



## **COLLECTION DEVELOPMENT POLICY**

### **GOALS**

To ensure that the Hopkinton Public Library collection fulfills the informational and recreational needs of the Hopkinton community.

To strive for a collection that is well-balanced and of adequate size, quality, and diversity to meet user needs.

To ensure that all sections of the collection are up to date, attractive, and well-maintained.

To increase the knowledge and involvement of staff in collection development.

To utilize usage statistics to ensure the optimal allocation of the materials budget.

To continually analyze formats in order to identify new formats that will make the collection more valuable to our patrons.

To cooperate with CWMARS in order to make sure that our collections meet our consortium responsibilities.

### **PHILOSOPHY**

The Hopkinton Public Library provides materials, services, space, programming and technology essential to providing 21st century library services. The Library recognizes non-book materials both as a supplement to its collections and as a concept of service. To that end, non-traditional materials will be added to the collection as the need or demand arises and the budget allows.

The Hopkinton Public Library serves the residents of Hopkinton. We also participate actively in CWMARS, a diverse, multi-type consortium of over 100 libraries, primarily

located in central and western Massachusetts. CWMARS is an acronym that stands for Central and Western Massachusetts Resource Sharing.

Patron usage is the most powerful influence on the library's collection. Circulation, patron requests and patron reserves are all closely monitored, triggering the purchase of new items and additional copies of high demand items. Inherent in our collection development philosophy is an appreciation for each and every library patron. Copies of titles that are expected to be in high demand are purchased in multiple.

## **MATERIALS SELECTION PROCESS**

The Board of Library Trustees delegates the authority and responsibility for selection and management of print, non-print, and electronic materials to the Library Director. The Director allocates the materials budget, and ensures that the collection is in conformity with the Collection Development Policy. Library materials are selected by trained staff after consulting professional print and digital review media. Staff members consult with each other to review the differing needs of the community as documented in circulation statistics and requests. Additionally, professional staff members have been assigned responsibility for weeding, replacement and augmentation of the collection.

## **SELECTION SOURCES**

<b>PRINT</b>	<b>ONLINE</b>
AUDIOFILE	ALA RECOMMENDED READS
BOOKLIST	AMAZON
BOOKPAGE	BARNES & NOBLE
BOOKMARKS	BOOKLIST ONLINE
BOSTON GLOBE	INDIPIX
ENTERTAINMENT WEEKLY	INGRAM iPAGE
INGRAM ADVANCE	INTERNET MOVIE DATABASE
INGRAM SELECT	LIBRARY JOURNAL
LIBRARY JOURNAL	NEW YORK TIMES
LONDON REVIEW OF BOOKS	OVERDRIVE

MYSTERY SCENE	PUBLISHER'S WEEKLY
NEW YORK TIMES BOOK REVIEW	ROTTEN TOMATOES
PUBLISHER'S WEEKLY	TEENREADS
ROLLING STONE	YALSA
SCHOOL LIBRARY JOURNAL	
VOYA	

Horn Book Guide	
Horn Book Magazine	

Review sources may be added or deleted at the Director's discretion.

## **SELECTION CRITERIA**

In selecting nonfiction material, the selectors consider the author's popularity, competency, and the potential usefulness to the library's collection. First, staff members attempt to meet the patrons' demands, purchasing materials with wide appeal. Second, material is bought that is both pertinent and timely. The Library makes a special effort to obtain material representing all sides of controversial issues. Third, staff members look to see that the author presents his or her material accurately, clearly, and in a readable manner.

The library continuously updates materials in the areas of health, government, technology, science, and current events to meet the informational needs of our patrons. The library attempts to purchase new nonfiction in a variety of popular subject areas.

Local history and genealogical materials relating to Hopkinton are also sought for the collection. Histories, newspapers, vital records, town reports, books by local authors, and books about the region are also added.

The library attempts to purchase a wide variety of fiction to satisfy the needs of all of our borrowers. Selectors choose titles on the basis of reviews that consider, among other things, the popularity of the author, the appeal of a book for a specific audience, and the writer's skill. Genres collected include mysteries, science fiction, fantasy, horror, inspirational fiction, romance, urban fiction, suspense/thrillers, short stories and graphic novels, to name a few. Our genre titles are inter-filed with our general fiction. Mass

market paperbacks selected for the adult collection are added to meet the demand for popular, easily portable, inexpensive reading material. A balanced paperback collection is not a primary goal, and books are frequently weeded. These considerations result in a paperback collection that is constantly changing and useful mainly for browsing.

