

# ***Berlin Public Library Collection Development Policy***



## **Our Mission Statement**

The Berlin Public Library provides materials and services to support community residents in pursuit of their personal, recreational, educational and occupational interests. Special emphasis is placed on current popular materials in a variety of formats.

## **Collection Development Policy Purpose**

The purpose of the Collections Development Policy is to establish guidelines for the acquisition and withdrawal of materials, the allotment of resources, and planning for the development of a collection that supports the library's mission statement and serves the recreational and educational needs of the community.

The Library aims to support the rights of the members of the community to access a variety of materials, programs, services, and technology. The Library follows the principles established by the First Amendment to the United States Constitution, the American Library Association's Library Bill of Rights, Freedom to Read Statement, and Freedom to View statements (*see appendices*).

## **Responsibility and Criteria for Selection**

Responsibility for material selection and acquisition falls to the Director, who makes decisions following the guidelines laid out in this policy and in coordination with the library staff. Materials will be chosen to meet the needs and wants of the community. Staff will select materials using reviews, trade publications, and patron requests. Criteria for materials selections includes, but is not limited to:

- Current and anticipated demand
- Cost
- Relevance to community needs and interests
- Relevance to current events
- Historical significance
- Critical reception
- Accuracy and currency of information
- Availability of duplicate and similar materials in the Library collection and CWMARS network

Materials do not need to meet all criteria to be added to the collection.

## **Gifts/Donations**

Materials may be donated to the Library and will be reviewed following the same criteria as above. Upon donation materials become the property of the Library and will not be returned to

the donator. Any materials not added to the Library collection will be passed to the Friends of the Library foundation and may be included in their book sales or disposed of at their discretion.

## **Collection Maintenance**

Constraints of space in the Library building necessitates frequent evaluation and weeding to maintain a strong collection. Materials may be regularly weeded from the collection based on the following criteria:

- Infrequent use
- Outdated information
- Poor physical condition
- Availability in other formats

Discarded materials may be sold, recycled, or donated at the Library's discretion.

## **Resource Sharing**

The Berlin Public Library is a member of the C/W MARS Library Network, an automated resource sharing network of public, academic, school, and special libraries primarily located in Central and Western Massachusetts. For patrons with needs beyond the local library and the Network system, interlibrary loan allows access to materials in libraries throughout the Commonwealth and the rest of the United States through cooperative interlibrary loan agreements. The library does not have control over the content of certain electronic collections, including those administered by Network or the state, or over materials that may be available through interlibrary loan from other libraries.

## **Reconsideration of Materials**

Patrons with questions or concerns about materials in the collection are encouraged to contact the library and inquire about the relevant criteria. If they are unsatisfied with the explanation or feel their concerns have not been addressed, any citizen of the town of Berlin with an active Berlin Public Library card who wishes the Library to reconsider the acquisition of an item may fill out a "Request for Reconsideration of Material" form. These forms are available at the desk and on the library website and may be returned to the library in person or by mail. The Director will acknowledge receipt of the form within 5 operating days. The Director will review the request and issue a response to the patron within an additional 15 operating days. If the patron is not satisfied with the response, they may issue a written appeal to the Board of Trustees within 10 operating days. If the Board plans to discuss the appeal at the next meeting, they will notify the patron of the meeting date. The decision of the Board is final. A title will be reviewed by the Library Board of Trustees only once within a five-year period unless the content has undergone major revisions, or at the discretion of the Library Director or the Library Board of Trustees.

## **Appendices**

*The First Amendment:* <https://www.ala.org/advocacy/intfreedom/censorship>

*Library Bill of Rights:* <https://www.ala.org/advocacy/intfreedom/librarybill>

*Freedom to Read Statement:* <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

*Freedom to View Statement:* <https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

***Approved by Library Board of Trustees 9/18/2023***