

Collection Development Policy and Procedures of the Pembroke Public Library

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I. The Community

Pembroke is a growth community in the south shore region of Massachusetts with a population approaching 19,000. The town is known for its ponds, the herring run, cranberry bogs and horse farms. Pembroke's history is strong with the Pembroke Resolves (which pre-date the Suffolk Resolves), the oldest Quaker meeting house still in use and shipbuilding on the North River. Approximately 30% of residents are under 19, 30% are over 50, and 98% Caucasian. More than 92% of residents have high school or higher education with 28% having a college degree. The town has rebuilt its school system over the past several years. Education and information are important to the Town.

II. Library Mission

The mission statement of the library states: "The Pembroke Public Library provides residents of all ages the means to learn throughout their lives; to pursue recreational reading interests; and a place to meet and participate in community discussions."

The library is dedicated to the free and open exchange of ideas and intellectual freedom. The First Amendment of the Constitution states that the Government cannot restrict ideas. The library supports the American Library Association Bill of Rights and the Freedom to Read Statement of the American Library Association. (Appended.)

III. Responsibility for Collection Development

The Board of Library Trustees has the legal responsibility for the library's collection. Collection development and management of this policy is administered by the Library Director. The Library Director and the Youth Services Librarian have primary responsibility for selection of the collection.

IV. Funding

The Town of Pembroke provides the support for the collection through annual tax revenues. Additional funds include trust funds, donations and fines collected. Some funds are restricted in their use.

V. Materials Selection Process

Librarians use review materials, catalogs, best seller lists, etc. to determine whether an item should be added to the collection. Resident and staff requests are considered, but all materials are evaluated with the same criteria. While different tools may be used, adult, young adult and juvenile materials are all evaluated through a similar process.

Librarians use judgment, experience and expertise when applying the selection criteria to a title.

Criteria for Materials Selection include but are not limited to:

- funding available for purchase
- value and physical quality
- relevance to the library's mission, the current collection and the community

- support for formal and informal study
- plot and character development (fiction)
- authority and accuracy of material
- local interest and demand
- availability in the library system
- available space
- literary quality
- readability
- format, durability and ease of use

Self-publishing and “publishing on demand” has become easier and therefore there are more requests to purchase these titles. The library will only purchase self-published titles that are deemed to be of local interest, have valuable local content or receive favorable reviews by one or more of the library’s selectors.

Age appropriate titles are determined by the youth services librarian with the aid of scholarly journals. The Youth Services Librarian administers the children’s and young adult collections.

Evaluation of the collection is an ongoing process. Materials are removed from the collection for several reasons. These include but are not limited to: space, popularity, outdated or inaccurate information, appearance and condition. Weeding, or deselecting, is done using the CREW© method. Fiction is checked against the Fiction Catalog by H.W. Wilson which is recognized as the core list. Nonfiction is checked against the Public Library Catalog by H.W. Wilson. Circulation records are used as a starting place for evaluation. Popular and well circulated titles may be replaced. Materials that are weeded are placed in the library book sale or recycled.

A well maintained and attractive collection sends the message that the library is up-to-date and that users should take care of the materials. Even classics circulate better if they are clean and inviting, Circulation increases when people can see items on a well maintained shelf.

VI. Collection Scope

The collection will cover a broad range of topics and views. Popular titles and educational materials to support life-long learning will be purchased for all ages. A wide variety of formats will be available to serve the varied needs of the community.

Children and Young Adult materials are selected by the Youth Services Librarian. Responsibility for the use of materials by children and teens rests with their parents or legal guardian. Children and teens are allowed full access to the library collection.

Fiction and nonfiction. Hard covered and soft (trade and mass market), audio, and large print will be purchased. Fiction in a wide range of genres will be collected where demand exists or reviews are available. Some nonfiction titles may be reference, to be used in the library. With the growth of the ability to “self-publish”, the library continues to be the arbiter of inclusion. Self-published titles will not be considered unless they are of local interest, especially local history. The goal is to develop a collection that is extensively used.