## **SELF-PUBLISHED MATERIALS**

Self-published books will be considered for admission to the collection under the following conditions:

- The title has received at least one positive review from a trade publication. (The following review sources will not be considered: Self-written reviews, un-sourced reviews, reviews from friends and family.)  
*or*
- The book has been edited by an editor or professional literary agent.  
*or*
- The selector may also choose to review and evaluate the merit of the book as an addition to the collection. At any time, the library selector has the right to not add self-published titles to the collection if in their opinion, the work is of poor quality or has not been edited properly.

Self-published titles that are added to the collection that do not circulate for one year will be weeded.

## **VENDORS / SALES REPRESENTATIVES**

Some titles are brought to the attention of selectors during sales visits from publisher's representatives. Because invoicing and back-ordering problems are common among these individual publisher representatives, we do not often purchase from visiting vendors.

## **PUBLISHER'S CATALOGS**

Since the majority of titles published each year are not professionally reviewed, publishers' catalogs are an important source of information. Crucial to buying decisions is the reputation of the publisher in general, and the series or type of book in particular. New catalogs are received by or routed to the appropriate selectors who check the database for holdings of desired titles, and place orders. Publishers' catalogs are particularly useful for new editions of standard titles, and to fill subject needs. New

fiction is rarely bought from publishers' catalogs, unless the author is a known quantity and demand is certain.

## **RESERVE LISTS / PURCHASE ALERT REPORTS / OTHER REPORTS**

All reserves are monitored by the selectors to identify frequently requested materials that are not in the collection in adequate numbers. Reports from the CWMARS are regularly checked to identify heavily reserved titles. Generally, we purchase one “reservable” copy for every 5 holds of print items, and one “reservable” copy of every 10 holds of media items. Due to limited resources we cannot always purchase enough copies to meet local or consortium demand. Other reports identify possible titles for replacement.

## **PATRON TITLE REQUESTS | STAFF RECOMMENDATIONS**

All patron requests are considered for purchase, or referred to interlibrary loan.

Staff recommendations follow the same procedures as patron requests, and must meet the same selection criteria as all materials in the collection.

## **DONATIONS AND GIFTS**

Donated materials are not automatically added to the Library's collection. Materials not added to the collection will be given to the Friends of the Library and may be sold in support of the Library.

The Library does not evaluate or appraise gift materials for tax purposes.

## **YOUNG ADULT MATERIALS**

Young Adults have access to the entire collection. Any limitations placed upon the reading materials of the young adult are left to the discretion of parents, legal guardians or caregivers.

A Young Adult collection has been developed for the purpose of meeting the recreational reading and informational needs of the middle school and high school age population (grades 6-12), as well as emerging adults.

Materials are chosen from reviews in journals or through book lists from established sources. The selector of YA materials also considers patron requests and closely monitors what is currently popular for that age group.

The fiction collection consists primarily of young adult fiction. Some adult titles of special interest to young adults are also included.

Young Adult nonfiction titles are housed with the adult collection.

## **CHILDREN'S MATERIALS**

Children have access to the entire collection. Any limitations placed upon the reading materials of children are left to the discretion of parents. Some items may be included that might not be considered appropriate by all adults for all children. While some books are too mature for one child, other children may be ready for them. Only each child and their parents, guardian or caregivers can decide what material is suitable for that child to read. Material selected for the Children's Collection meet similar standards as all other materials selected for the library's collection. The Children's Room strives to provide children with the library materials necessary to aid both their educational and personal development. School libraries serve the curriculum needs of the students. While not duplicating these resources or attempting to follow all the changes in curriculum, the Hopkinton Library does recognize the need to provide a wide variety of cultural and recreational reading matter for students, and to provide some basic curriculum related materials for students seeking to complete their assignments outside school hours.

## **WEEDING**

To ensure the collection continues to meet the diverse and changing needs of the community, the Hopkinton Public Library engages in continual evaluation to maintain a current and relevant collection. A material may be removed based upon the following criteria:

- Material is damaged and cannot be repaired to withstand public use.
- Material is out-of-date or offers inaccurate data.
- Newer, more complete, or authoritative materials are available.
- Multiple copies of a material are no longer needed.
- Use of a material indicates that it no longer needs to be housed locally and access may be obtained through regional or national sources.

