

# East Providence Public Library Collection Development Policy

## **Mission**

The mission of the East Providence Public Library is to provide equal access to a wide range of materials and services, to facilitate self-education, and to promote lifelong learning. The Library is dedicated to the special interests of children and their caregivers encouraging a love of reading and learning. Emphasis is placed on supplying current reading materials in various formats, including emerging technology, and providing resources to improve quality of life. Programs on a variety of topics are offered in a welcoming, clean, safe environment for all.

## **Purpose**

The Collection Development Policy provides a framework for decision making in management of materials which anticipate and meet the general educational and recreational needs of the public, and reflects the diversity of the East Providence community. This policy reinforces the library's mission and the principles set forth by the American Library Association in the [Library Bill of Rights](#), [Freedom to Read Statement](#), [Freedom to View Statement](#), and [Access to Library Resources and Services for Minors](#). It will be revised in tandem with the Library's Five Year Plan.

## **Scope of the Collection**

The collection of the East Providence Public Library includes a wide range of circulating print and non-print materials selected to accommodate the diversity of tastes, reading levels, languages and interests of users of all ages.

## **Responsibility**

The Library Director is responsible for the entire collection and is accountable to the Library Board of Trustees. The Director delegates authority for materials management to the professional staff.

## **Access**

All patrons have access to all collections and each patron makes their own determination as to the suitability of their selections. Parents are responsible for what their children select. The library does not act *in loco parentis* or in place of a parent.

## Guidelines for Selection

Professional staff, under the authority and direction of the Director, use their judgment and knowledge of the overall collection, physical space limitations, and the following criteria for collection development:

- Relevance to community needs and interests
- Accuracy and timeliness
- Diversity of viewpoint
- Literary merit
- Popular appeal
- Accessibility of material
- Representation in materials
- Cost and availability
- Suitability for library use
- Local, historical or cultural significance
- Contribution to the diversity and scope of the collection
- Availability of the material in the Ocean State Libraries consortium

An item need not meet all criteria to be added to the collection.

Resources consulted in the selection process may include:

- Reviews in professionally recognized publications
- Popular book review publications
- Social media
- Popular magazines, television, and radio
- News media
- Literary awards
- Patron requests

Items that may be controversial will be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole, and the effectiveness of the Library's ability to serve the community.

The same guidelines for selection of traditionally published materials are used for self-published and independently published items. Materials of local interest, content not addressed by major publishers, titles by authors with proven credentials in their subject area, and materials with high demand by East Providence/Rhode Island residents will be considered for addition to the collection.

Individuals who would like to forward a recommendation for purchase can do so through an [online form](#) provided by OSL.

## **Gifts**

The library accepts gifts for addition to the collection providing they meet the same selection criteria as the library's purchased materials. Items not added will be passed on to the Friends of the East Providence Public Library to manage.

## **Reconsideration of Materials**

Those asking for the removal or reclassification of any material in the collection must submit a [Request for Reconsideration of Library Materials form](#) available on our website or by obtaining a physical copy at the library. The request will be reviewed by the Director, who will respond within 30 days. Written appeals to the Director's decision may be made to the Library Board of Trustees.

The material will remain a part of the circulating collection during the reconsideration process. The East Providence Public Library reports materials challenges to public and professional offices including the ALA Office for Intellectual Freedom.

## **Collection Maintenance**

Library collections grow and change constantly. Discarding, replacing, or repairing materials is an ongoing and essential process. These practices keep the collection current, vital, in good condition, and accessible.