Periodicals. The library’s magazine collection covers a broad range of popular subjects. Most magazines are kept for the current year plus one due to space and declining retrospective usage.

Newspapers. Several local and regional newspapers are collected. Currently one national newspaper is collected. (USA Today.) Pembroke papers are maintained permanently. Regional (Patriot Ledger, Enterprise) are kept for four months. Boston newspapers are maintained for 3 months. Financial newspapers are kept for two months. These timeframes may change as demand and space require.

Federal and state government documents, while rarely collected, are considered and added to the collection as need, interest and space allow. Local government documents are collected and maintained in a file cabinet for a minimum of 4 years. Documents pertaining to the management of the library are maintained in accordance with the Municipal Retention laws of the state of Massachusetts.

Audio visual.

Music is currently available in cd format. Popular music is selected based upon reviews and demand. A broad range of music is offered, including World music and classical. The library also provides access to downloadable music through the SAILS Library Network.

Videos are currently purchased only in DVD format. The library does maintain a collection of vhs tapes. Titles are selected based on popularity, demand and local interest. Nonfiction and instructional videos are also purchased. Language instruction would generally fall in this category though they may be considered multimedia.

The library offers titles in electronic format. There is a small collection of cd-roms. These are not in great demand. Online databases are offered through the Network, Statewide library system, or purchased by the library. The library considers online databases based on uniqueness, price, demand and reviews.

Orphaned formats (audio cassettes, vhs, etc.) will not be purchased once deemed obsolete by publishers. Donated items may be added. New formats are considered when there is sufficient demand; these are then measured against usability, need and price.

Puppets, kits, games, etc. may be purchased based on need or popularity.

Textbooks are not purchased or collected. It is not possible to provide all texts for all classes. Exceptions may be made for Pembroke schools.

The library recognizes that all things of interest cannot be purchased. The collaboration of accredited libraries in a statewide interlibrary loan agreement provides residents with a wide array of materials that they would otherwise not have access to through the library. The library will attempt to secure titles through the interlibrary loan process that are not available in the library.

VII. Collection Maintenance

Materials are seldom rebound due to cost. All materials are evaluated for possible repair and then are mended using techniques available in-library. Materials deemed beyond repair, or repaired multiple times, are discarded. Replacement is considered as needed.

Audio-visual materials are sent out to a company for cleaning and repair. Items that they are unable to repair are discarded. Items that they have already repaired are discarded. DVDs and videos may be viewed before discard to be certain that they are beyond use.

Items lost through circulation (never returned, damaged) may or may not be replaced. Patrons who damage or fail to return items accidentally or intentionally are responsible for the cost of the item.

VIII. Gifts

Donation of materials is encouraged with the understanding that all donations are subject to the same selection process as materials that are purchased. All donations become the property of the Pembroke Public Library. No donations are accepted with conditions. The Library determines what materials are added. This determination considers factors such as general condition of the item, age, community interest, processing costs, etc. Donated items will not be placed on separate shelves or separated from similar items already in the collection. Memorial plates may be affixed by the library on donated titles.

Donated materials may at any time be discarded or sold.

The library will provide a receipt for donated items limited to a general description of the donations. No value will be set by the library.

IX. Controversial Materials : Intellectual Freedom

There is a wide range of beliefs and opinions in a free society. The library does not promote a belief or view. The library supports the First Amendment of the United States Constitution, American Library Association Bill of Rights and the Freedom To Read. Not all people will like or approve of all titles selected. Language, situations, or subjects that may be offensive to some do not disqualify a title.

An individual may question the inclusion of an item by completing the "Request for Reconsideration of Library Materials Form." The Director and collection staff reviews these requests. If the individual does not agree with the decision, the request will be brought before the Library Trustees.

Approved and Voted by the Trustees February 4, 2010.