The Hopkinton Public Library disposes of materials that have been withdrawn according to the criteria for withdrawal. Withdrawn materials are given first to the Friends of the Hopkinton Public Library for sale to support the Library. Items that are rejected by the Friends are donated to other organizations, at the discretion of the Friends.

## **OBJECTIONS TO LIBRARY MATERIALS**

Well-intentioned individuals or groups occasionally question the inclusion of items in library collections or the content of library programs or services. This policy explains the Hopkinton Public Library's commitment to providing open access to diverse information and describes the procedure that will be followed when a member of the Hopkinton community expresses a concern about the content of library collections, programs, or services.

### **Guiding Principles**

The Hopkinton Public Library subscribes to the principles of intellectual freedom as stated in the First Amendment of the Bill of Rights to the United States Constitution, the Library Bill of Rights and its relevant interpretations by the American Library 1 Association Council, and the Freedom to Read Statement. 23 Collectively, these documents speak to:

- The right of every American citizen to freely hold and express beliefs, and correspondingly, the right of every citizen to access the expressions and beliefs of other people without restriction
- The fact that it is unconstitutional for a government entity, such as a public library, to censor or restrict the free and open exchange of ideas
- The library's responsibility to make available without restriction or judgment a wide diversity of ideas and viewpoints, in support of an informed citizenry and a resilient, free, democratic society
- The library's obligation to safeguard intellectual liberty by supporting individual choice and judgment in seeking information; upholding the freedom to read, view, and listen; and challenging and resisting attempts to restrict access to information or ideas by those seeking to impose their own standards, opinions, or beliefs upon the broader community
- The library field's commitment to honor the rights of an individual to use a library regardless of age, race, religion, national origin, social or political views, etc., and the obligation of library staff to provide equal service to all library users

The library and Trustees recognize that individuals may object to library materials, programs, and services out of a genuine desire to safeguard the well-being of their fellow community members and for reasons arising from deeply held beliefs and opinions. However, we take the position that the risk of restricting access to information and ideas is greater than the risk of providing it, and that each person is capable of

assessing information and making decisions for themselves without undue interference from outside sources.

### **Library Practices in Support of Open Inquiry and Intellectual Freedom**

As a community resource, the Hopkinton Public Library is obligated to provide diverse resources and information to meet the varied needs of community members who have different backgrounds, experiences, beliefs, and worldviews. This includes providing material that opposes as well as supports particular beliefs, opinions, and viewpoints, including potentially controversial material, for the benefit of community members who wish to explore perspectives different from their own. The library aims to support the growth and fulfillment of individuals in all aspects of their lives, and therefore provides resources that meet needs for entertainment and leisure as well as for learning, growth, and edification.

The library does not promote particular beliefs or views. Rather, it provides resources to explore various opinions that apply to important, complex, and controversial questions, including unpopular and unorthodox positions. The presence of any item in the collection does not imply the library's, Trustees', or Town's approval or endorsement of its contents, with the exception that library staff make an effort to ensure that materials and programs which discuss matters of objective fact are reasonably accurate. Per the Code of Ethics of the American Library Association, library staff do not allow personal opinions to interfere with professional decision-making or the equitable provision of services to the whole community, including in the selection of materials or event presenters.

Because the library aims to represent diverse perspectives and ideas, not every event, service, or item in the collections will be for everyone. The library does not make decisions on the basis of protecting patrons from particular content or topics and expects that individuals using the library will determine which resources and services are right for them and/or their children. Library staff can help empower patrons to make these decisions by assessing their interests and guiding them to content that may be desired, but the ultimate responsibility for any person's use of the library's collections, programs, and services lies with that person.

The library does not restrict young people from using any part of the collection. Library events may have a suggested or required age range, predominantly as a way to ensure an event is attended by its intended audience. The children's and young adult collections and programming may include content too mature for some individuals in those age groups, as others of the same age may be ready for the material. A child's

parents or guardians are responsible for determining what is appropriate for that child and for monitoring their access to library materials. Neither library staff nor other individuals may make such decisions for other people's children.

