



## **Collection Development Policy**

The purpose of the Collection Development Policy is to guide librarians and inform the public about the principles upon which selections are made. Libraries in Massachusetts are required by law to adopt a written policy for the selection of library materials (M.G.L. Ch. 78, Sec. 33). The Library Board of Trustees should review this policy every two years or so to ensure it still meets current needs.

### **Responsibility for Collection Development**

The Library Board of Trustees delegates to the Library Director the authority and responsibility for selection of library materials and the development and management of the collection. The Library Director may in turn delegate responsibility for selection to appointed staff members.

### **Criteria for Materials Selection:**

The Woburn Public Library provides services to fulfill the community's need for personal enrichment, the power of information, and the joy of reading.

The objective of materials selection is to collect those books and materials that will inform, entertain, and contribute to the enrichment of mind and spirit.

The Library's collections will be built to meet the needs and interests of the community. Competent reviewing media and basic lists of standard works are consulted as an aid in selection.

The Library endorses the American Library Association's Freedom to Read and Freedom to View statements, the Library Bill of Rights, and the statements on Labeling Library Materials, Access to Electronic Information, Services, and Networks, and Free Access to Libraries for Minors.

All acquisitions, whether purchased or donated, must meet one or more of the following criteria:

- Current usefulness or permanent value
- Accuracy and reliability
- Relation to the existing collection
- High standards of quality in content, format, and ease of use
- Importance as a record of the times
- Woburn author or local information

**Collection Maintenance:**

The Library withdraws materials from its collection not only to maintain its usefulness, but to make the most effective use of available space. The same criteria will be used in weeding materials from the collection as are used in their acquisition. The following categories of materials will be considered for deselection: worn, damaged, or mutilated items, duplicate copies of seldom used titles, materials which contain outdated or inaccurate information, superseded editions of specific titles, and materials no longer of interest or demand and available elsewhere within the Minuteman Network.

**Challenged Materials:**

Although materials are carefully selected based on the criteria outlined above, there can arise differences of opinion regarding selected materials. Patrons wishing to voice an objection to an item in the Library's collection may submit a detailed written complaint to the Library Director, who will consult with the Library Board of Trustees and respond to the concern.

**Schools:**

The Woburn Public Library makes every effort to work closely with surrounding schools. The library's collection is designed to complement rather than furnish material for school curriculum. The Woburn Public Library provides informational resources and educational tools, in print, non-print, and digital formats, to support formal learning for students in grades Kindergarten through Twelve.

**Minuteman Library Network:**

The Woburn Public Library is a member of the Minuteman Library Network and shares resources accordingly, however, it should not necessarily depend on other member libraries to fill requests for materials that are within its scope of purchase. The Minuteman Library Network also has its own collection development policy regarding eBooks and databases.

**Gifts:**

The Library welcomes gifts of books and other materials with the understanding that it will evaluate them in accordance with the criteria applied to selection of materials. It is the prerogative of the Library to accept or reject any gift. The Director may accept materials which are not added to the collection with the understanding that these items may be sold, donated, or otherwise disposed of by the Director. When the Library receives a cash gift for the purchase of memorial or commemorative books or collections, the selection will be made by the Library Director or a designated staff member in consultation with the donor, if requested, in concordance with the Materials Selection policy and Library acquisition procedures. The name of the donor or the person memorialized or commemorated will be entered on the bookplate.

The Woburn Public Library will not appraise gift books for tax purposes. The Library will, upon request, provide to the donor a written receipt indicating only the number of items and a general description of the material.

Approved by the Board of Trustees 2019