

Collection Development Policy and Procedures of the Pembroke Public Library

- I. The Community**
- II. Library Mission**
- III. Purpose of Collection Development Policy**
- IV. Responsibility for Collection Development**
- V. Funding**
- VI. Materials Selection Process**
- VII. Scope of the Collection**
- VIII. Collection Maintenance**
- IX. The PPL Website**
- X. Gifts**
- XI. Controversial Materials: Intellectual Freedom**

I. The Community

Pembroke is a growth community in the South Shore region of Massachusetts with a population approaching 20,000. The town is known for its ponds, the Herring Run, cranberry bogs, and horse farms. Pembroke's history is strong with the 1772 Pembroke Resolves, the oldest Quaker meeting house still in use, and shipbuilding on the North River.

II. Library Mission

The mission statement of the library states: "The Pembroke Public Library is where the community learns, connects, and creates. The mission is to provide a welcoming physical and virtual space for the inspiration, education, and empowerment of community members by giving people access to resources, ideas, information, and experiences." -- *Strategic Plan FY19-FY23*

The Pembroke Public Library collects materials, in a variety of popular formats, which support a wide range of literary, cultural, educational, informational, and recreational needs for people of all ages in our community. The library is dedicated to the free and open exchange of ideas and intellectual freedom. The First Amendment of the United States 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.

III. Purpose of the Collection Development Policy

The Collection Development Policy is designed to support the library's mission statement and serves as a guide for the selection, acquisition, maintenance, preservation, and retention of materials to continue to meet the needs of the community.

IV. 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.

V. Funding

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

VI. Materials Selection Process

Library staff utilize professional judgment and expertise in making collection development decisions. Anticipated demand, community interests, strengths and weaknesses of the existing collections, system-wide availability, physical space limitations, acquisitions procedures, and available budgets are factors taken into consideration.

Sources for selection decisions include, but are not limited to, professional and popular media reviews, publisher and vendor catalogs, and customer requests and recommendations.

Criteria for materials selection include but are not limited to:

- current and anticipated needs of the community
- funding available for purchase
- cost, value, and physical quality
- relevance to the library's mission, the current collection, and the community
- support for formal and informal study
- 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
- contribution to the diversity and scope of the collection
- contemporary relevance or significance
- evaluations in review media

An item need not meet all of these standards to be included in the library's collection. The choice of library materials by users is an individual matter.

Self-published and independently published titles are subject to the same selection criteria as all other materials. Local authors' works are integrated into the general collection.

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. Responsibility for the reading materials of children and adolescents rests with their parents or guardians.

The collection should be up-to-date, balanced, and attractive to encourage library use and respect when implementing this use of materials.

Recommendations.

Resident and staff requests are considered, but all materials are evaluated with the same criteria.

VII. Collection Scope

The Library will collect materials in a broad range of topics and views in its function as a major information source for the community. 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.

Widespread interest and usage are the most powerful influences on the Library's collection. The other driving force is the Library's strategic plan.

The library collection includes popular and in-demand materials, such as best-sellers, large print books, business resources, local government documents, world language materials, medical and health guides, school and career information, and titles of interest to children and teenagers.

The variety of formats collected include but are not limited to:

- Print: books, documents, magazines, newspapers, and maps.
- Audiovisual Media: videos on DVD and Blu-ray, books on CD and digital audio player, music on compact disc.
- Electronic Media: databases, software, electronic books, downloadable audio books, videos and music. The library also provides access to the Internet. Selected Internet sites are cataloged and linked to the Library's website.

- Other: multimedia kits, educational toys, games. The library will also include other materials in the collection as needed.

Library of Things.

The Library of Things is a collection of non-traditional library items with the purpose of providing diverse opportunities for learning and engagement.

Special Deposit Collections.

Collections that fill a special need may be borrowed by the library and made available. A standing arrangement with the Perkins School for the Blind provides materials in Braille and audio.

Local History.

Items of historical significance serve as a valuable resource for the research, study, and understanding of Pembroke and its history. Local history items include books, pamphlets, manuscripts, reports, newspapers, maps, photographs, etc., some rare or unique. Items for the historical collection are generally acquired by donation rather than purchased by the library.

VIII. Resources Sharing with Other Libraries

Pembroke Public Library is a member of the SAILS Library Network, whose community of 72 public, school, and academic libraries from 42 communities offers additional depth and variety of collections to which library users have access. Selection of materials for the library collection is done with an eye to the special strengths and the immediate availability of these other library collections. In the case of expensive electronic collections, group cooperative purchasing allows economically feasible access to these products for all member libraries and their users.

IX. Collection Maintenance

Evaluation of the collection is an ongoing process to ensure library materials are useful and accessible. 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 H.W. Wilson's Core Collection titles. 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, donated to local schools or educators, or recycled.

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

Audiovisual materials are cleaned and repaired in-house. Items that are unable to be repaired or that have been repaired multiple times are discarded. DVDs may be viewed before discard to be certain that they are beyond use.

Items lost through circulation (i.e. that are never returned or are 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.

X. The PPL Website

The Pembroke Public Library website provides a link to the [SAILS](#) catalog, the online catalog of materials, and other electronic resources. It also offers links to subject-focused websites recommended by professional staff. In linking other websites to its home pages the library follows the selection criteria cited above. Beyond this, the library has not participated in the development of these other sites and does not exert any editorial or other control over these sites. Any link from the library's website to another website is not an endorsement from the library. The library does not guarantee that its website, the server that makes it available, or any links from its site to other websites are free of viruses or other harmful components. See the PPL Website Policy for more information.

XI. 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. Donations are not accepted with any usage conditions. Donated materials may be given to the Friends of the Pembroke Public Library for sale to support the library.

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.

XII. 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, the [American Library Association Bill of Rights](#), and the [Freedom to Read Statement](#) of the American Library Association. 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. Diverse points of view, including controversial and unorthodox subjects, are available in this collection. Inclusion in the collection does not imply library approval of or agreement with the contents.

An individual may question the inclusion of an item by completing the “Request for Reconsideration of Library Materials” form. The Director and collection staff will consider the request in a timely fashion. The questioned material will be reviewed, in its entirety, and once a decision has been made regarding the retention or removal of the material, a letter will be sent to the person explaining the decision. If the person indicates dissatisfaction with the resolution, he/she may appeal to the Library Board. The Board will reconsider the decision based on whether or not the particular title conforms to the Board-approved Collection Development Policy, as outlined in the “Criteria for Selection” above.

Approved and Voted by the Trustees February 4, 2010.

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