The library avoids labeling or otherwise identifying materials to show approval or disapproval of content. (This is not to be confused with labels that indicate a genre, general subject matter, or area of the collection, which do not comment on the "appropriateness" of the content, or with rating labels which come affixed to materials, which the library does not remove.)

### **Reconsideration Process**

The library recognizes the right of community members to question library materials, programs, or services. Any Hopkinton individual seeking the reconsideration of an item in the library's collections, or a library program or service, may submit a Request for Reconsideration form to the Library Director.

Upon receipt of the form, the Director will consult with library staff, with the person submitting the request if needed, and with other relevant sources that may provide useful information in considering the request.

In making a decision, the Director will consider the nature and purpose of the item, program, or service itself; other information obtained from the sources described above; the library's mission, goals, and policies; and American Library Association guidelines on intellectual freedom. The Director will make a timely decision regarding the request and will provide a written explanation of the reasons for the decision. If an individual is not satisfied with the Library Director's decision, they may appeal it in writing to the Board of Library Trustees. The Trustees will consider the appeal at their next regular meeting, or they may schedule an earlier meeting should circumstances present the need. If Open Meeting Law or other circumstances prohibit the Board from meeting with sufficient speed when time is of the essence (e.g., an event is scheduled to happen), the Trustees Chair will consider the appeal. The decision of the Board of Trustees, or in extenuating circumstances its Chair, will be final.

The Director and Trustees may take any of the following factors into account, as appropriate, in reconsidering an item, program, or service:

- Accuracy and currency of content
- Reputation, qualifications, and/or significance of the author, creator, presenter, etc., including their local importance if applicable

- Popular demand
- Relevance to the community's informational and recreational needs and interests
- Availability of other materials or programs that cover similar information or meet a similar need or interest, in the library's current collections/services or otherwise
- Representation of diverse points of view
- Artistic, literary, and/or technical merit
- Appropriateness of the material for the level of its intended audience
- Quality of treatment of controversial issues
- Reviews from authoritative sources (professional journals, individuals experienced with the relevant subject area, other librarians, etc.); critical reception
- Relevance to the library's mission and goals; relationship with other library materials, events, or services

Factors that will not, in and of themselves, be considered appropriate reasons to remove an item from the collection or cancel a program or service include:

- An individual's personal disagreement or feelings of offense with the content or its presentation on the basis of their own particular opinions or beliefs (political, religious, or otherwise)
- The origin, personal history, and/or views of the author, creator, presenter, etc.
- The mere fact that content is controversial, graphic, or explicit, or includes profane language or sexual content
- Content considered inappropriate for children or teenagers that is in the adult sections of the collections or presented as part of an event aimed at adults A rating or "explicit content" warning

Evaluation of an item or program will be based on consideration of the item or presentation as a whole, not on selected individual sections. The library will not alter or expurgate any individual section or sections of a work. No item is to be removed from the shelf or be placed in a restricted-access status, and no program or service is to be preemptively abridged, modified, or canceled, during the reconsideration process. No item in the collection is to be removed or restricted, and no program or service is to be canceled, because of a complaint except in accordance with this procedure. Items that have become missing or lost but that are deemed to still be appropriate for the library collection will be replaced.

## **Responsibility**

Final responsibility for all library policies lies with the Board of Trustees, which has approved this document. Responsibility for implementation of policies and day-to-day operations, including collection development and program planning, rests with the Library Director. The Director delegates these responsibilities and tasks to other library staff members as appropriate. Decisions by library staff are subject to review by the Library Director, as necessary. The library does not have control over the content of certain electronic collections, including those administered by the CWMARS consortium or the State of Massachusetts, or over materials that may be available through interlibrary loan from other libraries.

<sup>1</sup>American Library Association, January 23, 1996, <http://www.ala.org/advocacy/intfreedom/librarybill>. Accessed October 17, 2018.

<sup>2</sup>A full list of these interpretations is available at <http://www.ala.org/advocacy/intfreedom/librarybill/interpretations> (accessed October 18, 2018).

<sup>3</sup>American Library Association and Association of American Publishers, June 30, 2004, <http://www.ala.org/advocacy/intfreedom/freedomreadstatement>. Accessed October 17, 2018.

***Approved by the Hopkinton Library Board of Trustees on May 25, 2022***