

Collection Development Policy

Purpose of Policy:

- To guide Library staff in the selection of materials.
- To inform the public about the principles upon which selections are made.

Goals of Materials Selection:

- To support Library staff in their role as materials selectors and in collection maintenance to provide diverse materials that meet the educational, informational, recreational, and reference needs of the community.
- To contribute to the diversity, inclusivity, accessibility, and scope of the collection.

General Principles:

1. Flint Public Library and the Board of Trustees support both the American Library Association's Bill of Rights and The Freedom to Read statement as the basis for the selection of the Library's materials.
2. Flint Public Library does not advocate particular beliefs or views. Rather, it provides resources for various viewpoints that apply to issues which may be considered diverse or controversial. Selected Library materials are neither an endorsement or disapproval. See the section on "Reconsideration of Materials" below for more information.
3. Materials to be added to the collections of Flint Public Library are selected based on merit and the needs, interests, and requests of the community. Requests for materials not held in Flint Public Library's collection may be borrowed through interlibrary loan (ILL).
4. Selection is not inhibited by the possibility that books may inadvertently come into the possession of an unintended audience.
5. Selections consider whether the material presents life in its true proportions, or characters and situations are realistically presented, or the material has artistic merit.

Specific Principles for Selection

The following principles guide material selection:

1. Reviewed by professional journals or library peers.
2. Historical or local significance.
3. Contemporary significance or permanent value.
4. Accuracy.
5. Authority of author.
6. Relation of work to existing collection.
7. Price, quality of binding, format, and ease of use.
8. Scarcity of information in subject area.
9. Availability of material elsewhere through ILL.

Adopted: 11/08/93

Amended: 10/07/02, 08/12/14, 03/14/22, 05/13/24

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10. Popular demand.
11. Availability for purchase through approved vendors, such as Baker & Taylor and Ingram.
12. Budget, as determined by the Director and reviewed and approved by the Board of Trustees.

Specific Criteria for Selection

1. Readability of material, authenticity of factual matter, quality of writing, cost, format, existing Library holdings, and suitability of material to the community.
2. Works may be excluded for inaccurate information, lack of integrity, sensationalism, intent to indicate hatred or intolerance, and text material of too limited or specialized a nature.
3. Titles are selected on the basis of the content as a whole and without regard to the personal history of the artist. Important works of all genres are considered.

Adult Materials:

1. Contribute to individual awareness of self, community, or social heritage.
2. Contribute to the value of the Library's collection as a whole by representing all types, styles, and genres of literature, representing diverse lifestyles, and religious and political beliefs.
3. Provide reading for recreational and informational purposes.

Young Adult Materials:

1. Topics of particular interest to adolescents, particularly in grades 7-12, including subjects to broaden the horizons of teens, help them address the problems of adolescence, and encourage leisure reading.
2. In consideration of the wide range of maturity and reading levels of teens, the suitability of any particular item must be determined on an individual basis by the parent or guardian of that teen.
3. It is not intended to be a comprehensive collection serving all the needs and interests of teens, nor is it the Library's intention that teens should be confined to the use of this material.

Children's Materials:

1. To encourage a child's joy in reading and in being read to.
2. To offer adventure of mind and spirit to growing children, and cultivate an appreciation of literature both oral and written.
3. Attention is given to materials of use and value to parents, caregivers, teachers, or other adults working with children.
4. The Library works in partnership with schools of Middleton students to provide supplemental materials to enrich the resources available to students and teachers.

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Non-Book Materials:

Various media formats such as CDs, DVDs, databases, streaming services, and periodicals, will be purchased in accordance with criteria outlined in this policy.

Reference Materials:

Factors considered in the selection of reference materials are authority, reliability, scope, treatment, arrangement, format, cost, and existing holdings.

Documents/Special Collections:

The Library collects and preserves documents primarily of local importance or historical value.

Magazines and Newspapers:

1. Popular, general informational, and scholarly magazines are selected to supplement the book collection by bringing information up to date in areas where book resources may be insufficient.
2. Newspapers are selected to meet reference and information needs of patrons and to satisfy interest in current events. Local and national newspapers are supplied upon sufficient demand and within budget and space limitations.

Gifts:

Please refer to our Gift and Donation Policy #17 for information on gifts accepted by Flint Public Library.

Suggestions for Purchase:

Flint Public Library accepts input from the community regarding the materials collection. All suggestions for purchase are subject to the same selection criteria as other materials and will not be automatically added to the collection. It is the Library's intent that suggestions for purchase be used to help the Library in developing collections that serve the interests and needs of the community.

Withdrawing:

Materials are withdrawn regularly in accordance with the criteria for selection. Replacement of damaged or missing materials is at the discretion of Library staff in accordance with this policy.

Reconsideration of Materials:

Flint Public Library recognizes that some materials' content may be seen as controversial or offensive. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this selection policy.

Patrons requesting the reconsideration of library materials must complete a Material Reconsideration Form. Only reconsideration requests from Middleton, MA residents will be considered. The inquiry will be placed on the agenda of the next regular meeting of the Flint Public Library Board of Trustees. Their decision will be final.

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REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

AUTHOR _____ Book___ Magazine___ Audio___ DVD___ Other___

TITLE _____

PUBLISHER _____

I am a resident of Middleton, MA. (Only Middleton, MA resident requests will be considered.)

REQUEST INITIATED BY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ PHONE _____

DO YOU REPRESENT: YOURSELF ___ AN ORGANIZATION (NAME) _____

OTHER GROUP (NAME) _____

To help the Trustees evaluate your concerns, please use the following questions to express your thoughts:

1. To what in the work do you object? (Please be specific; cite pages.) _____

2. Did you read/view the entire work? _____ If not, which parts have you read? _____

3. Is your objection to this material based upon personal exposure to it, upon reports you have heard, or both?

SIGNATURE _____

DATE _____

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FOR STAFF USE:

ACTION TAKEN _____

_____ DATE _____

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