

# Pembroke Public Library

## Collection Development Policy

- I. Purpose**
- II. Responsibility for Collection Development**
- III. Funding**
- IV. Materials Selection Process**
- V. Youth Collections**
- VI. Collection Scope**
- VII. Resource Sharing**
- VIII. Collection Maintenance**
- IX. Gifts and Donations**
- X. Intellectual Freedom**

### I. Purpose

- a. The Collection Development Policy is designed to support the Library's mission statement, which is to "provide a welcoming physical and virtual space for the inspiration, education, and empowerment of community members by giving people access to resources, ideas, information, and experiences." (Strategic Plan FY19-FY23)
- b. The Collection Development Policy directs Library staff in the maintenance and development of the Library's physical and digital collections. The policy also defines collection development practices and serves as a guide to selection, acquisition, maintenance, preservation, and retention of materials to continue to meet the needs of the community.

### II. Responsibility for Collection Development

- a. The Board of Library Trustees has the legal responsibility for the Library's collection. Collection development and management of this policy is administered by the Library Director. The Reference and Adult Services Librarian and the Youth Services Librarian have primary responsibility for material selection.

### III. Funding

- a. The Town of Pembroke provides support for the collection through annual tax revenues. Additional funds include trust funds and donations. Some funds are restricted in their use.

#### IV. Materials Selection Process

- a. Library staff utilize professional judgment and expertise in making collection development decisions. Anticipated demand, community interests, strengths and weaknesses of the existing collections, system-wide availability, physical space limitations, acquisitions procedures, and available budgets are factors taken into consideration. A more complete list of criteria for physical and digital materials is below; an item need not meet all of these standards to be included in the Library's collection.
- b. Sources for selection decisions include, but are not limited to, professional and popular media reviews, publisher and vendor catalogs, and patron requests and recommendations.
- c. Criteria for materials selection include but are not limited to:
  - 1. Current and anticipated needs of the community
  - 2. Attention of critics and reviewers, award winners, or inclusion in bibliographies
  - 3. Funding available for purchase
  - 4. Cost, value, and physical quality
  - 5. Relevance to the Library's mission, the current collection, and the community
  - 6. Support for formal and informal study
  - 7. Authority and accuracy of material
  - 8. Local interest and demand
  - 9. Availability in the Library system
  - 10. Available space
  - 11. Literary quality
  - 12. Readability
  - 13. Format, durability, and ease of use
  - 14. Contribution to the diversity and scope of the collection
  - 15. Contemporary relevance or significance
- d. Additional criteria for digital, online, and/or electronic resources include:
  - 1. Ease of use and remote access potential
  - 2. Hardware, software, networking, and storage requirements
  - 3. Licensing requirements
  - 4. Comparison of content and cost with other available formats
  - 5. Long term availability and perpetual access rights

- e. Self-published and independently published titles are subject to the same selection criteria as all other materials. Local authors' works, if accepted, are integrated into the general collection.
- f. Patron and staff requests are considered, but all materials are evaluated with the same criteria.

## V. Youth Collections

- a. Youth have access to the entire collection. Any limitations placed upon the reading materials of youth are left to the discretion of parents, guardians, and caregivers. The Library recognizes these parties as those responsible for the reading and viewing habits of their children – and only their children. At no time will Library staff act *in loco parentis*. Selection of Library materials will not be inhibited by the possibility that they may come into the possession of children.
- b. All youth collections are developed for the purpose of meeting the recreational reading and informational needs of children, teenagers, and caregivers of youth. Material selected for youth collections are evaluated with the same criteria stated in section IV.

