

Millbury Public Library Collection Development Policy

Mission

The Millbury Public Library is a social meeting place where the community gathers to gain access to educational and recreational information free of charge to all members of the community. The Library serves a diverse community and offers free equitable access and empowerment to them from our friendly, professional staff. We welcome and support the community in their enjoyment of reading, foster intellectual freedom, protecting privacy, and pursuit of lifelong learning. We strive to continue to stay up to date with new trends and the ever changing needs of the community in technology, programming, and feedback from the community.

Goals

The Millbury Public Library's Collection Development Policy supports the guidelines stated in our Strategic Plan including:

- Provide information resources to the community
- Assist the community in developing skills to independently find and evaluate information and resources
- Expand knowledge to meet lifelong learning goals

Selection Process

Selection of materials is based on the needs of the community as well as evaluation of material and knowledge of the collection itself. Materials are selected with an ever-changing culture. Selection of materials is defined as the determination to retain material and to add to its collection. Multiple copies of a material are added to assist the demands of the community. Our selection criteria is as follows: support library mission, suitable to the community needs, popular demand, attentive to professional journals and reviewers, remote access capabilities, and cost with other types of formats. Selections are purchased by library staff with prior approval from the Library Director.

De-selection Process

De-selection of materials is based on the relevance of material, reliability and current information, identifies material that is in poor condition, replaces popular demands, how often it has circulated, the last circulation date, age, and appearance of a material.

The Millbury Public Library's de-selection criteria follows a step by step approach in deciding to weed materials from its collection. The method practice is called the CREW method. The CREW method stands for Continuous Review, Evaluation, and Weeding uses an acronym, MUSTIE, to identify when a material should be removed from its collection. MUSTIE stands for:

- Misleading and/or factually inaccurate
- Ugly - worn out beyond mending or rebinding
- Superseded by a new edition or a better source
- Trivial - materials of short-lived interest (past shelf life) or of no library/scientific merit
- Irrelevant to the needs and interests of the community
- Elsewhere - materials easily borrowed from another source

Young Adult Material

The Millbury Public Library's young adult community has access to the library's entire collection. Limitations to be placed upon the reading materials of the young adult are left to the discretion of the parents or guardians.

Our Young Adult Collection has been developed for the purpose of meeting the recreational reading and information needs of the middle and high school age population. Materials are chosen in the same fashion as the rest of the Library's collection.

Children's Material

Materials selected for the Children's Collection meet similar criteria as all other materials for the Library's collection. Priority for purchase is given to material and value to parents/guardians, teachers, and other community members working with children. The Library strives to provide children with library materials necessary to aid their educational and personal development.

Elementary school libraries serve the curriculum needs of the students. While not duplicating these resources or attempting to follow all the changes in curriculum, Millbury Public Library recognizes the need to provide a wide variety of cultural and recreational reading material for students and to provide basic related materials for students seeking to complete their assignments outside of school hours.

Library of Things

The Millbury Public Library's collection of "Library of Things" is a collection of games, puzzles, and other items that are not book resources. These items can be checked out if you have a valid CWMars library card. Our "Library of Things" items must be checked out and returned to our library.

Gifts, Memorials, and Monetary Donations

Millbury Public Library is able to accept a limited number of donated materials only due to space constraints. These materials must meet the same criteria as purchased materials. Donated materials that are added to the collection are based on the condition of an item, duplication, popular demand, summer reading material, and available space. Due to the high volume of donations received, Millbury Public Library is unable to inform each individual donor the status of the donation. Unused gifts may be given to the Friends of the Millbury Public Library for public sale, offered for free, or recycled.

Millbury Public Library welcomes monetary gifts to purchase materials or programs. Materials will be purchased toward the donor's wishes if the request follows the library's guidelines.

Reconsideration of Materials

The community has a right to question any material in its collection. A patron will fill out a "Statement of Concern about Library Materials" form. After the form is completed, it will be brought to the attention of the Library Director who will evaluate the reasons for purchase of the material. During the process of reconsideration, the item in question will remain in its collection until a decision is determined by the Library Director. "Statement of Concern about Library Materials" forms are kept at the circulation desk for the community and available on our website at www.millburylibrary.org.

Procedures for Patron Requests for "Statement of Concern about Library Materials"

1. Library staff will listen to the patron's concerns and will inform the patron of our selection procedure and policy
2. If the patron requests to complete a review on a material in our collection, the library staff member will give the patron a "Statement of Concern about Library Materials" form
3. The patron will be asked to complete the form and return it to us by mail, in person, or via email to the Library Director.
4. The Library Director will review the "Statement of Concern about Library Materials" form and will make a decision of how to proceed with assistance with Assistant Director.
5. The Library Director will follow up with patrons on the determination about the material in question.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.