



Gleason Public Library

COLLECTION DEVELOPMENT POLICY

Adopted by the Board of Library Trustees 5/04/06, amended 4/20/11, 12/10/2020, and 12/13/2022

Purpose of the Collection Development Policy:

This document provides the staff and public with an understanding of the purpose and nature of the Library's collection. It explains the criteria staff use for making decisions to add or withdraw items in the collection.

Responsibility:

The Board of Library Trustees has the ultimate legal responsibility for the Library's collection. Collection development and management activities are administered by the Library Director and implemented by staff. This Collection Development Policy directs staff in the management, selection, and de-accessioning of physical and electronic materials in the Gleason collection.

Collection Overview:

As of 2020, there were approximately 50,000 physical items in the Gleason collection. In the past few years, the print collection has become smaller, while the collection of downloadable and streaming eBooks, eaudio, emagazines, and movies has grown dramatically, both through local purchases and the shared Merrimack Valley Library Consortium collection. The collection is an evolving one and as new media types become readily available, the Library may choose to collect in other formats as well.

The Adult collection consists of fiction, nonfiction, large print, biographies, reference, periodicals, DVDs, CDs, books on CD, downloadable eBooks and audiobooks, and many online databases.

The Children's collection consists of fiction, nonfiction, easy readers, board books, graphic novels, picture books, reference, periodicals, DVDs, CDs, books on CD, downloadable eBooks and audiobooks, and mixed media.

The Teen collection consists of fiction, nonfiction, graphic novels, biographies, periodicals, downloadable eBooks and audio books, and books on CD.

The Library has a small but growing "Library of Things" collection of circulating equipment, such as Kindles, ROKU devices, and a wifi hotspot. The purpose of the Library of Things is to provide diverse opportunities for learning and engagement, to accommodate multiple learning styles, and to provide access to information in diverse formats. This collection also supports the "sharing economy" and Carlisle's sustainability efforts, offering opportunities to "try before you buy," to save money, and to learn about new and emerging technologies, products and ideas.

The primary language of the collection is English. There are small collections of Spanish books for adults, and Spanish and French books for children, as well as international films in several dozen languages with English subtitles. Additional languages may be added to meet the needs and interests of library users. Most materials are at a Basic Information Level suitable for informational or recreational use.

Cooperative Collection Development:

The Gleason Public Library belongs to the Massachusetts Library System (MLS) and is part of the Merrimack Valley Library Consortium (MVLC), an automated library consortium that facilitates efficient resource sharing among 36 member libraries. The Library also makes use of materials borrowed from other libraries in Massachusetts and nationwide through co-operative agreements for inter-library loan (ILL).

A daily delivery service, provided by MLS and funded by the Massachusetts Board of Library Commissioners, delivers requested materials to and from other libraries statewide.

MVLC maintains a shared collection of eBooks, eaudio, and other digital materials, providing access to tens of thousands of titles for Gleason patrons. Selection and deselection for this collection is managed by MVLC staff, with significant involvement from staff at member libraries.

In addition to locally provided electronic materials, Gleason users have access to statewide online databases provided by the Massachusetts Board of Library Commissioners, including current periodicals and topics of general interest. Other electronic subscriptions are purchased by the Massachusetts Library System and with other MVLC libraries, providing efficiencies in costs while meeting patron demands.

Chronological and Retrospective Coverage:

The Library collects current materials in the areas of health, medicine, science, travel, technology, law, business, computer science, languages, and sports. Current is defined as information that is pertinent and timely, or materials that have significance today.

The fiction, philosophy, history, audio-visual, cookery, religion, sociology, literature, art and architecture, games, gardening, and biography collections offer broader chronological coverage. The Library collects classic materials in these areas as well as current materials.

The Gleason Public Library collects a variety of periodicals. Selection of these periodicals is based primarily on public demand and use. The Library retains 1-3 years of current periodicals. Exceptions to this are local newspapers, which are kept indefinitely. Many periodicals purchased by the Library, and others that are not, are available via online databases at the Library or through the Internet.

Local History Collection - See Special Collections policy.

Funding:

Materials purchased for the collection of the Gleason Public Library are paid for primarily with funds provided through the annual operating budget from the Town. Some purchases are funded through donations, grants, and endowed funds.

