant materials held by the Marlborough Public library. To fulfill this mission, Adult Services staff acquire, describe, preserve, and interpret our collections for the people of Marlborough, the Commonwealth, and communities of researchers and learners everywhere. We are committed to sustainable, responsive, user-centered stewardship while providing equitable access to the collections and services of the department. MPL local history collections are available for the study and enjoyment of all.

The **Permanent Art Collection** is owned by the Library and is acquired as a result of either a purchase or a donation. Any additions to the art collection owned by the Library will be accepted based on artistic merit, historical significance, or interest to the City of Marlborough as approved by the Board of Library Trustees. The Library Director will periodically review the permanent art collection and make recommendations for maintenance and preservation if needed.

The Marlborough Public Library will not purchase or accept works of art with restrictions or conditions including the location in which it is displayed. All works of art acquired become the sole property of the Library. The Board of Trustees reserves the right to dispose of any purchased or donated work without notifying the donor or artist.

#### IV. Gifts, Memorials and Monetary Donations

**Material donations or gifts:** The Library is only able to accept a limited number and variety of materials as donations. These items must meet the same selection guidelines used for purchasing materials. Inclusion in the collection will be based upon the condition of the material, cultural merit, duplication, and available space. The Library does not appraise donations or provide evaluation of gifts for tax deductions or other purposes. Upon request, the Library will provide acknowledgement of donations of materials.

The Library retains the unconditional ownership of the gift or donation and its disposition. The Library determines the conditions of display and access to the materials. Due to the high volume of donations received, the Library is unable to notify each individual donor of the status of the donation. Unused donations may be given to the Friends of the Marlborough Public Library or other non-for-profit groups (e.g. Discover Books) for public sale or disposal.

Other real or personal property donated to the Library will be accepted at the discretion of the Board of Trustees.

**Memorials and Monetary Donations:** The Library welcomes monetary gifts to purchase materials, equipment, or support special programs. Selection of specific titles or material will be made by the library staff. Materials will be ordered in keeping with the donor's wishes if the request complies with the library selection guidelines. Gift plates, identification plaques or other appropriate recognition identifying the donor or person being honored are available. Planned giving and legacy bequests can also be made to ensure the continued vitality of the library for future generations.

#### V. Objections to Library Materials

To ensure the library patron's right to the full range of library information and materials, the Marlborough Public Library supports the following documents:

- The American Library Association's [Library Bill of Rights](#)
- The American Library Association's [Freedom to Read Statement](#)

Library patrons who are Marlborough Residents may request reconsideration of library materials by submitting a Statement of Concern about Library Resources form, which is available at any of the library's public service desks as well as on the library's website. A completed form will be reviewed by the Library Director, in consultation with the staff responsible for that collection area, and the Library Director will make a determination upon the request. If the patron who submitted the request is unsatisfied with the Library Director's determination, the patron may submit a written appeal to the Board of Library Trustees. The Board's decision shall be final. Any resource reconsidered under this procedure will not be the subject of a review again for a period of three years from the date of the Library Director's receipt of the initial objection form.

## VI. Weeding/Mending and Collection Goals

In order to maintain a vital, current collection that meets the needs of the community in accordance with the Policy, weeding (or withdrawal) is an ongoing and necessary process. The library does not have the space or the mandate to keep materials that do not circulate regularly.

Staff work to insure that the collection remains vital and useful by:

- Discarding and/or replacing items in poor physical condition
- Eliminating items with obsolete, misleading, or superseded information
- Reducing the number of copies of titles whose relevance to the community has lessened
- Removing materials with fewer circulations to make space for more recently purchased or popular items as space allows

The professional staff evaluate the materials in the collection for replacement and/or discard on an ongoing basis, using the CREW method of evaluation developed by Joseph P. Segal. This process (Continuous Review, Evaluation, and Weeding), uses the following criteria to evaluate a title's current usefulness to the collection:

- M = Misleading (and/or factually inaccurate)
- U = Ugly (worn or damaged beyond mending or rebinding)
- S = Superseded by a truly new edition or by a much better book on the subject
- T = Trivial (of no discernible literary or scientific merit)
- Y = Your collection has no use for this item (i.e. irrelevant to the needs and interests of the community)

Date of publication, last date circulated, average number of circulations per year, as well as the number of copies available through the C/W Mars Library Network are useful pieces of data that can help inform the evaluation process.