

Wayland Free Library Materials Selection Policy

Purpose:

The purpose of this document is to explain to library users the process of how materials are selected to add or not to add to the library's collection and act as a guide for library staff for collection development and maintenance. It also explains the procedure for challenging materials which fall within the guidelines of this policy.

Mission Statement:

It is the mission of the Wayland Free Library to provide free access to a wide variety of materials, services, and programming in a safe and comfortable environment in support of the cultural, educational, and recreational activities of the community.

The primary role of the library is to serve as a community resource center where residents may have free access to materials and programs that excite and stimulate imaginations; provide pleasurable reading, viewing, and listening experiences; welcome virtual social networking; and promote a lifetime of learning for residents of all ages.

The secondary role of the library is to encourage children to develop an interest in reading and learning through services directed toward children, their parents, and families.

Additionally the library supports free public internet access to the digital world with no unnecessary restrictions or fees to ensure that everyone can take advantage of the ever-growing resources, services and virtual social networking available through the internet.

Collection Development and Management Criteria

Adult Material

The Wayland Free Library strives to provide a wide variety of materials in print and non-print formats. Materials are selected from reviews in professional review resources using standard library criteria based on characteristics of the community, budget limitations, current deficiencies in the collection and library roles. Requests from the general public for acquisition of materials are encouraged and honored when those materials meet the criteria established by the collection development procedure. The library cannot honor every patron request or purchase every item desired or requested, but efforts will be made to acquire materials and accommodate requests through purchase or interlibrary loan services.

The collection does and should contain opposing view on controversial topics that will generate intense interest, vehement debate, and strongly held and conflicting opinions by many individuals in the community. Controversies exist within many fields, in fiction and non-fiction, and in print and non-print formats. Prominent social and political thinkers of divergent opinions and religious leaders of various faiths will generate controversies. It is an essential role of the public library to make these and other controversial materials freely available to individuals.

To build a collection of merit, materials are evaluated according to one or more of the following criteria. An item need not meet all of these criteria in order to be acceptable.

General criteria:

- Relevant to community needs and interests
- Attention of critics, reviewers and the public
- Reputation /qualifications of author, artist, publisher or producer without regard to political, religious, or other affiliations
- Artistic merit, literary value, or recognized award recipient
- Local or national significance
- Permanence or timeliness
- Quality of presentation in relation to content and audience
- Suitability of physical format for library shelving and circulation including binding, paper quality, readability of type, packaging, specialized equipment needs and technical quality for electronic media
- Evaluation of titles in relation to current holdings and patron demand
- Cost in relation to value to the collection
- Availability of information within region or electronically
- Legal or licensing issues
- Requests by the public
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Excluded from selection:

- Textbooks and curriculum-related works unless they are considered useful to the general reader as an introduction to a subject and their presentation is superior to other sources
- Scholarly and technical materials that are carried by academic or special libraries
- Items having removable media such as memorabilia, patterns, stickers, or toys unless the book is usable without these items
- Puzzle or workbooks that encourage filling in blanks
- Materials that are publicized solely through infomercials or personal websites and authoritative and evaluative information about them is lacking
- Self published/subsidy published materials unless they are reviewed in established publications. Exceptions are made for materials whose content is within the scope of the Special Collections area and meet its criteria.
- Readers Guide to Condensed Books

Special considerations for electronic and digital materials:

- Ease of use of the product
- Availability of the information to multiple, concurrent users
- Technical requirements to provide access to the information
- Technical support and training

Gifts and Memorials

The criteria for materials selection also apply in the acceptance of gifts and donations of books and other materials. Once a gift is accepted by Wayland Free Library, it becomes the property of Wayland Free Library unconditionally. Gift materials not added to the collection may be sold by in the library book sale rack or offered free to patrons.

Gift magazines and subscriptions may be accepted by Wayland Free Library subject to the same selection and retention policies as regular subscriptions. Once material has been donated to the Library it cannot

be returned to the donor. Wayland Free Library will provide the donor a letter of acknowledgment, however, the Library is not permitted to place a value on donations.

A memorial is created when money or material is donated to add books or other materials to the collection, usually in memory or honor of an individual or group. Wayland Free Library welcomes suggestions for purchases, but reserves the right to the final decision regarding all materials. A memorial may be placed in the library collection for reference or circulating use. The Library will insert a memorial book plate for memorial items.

Collection Maintenance

The number of copies of a title that are purchased varies with the expected popularity of that title. Demand for individual titles is monitored and additional copies are purchased to meet that demand.

The collection receives ongoing review in order to maintain its relevancy and physical condition. Staff uses the following criteria in choosing materials for retention or withdrawal:

- Relevance to community needs
- Information: accurate, timely, up-to-date
- Number of copies in the collection
- Circulation statistics
- Condition: worn, missing or stained pages, water damaged, mildewed, or defaced

Young Adult Materials:

The young adult user of the Library has access to the entire collection. Limitations to be placed upon the reading materials of the young adult are left to the discretion of the parents.

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. Materials are chosen from reviews in journals or through book lists from established sources. The fiction collection consists primarily of YA fiction from many genres. Some adult titles of special interest to Young Adults are also included.

Children's Materials:

Materials selected for the Children's Collection meet similar standards as all other materials selected for the Library's collection. Special effort is made to continuously update the collection and to weed worn and outdated materials. High priority for purchase is given to books of use and value to parents, teachers, and other people working with children.

- The Children's Library strives to provide children with the library materials necessary to aid their educational and personal development.
- 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 his or her parents can decide what material is suitable for that child to read.
- Elementary and high school libraries serve the curriculum needs of the students. While not duplicating these resources or attempting to follow all the changes in curriculum, the Wayland Free Library does recognize the need to provide a wide variety of cultural and recreational reading matter for students and to provide some basic class related materials for students seeking to complete their assignments outside school hours.

Materials withdrawn from the collection are given to the library book sale, other libraries, or a vendor for sale. Materials that are damaged or otherwise unsuitable for sale will be recycled or discarded.

Approved by Wayland Free Library Board of Trustees: Jan. 18, 2010; Amended 6/25/12