

Approved Aug. 10, 2013

EASTHAM PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

I. MATERIALS SELECTION

The Eastham Public Library provides materials and services to support the informational and educational needs of the citizens of Eastham. The primary functional roles that the library has identified in its long range plan to support this mission are Popular Materials Library and Independent Learning Center. Secondary roles for the Library are Formal Education Support Center and Community Activities Center. These functional roles will be considered in the development of the collection and will receive priority in the allocation of resources and funds.

Selection and purchase of library materials rests with the Library Director who may delegate some responsibilities to other staff members. Staff will adhere to accepted professional practices when making selection decisions. The recreational, educational, and informational needs of the community will be considered in selecting materials.

Materials will be selected based on positive reviews in professional journals or actual examination and evaluation of materials. Instead of reviews, popular demand (bestsellers, school bibliographies, local interest) may be used as the criterion for selection of materials. Items that must be updated every year may be placed on standing order to ensure timely delivery. Suggestions from the community for the items to be considered for purchase are encouraged but materials must meet selection criteria.

The Eastham Public Library does not attempt to acquire textbooks that support local curricula, but may acquire textbooks for general use by the public. Multiple copies of popular books (e.g. bestsellers) may be purchased to meet demand. Paperback books for the adult collection are primarily acquired by donation but juvenile and young adult paperbacks may be purchased as necessary. The library will attempt to have information available in a variety of formats (book, nonbook, pamphlet, magazine, etc) when available and practical. Generally only one copy of materials in other formats (~~video, cassette, etc~~) will be purchased unless long-term use to meet general interests. Regardless of an item's popularity, the library may choose not to select it, because its format is not durable enough to withstand reasonable library use, or it would require excessive staff time to maintain.

The Eastham Public Library is a full participating member of the Cape Libraries Automated Materials Sharing (CLAMS) network. Items not owned by the Eastham Public Library may be requested from other libraries in the CLAMS network as well as from libraries off-Cape and out of state. In accordance with its network membership, the Eastham Public Library has an obligation to develop the collection in certain designated subject areas and also serve as a last copy retention area for usable titles (no longer needed by other CLAMS libraries) in those subject areas.

Children and young adults have equal access to the whole collection. Parents/guardians are responsible for a child's choice of materials.

The inclusion of an item in the collection is not considered to be an endorsement, official, or otherwise, by the library. Materials are not marked or identified to show approval or disapproval. Materials are not sequestered except those items which have been identified to be of extreme value or theft potential.

The Trustees and staff of the Eastham Public Library support the American Library Association's Library Bill of Rights and Freedom to Read statement (see Appendix I and II).

Books and other materials that are lost or damaged will be assessed for continuing need and relevancy of that title/item to the collection. Easy availability and price will be considered as well as when replacement titles are contemplated.

II. GIFTS/DONATIONS

The Eastham Public Library welcomes gifts of new and used books, audio recordings, videos, and puzzles. Items will be added to the collection in accordance with the selection policy of the library. The acceptance of a gift by the library does not mean that the library will automatically add the gift to the collection. Once donated, items become the property of the Eastham Public Library and may be given to other libraries and non-profit agencies, sold, traded, or discarded if they are not added to the collection. Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift. The library will acknowledge donation of donated items through form or letter but is unable to set fair market or appraisal values. It is recommended that the donor make a list of items donated. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value. The library also reserves the right to decide when a gift added to the collection must be withdrawn.

The library maintains a "help yourself" cart for donations of magazines and other ephemeral material.

Monetary gifts, bequests, and memorial or honorary contributions are particularly welcome. Funds donated will be used to purchase items in accordance with its selection policy of the library. Books, videos, and other materials purchased with bequests and memorial or honorary contributions will be identified with special donor plates whenever possible. If requested, notification of memorial or honorary contributions will be sent to the family of the person being recognized. Suggestions for subject areas or other areas of interest are welcome and will be followed to the extent possible.

Acceptance of donations of equipment, real estate, stock, artifacts, works of art, collections, etc., will be determined by the library trustees based on their suitability to the purposes and needs of the library, laws and regulations that govern the ownership of the gift, and the library's ability to cover insurance and maintenance costs associated with the donation.

III. DESELECTION OF MATERIALS

Materials that no longer fit the stated service roles of the library will be withdrawn from the collection. This may include materials that are damaged, include obsolete information or are no longer used. Decisions will be based on acceptable professional practice and the professional judgment of the Library Director or designated staff.

Items withdrawn from the collection will be disposed of in accordance with local regulations.

In order to maintain an effective and attractive collection, weeding must be an ongoing activity. Space considerations are a major factor in determining retention of materials.

IV. REQUEST FOR RECONSIDERATION OF MATERIALS

The Eastham Public Library welcomes comments and suggestion regarding the continued appropriateness of materials in the collection, especially concerning outdated materials. Suggestions will be considered and utilized by the library in the ongoing process of collection development.

Individuals may take issue with library materials that do not support their tastes and views. Staff is available to discuss concerns and identify alternate materials that may be available. If a patron's concern is not satisfied through discussion with staff, a formal written request for reconsideration of materials may be submitted to the Library Director. Copies of this form are available at the Circulation Desk upon request (see Appendix III).

The Eastham Public Library is not a judicial body. Laws governing obscenity, subversive materials, and other questionable matters are subject to interpretation by the courts. Therefore, no challenged material will be removed solely for the complaint of obscenity or any other category covered by law until after a local court of competent jurisdiction has ruled against the material. No materials will be knowingly added to the library collection, which have been previously determined to be in non-compliance with local laws.

For a request for reconsideration to be considered, the form must be complete in full. The Library Director will respond, in writing, within thirty days of receipt, to the patron's request for reconsideration. The response will indicate the action to be taken and reasons for or against the request. An item will only be evaluated for reconsideration once in a twelve-month period.

Appendix V: Request for Reconsideration of Library Materials

Request for Reconsideration of Library Materials

The Board of Trustees of the Eastham Public Library has approved use of this form.
Please return the form to the Library Director.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

1. Format of item on which you are commenting:

- | | |
|----------------------------------|------------------------------------|
| _____ Book | _____ Magazine |
| _____ Video | _____ Newspaper |
| _____ Content of Library Program | _____ Other (please specify below) |

2. What brought this item to your attention?

3. Please comment on the item in its entirety or specific parts of the item that concern you. Please cite pages or paragraphs that concern you. (Use other side if necessary.)