



COLLECTION DEVELOPMENT POLICY

I. Library Mission

Newburyport Public Library is a community hub that inspires and empowers all to access knowledge, culture and social connections.

The library staff is dedicated to supporting individual and community growth through access to reading, entertainment, and educational materials, and by promoting literacy and lifelong learning.

The Newburyport Public Library strives to provide a balanced collection that meets community needs. As a member the Merrimack Valley Library Consortium, and through the Commonwealth Catalog and the Massachusetts Library System, the Newburyport Public Library supplements its resources with materials borrowed from other libraries in the state and nationwide.

II. Responsibility for Collection Development

The Library Board of Directors reviews and approves the Collection Development Policy. Responsibility to implement the policy is delegated to the Head Librarian, who develops selection and acquisition procedures and assigns staff to make purchasing decisions subject to approval. The Head Librarian manages and allocates the materials budget annually.

III. Materials Selection Process

Librarians use a variety of tools to aid in the selection of materials, including but not limited to, professional review journals, popular print and broadcast media, publishing trends, network purchase alerts, and patron and staff recommendations.

Library staff exercises judgment, experience, and professional expertise in the application of the following criteria for materials selection. A work's overall contribution to the collection is a critical determinant for acceptance or rejection. No single criterion can be applied to all materials, and various criteria carry different weights in different circumstances. Contextual considerations including budgetary constraints, space availability, and interlibrary loan availability also shape the selection process.

Acquisition of self-published works and works by local authors are subject to the Criteria for Materials Selection.

The Library welcomes suggestions from patrons for the purchase of materials. Suggested materials are subject to the same standards as other considered materials.

Criteria for Materials Selection

The library considers all acquisitions, whether purchased or donated, in terms of one or more of the following:

- Relevance to library's mission
- Recommendations from professional review sources
- Informational and recreational needs of users
- Popularity and local demand
- Current significance, usefulness or interest
- Presentation of multiple viewpoints on a subject or issue
- Community needs and interest surveys and assessments
- Authority and accuracy of information
- Importance as an historical record
- Relevance to existing collection strengths and weaknesses
- High standards of quality in content and format
- Price and availability
- Format, durability, and ease of use
- Suitability of format for subject and user needs
- Relevance to Newburyport

IV. Scope of the Collection

Collections

All collection materials support the library's mission to provide diverse informational and recreational materials which promote literacy, a love of reading, and lifelong learning. Materials are selected to meet community needs and interests for all ages.

Local history materials are housed in the Library Archival Center. A separate collection development policy describes the purpose and selection criteria of this collection in greater detail (*approved by the Library Board of Directors March 6, 2019*).

Formats

The library provides materials and services that reflect the diverse educational, informational, and recreational needs of its users. The library recognizes that content and medium should be suitably matched, and that library patrons have different learning styles and preferences for receiving information. The library provides access to content through a variety of formats, including, when appropriate:

- Print – such as hardcovers, paperbacks, magazines, and newspapers
- Non-print – such as audio and video formats, microfilm, maps, and physical objects
- Digital resources – such as online databases; digital books and magazines; downloadable and streaming audio books, music, and video; digital historical archives; and software programs

The Library considers all types and formats of materials. Because the Library functions in a rapidly changing society and responds to community needs and interests, it is flexible regarding changes in the format and style of materials. The library does not reject materials for acquisition

solely on the basis of format. Materials in alternative formats are judged in terms of the Criteria for Materials Selection.

V. Collection Maintenance

In order to maintain a collection that is current, reliable, in good condition, well used, and which relates to the needs and interests of library users, materials are withdrawn on a systematic and continuing basis. The library withdraws materials judged to be dated, inaccurate, no longer in active use, in poor condition, or otherwise not in compliance with the Criteria for Materials Selection.

Withdrawn materials are handled in compliance with legal requirements regarding the disposition of public assets. The Library transfers withdrawn materials to the Friends of Newburyport Public Library for their book sales that benefit the Library (per MGL Ch. 30B S.15g). In certain circumstances withdrawn materials may be given to another municipal department, library, educational institution, or non-profit institution. Outdated and damaged materials with no remaining value are discarded.

The library applies the Criteria for Materials Selection in deciding whether to purchase replacement copies of withdrawn materials.

VI. Gifts

The Library evaluates all gift materials, including memorials and honoraria, according to the Criteria for Materials Selection. Not all gifts are recommended for addition to the collection. A special bookplate with an appropriate inscription may be used on accepted gifts. If a gift is integrated into the collection, the Library reserves the right to determine conditions of display, housing, access, and withdrawal of the material. Declined gifts are donated to the Friends of the Library book sale. The Friends of the Library collect donations periodically for their books sales.

The Newburyport Public Library does not appraise gift materials for tax purposes. The Library will, upon donor request, provide a written receipt for gifts, indicating the approximate number/quantity and general description of materials donated. (*Gifts/Donations/Memorials Policy approved by the Library Board of Directors January 9, 2013*)

VII. Objections to Library Materials: Intellectual Freedom

Materials meeting selection criteria will not be removed from the collection due to objections by any individual or group. The Library will not indicate through labels or other devices particular philosophies presented in library materials.

Access to library material shall be controlled only to the extent necessary to protect them from damage or theft. Material is not excluded because of the race, nationality, religion, gender, sexual orientation, or political and social views of the author. Inclusion of materials does not imply agreement with or endorsement of content. The Library does not rely on private advisory codes or rating services in developing collections, nor does the Library remove such ratings if they are an integral part of the item or its packaging.

Individual items, which in and of themselves may be controversial or offensive to some patrons or staff, may be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole, and to the effectiveness of the Library's ability to serve the needs of the community.

The Library recognizes parents and legal guardians as being responsible for the reading and viewing habits of children. The selection of materials for the adult collection is not restricted by the possibility that children may obtain materials that parents or guardians consider inappropriate.

Concerns about library collections and materials may be directed to any staff member. The Head Librarian is available to review selection decisions, and welcomes the opportunity to discuss the interpretation of library collection development goals and principles with interested individuals or representatives of groups. Formal requests for the withdrawal of specific items must be submitted to the Head Librarian in writing using a *Request for Reconsideration of Library Materials* form, obtainable from any public service desk or from the administration office.

In the interest of protecting individual rights to access materials, the Library recognizes guiding principles of the following documents:

- *The First Amendment of the Bill of Rights to the United States Constitution*
- *The Library Bill of Rights* (American Library Association Council)
- *Access to Library Resources and Services for Minors; An Interpretation of the Library Bill of Rights* (American Library Association Council)
- *The Freedom to Read Statement* (A Joint Statement by the American Library Association and the Association of American Publishers)

VIII. Policy Revisions

This policy will be reviewed regularly and revised by the Library Board of Directors as circumstances require.

Approved: NPL Board of Directors, December 4, 2019.



Request for Reconsideration of Library Materials Form

Title: _____

Author(s): _____

Publisher: _____ Copyright date: _____

Format (i.e. book, DVD, etc.): _____

Please state the action you would wish to be taken regarding this item: What is your objection to the material? (use the back of this form if needed)

Have you read/viewed/listened to the entire work? If not, which parts (please specify page numbers, chapters, scenes, song titles, etc.) have you read/viewed/listened to?

How was this material brought to your attention?

Name: _____

Address: _____

Phone: _____ Email: _____

Signature: _____ Date: _____