



## Collection Development Policy

**Mission Statement:** Woburn Public Library connects the community to resources, services, and experiences that educate, enrich, and entertain.

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 professional librarians and other staff members who are qualified via education, experience and, training.

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

In keeping with its mission, the Woburn Public Library attempts to acquire a broad range of materials in a variety of formats for general use. New formats are always considered for inclusion all of which must meet the selection criteria set out in this policy.

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 in all its diversity

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.

- [Freedom to Read](https://www.ala.org/advocacy/intfreedom/freedomreadstatement) <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>
- [Library Bill of Rights](https://www.ala.org/advocacy/intfreedom/librarybill) <https://www.ala.org/advocacy/intfreedom/librarybill>
- [Freedom to View](https://www.ala.org/advocacy/intfreedom/freedomviewstatement) <https://www.ala.org/advocacy/intfreedom/freedomviewstatement>
- [Labeling Library Materials](https://www.ala.org/advocacy/intfreedom/librarybill/interpretation/labeling-systems)  
<https://www.ala.org/advocacy/intfreedom/librarybill/interpretation/labeling-systems>

All acquisitions, whether purchased or donated, are considered in terms of the criteria listed below. An item need not meet all of these standards in order to be added to the collection.

- Contemporary significance or permanent value
- Present and potential relevance to community needs
- Accuracy and reliability
- Diversity of viewpoint
- Favorable reviews and inclusion in reputable resources, such as bibliographies, catalogs and professional trade publications
- High standards of quality in content, format, and ease of use
- Importance as a record of the times
- Local significance or interest
- Locally produced or created content that meets standards and criteria outlined above
- Cost and availability

### **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/or available elsewhere within the Minuteman Network.

### **Challenged Materials:**

Woburn Public Library subscribes to the principles of intellectual freedom allowing individuals to seek and retrieve information from all points of view without restriction. As such, the Library provides free access to all expressions of ideas including unpopular positions. The presence of any item in the Library does not imply the Library's, Trustees', or City's endorsement of its contents. The Library also subscribes to the American Library Association's Library Bill of Rights (referenced above).

The Library strives to represent diverse perspectives and ideas and therefore not everything is for everyone. The Library does not make decisions on the basis of protecting patrons from particular content or topics. Individuals using the Library will determine which resources and services are right for them and/or their children. Youth are not restricted from using any part of the collection. A child's parents or guardians are responsible for determining what is appropriate for that child and monitoring their access to library materials. Neither staff nor other individuals may make such decisions for other people's children.

As noted above, materials are carefully selected based on certain criteria. Patrons wishing to voice an objection to an item in the Library's collection may submit a "Request for Reconsideration Form" to the Library Director, who will consult with the Library Board of Trustees and respond to the concern. Anonymous submissions will not be considered, nor will submissions from individuals or stakeholders not residing in Woburn, MA.

### **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.