## VI. Collection Scope

- a. The Library will collect materials in a broad range of topics and views in its function as a major information source for the community. Popular titles and educational materials to support life-long learning will be purchased for all ages. A wide variety of formats will be available to serve the varied needs of the community. Widespread interest and usage are the most powerful influences on the Library's collection. The other driving force is the Library's strategic plan. The Library collection includes popular and in-demand materials, such as best-sellers, large print books, business resources, local government documents, world language materials, medical and health guides, school and career information, and titles of interest to all ages.
- b. The variety of formats collected include but are not limited to:
  - 1. Print: books, documents, magazines, newspapers, and maps
  - 2. Audiovisual Media: DVDs, Blu-Rays, audiobooks, music CDs, and video games
  - 3. Electronic Media: databases, software, electronic books, downloadable audio books, videos, and music
  - 4. Other: multimedia kits, educational toys, games, puzzles, equipment
  - 5. The Library will also include other materials in the collection as needed.
- c. Special Collections:

1. Collections that fill a special need may be borrowed by the Library and made available. A standing arrangement with the Perkins School for the Blind provides materials in Braille and audio.
2. Items of historical significance serve as a valuable resource for the research, study, and understanding of Pembroke and its history. Local history items include books, pamphlets, manuscripts, reports, newspapers, maps, photographs, etc., some rare or unique. Items for the historical collection are generally acquired by donation rather than purchased by the Library.
3. The Library has two non-traditional collections, the Library of Things and Education Kits, with the purpose of providing diverse opportunities for education and engagement.

## VII. Resource Sharing

- a. Pembroke Public Library is a member of the SAILS Library Network, whose community of 72 public, school, and academic libraries from 42 communities offers additional depth and variety of collections to which Library users have access. Selection of materials for the Library collection is done with an eye to the special strengths and the immediate availability of these other Library collections. In the case of expensive electronic collections, group cooperative purchasing allows economically feasible access to these products for all member libraries and their users.

## VIII. Collection Maintenance

- a. Library collections should be fresh, attractive, useful, and accessible. Systematic removal of materials no longer useful to the Library, commonly known as weeding or deselection, is essential. Removal of materials requires judgements as important as those used in original selections.
- b. With the exceptions of the Library's Local History collection, the Library does not serve an archival function. Materials are removed from the collection for several reasons. These include but are not limited to: space, popularity, outdated or inaccurate information, lack of relevance to the needs and interests of the community, appearance, and condition.
- c. Materials discarded because of loss, vandalism, poor condition, or outdated content may or may not be replaced. Patrons who damage or fail to return items accidentally or intentionally are responsible for the cost of the item.
- d. All materials are evaluated for possible repair, mending, or cleaning using techniques available in-house. Materials deemed beyond repair, or repaired multiple times, are discarded. Replacement is considered as needed.

- e. Materials that are weeded are placed in the Library book sale, donated to local schools or educators, or recycled or disposed of in accordance with Town guidelines.

## IX. Gifts and Donations

- a. Donation of materials is encouraged with the understanding that all donations are subject to the same selection process as materials that are purchased. All donations become the property of the Pembroke Public Library. Donations are not accepted with any usage conditions. Donated materials may be given to the Friends of the Pembroke Public Library for sale to support the Library.
- b. The Library will provide a receipt for donated items upon request limited to a general description of the donations. No value will be set by the Library.

## X. Intellectual Freedom

- a. The Library subscribes to the principles of intellectual freedom, which allow for every individual to both seek and receive information without restriction. The Library supports the American Library Association's Library Bill of Rights; this document is available on the website of the American Library Association, or by request from the Library. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- b. A diverse collection should contain content by and about a wide array of peoples and cultures to authentically reflect a variety of ideas, information, stories, and experiences. Therefore, diverse materials, including those on controversial subjects, are available to patrons. Language, situations, or subjects that may be offensive to some do not disqualify a title from inclusion in the Library collection. Inclusion in the collection does not imply Library approval of or agreement with the contents.
- c. The Library recognizes its role in the freedom of information, as stated above, but also recognizes its role in media and information literacy. The American Library Association has increased awareness and resources to combat misinformation and "Fake News" in everyday life and the Library will support this by providing a collection with resources that are accurate, according to experts in their fields, with complete information in context. Items may not be included due to inaccurate information, lack of integrity, sensationalism, or intent to promote hatred or intolerance.
- d. The Library does not label controversial material or restrict use in any way.
- e. An individual may question the inclusion of a material or request its removal by completing the "Request for Reconsideration of Library Materials" form. See the

Library's "Request for Reconsideration of Library Materials Policy and Form" for more information.

**Approved and Voted by the Trustees September 21, 2022.**