Monetary donations made to the Library for the purchase of materials are placed in a Gift Fund, the Friends of the Gleason Public Library, or the Library Endowment fund. All gifts made to the Gleason Public Library are expended in a manner consistent with the Collection Development policy. The Library makes every effort to purchase items in subject areas or formats specified by the donor. However, we cannot guarantee that particular titles will be purchased. All items will be subject to the same selection and withdrawal criteria as other areas of the collection including the perceived need and use to potential customers.

Selection Criteria:

Material selection is conducted by Library staff, as assigned by the Director. Budget allocation by format and subject is based on demand, usage statistics, and relevance to the needs of the Carlisle community. Selectors use several criteria when evaluating material, keeping in mind physical space requirements and the Library's resources. Items need not meet all criteria for inclusion in the collection.

Evaluation criteria for all acquisitions include:

- Public demand and/or anticipated demand
- Relevance to the interests and needs of the community
- Reviews in established review sources, such as Library Journal, School Library Journal, Booklist, The New York Times, Kirkus, etc.
- Literary awards
- Overall excellence of the material
- Relevance and suitability of physical format
- Representation of diverse points of view
- Ability to stimulate further intellectual and social development
- Appropriateness to level of user
- Literary merit and contribution to the field of knowledge
- Relationship to the existing collection both in Carlisle and in the MVLC catalog as a whole
- Reputation or qualifications of the author, creator, or publisher
- Relevance to library programs and classes
- Value of the resource in relation to its cost
- Suitability of subject and style for intended audience
- Judgment of library staff that material is a necessary addition to the library collection
- Availability of content through the internet, subscription databases, or other means
- Condition of material

The Library welcomes requests for purchase of materials for the library, and requests will be subject to the same criteria for selection as other considered materials.

Reconsideration:

Any Carlisle resident or property owner who has a concern about material in the library collection or exhibited materials/displays may submit a Statement of Concern form to the Library Director. The Library Director will evaluate the original reasons for the purchase of the material and/or application for display and make a decision based on this Collection Development Policy, current community needs, and the principles of intellectual freedom. If the person chooses, the Library Director will then respond in writing within 30 days of receipt (per appeal) of the form. If there are any remaining concerns, the resident may submit a written appeal to the Board of Library Trustees within 10 business days of the Director's response.

Evaluation of an item or program will be based on consideration of the item or presentation as a whole, not on selected individual sections. The Library will not alter or expurgate any individual section or sections of a work. No item is to be removed from the shelf or be placed in a restricted-access status, and no program or service is to be preemptively abridged, modified, or cancelled, during the reconsideration process. No item in the collection is to be removed or restricted, and no program or service is to be cancelled, because of a complaint except in accordance with this procedure.

The choice of library materials by patrons is an individual matter. The Library believes in the freedom of information and will not restrict a user's right to read, listen to, or view library materials. Only parents and legal guardians have the right and responsibility to guide their children's use of library resources. Parents and guardians who do not want their children to access specific library materials should so advise their own children.

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.

Gifts:

See Donations & Gifts Policy.

De-selection and Weeding:

Selection of materials for the Library collection is an ongoing process which includes the removal of materials that are no longer appropriate or useful, and the replacement of lost and worn materials that are still of value for informational or recreational needs.

The purpose of discarding materials from the collection is to maintain an accurate and up-to-date collection for library patrons. Materials which are inaccurate, outdated, unused, or in poor condition detract from the usefulness and aesthetic appeal of the collection. These materials take up shelf space that could be occupied by needed and requested materials.

Weeding the collection is an ongoing process and is the responsibility of the librarians. The goal of the Gleason Public Library is that each section of the collection is to be weeded on an annual basis to keep the collection responsive to community needs.

Materials are discarded from the collection using the CREW guidelines for weeding. The acronym CREW stands for Continuous Review, Evaluation, and Weeding. Items that are weeded from the collection include ones that are: misleading or factually inaccurate; damaged, soiled or worn; outdated or superseded by a new edition or newer title on the same subject; trivial or have no discernible literary or scientific merit; irrelevant to the needs and interests of the community or contain information that may be obtained more easily elsewhere. Materials that have not circulated in a chosen time period, duplicate titles no longer needed, or damaged materials are also considered for discarding.

Annually, the Trustees of the Gleason Public Library approve the regular deaccessioning of items from the library collection, following these weeding guidelines. Items in damaged or outdated condition will be thrown away. Items in good condition may be donated to charitable agencies.

Preservation:

The Gleason Public Library is committed to providing appropriate physical and environmental care to the materials in its current collection. Appropriate temperature and protection from the elements, as well as shelving, dusting, and storage of books will help protect the collection from deterioration.