

# EAST BRIDGEWATER PUBLIC LIBRARY

32 Union Street

East Bridgewater, Massachusetts 02333

Tel 508-378-1616 Fax 508-378-1617

Christopher B. McGee, *Director of Library Services*

## **Collection Development Policy**

### MISSION STATEMENT:

The East Bridgewater Public Library serves the informational, educational, cultural and recreational needs of our community by providing access to professional staff and the highest levels of materials, programs, and library services in a welcoming environment.

### COMMUNITY PROFILE:

Settled by Europeans as early as the 1630s and incorporated in 1823, the Town of East Bridgewater is located approximately twenty-seven miles southeast of Boston. It was an early industrial inland town that has steadily increased in population over time.

Today, East Bridgewater is largely a residential town with a population close to 14,500, according to 2018 US Census Bureau estimates. Most residents of the Town are white with all other races making up less than ten percent of the total population. The two largest age groups consist of children under the age of eighteen and seniors over sixty-five. The majority of households consist of families with children under the age of seventeen, and the median household income is slightly higher than the state average. Nearly three quarters of the population over the age of sixteen is employed, and the average daily work commute is more than thirty minutes in length.

### POLICY PURPOSE:

This policy is intended to guide library staff and inform the public about the goals and methods used for selection and retention of library materials. As such, it seeks to identify the scope of specific collections and define the parameters for their management.

## RESPONSIBILITY:

The ultimate responsibility for the library collections lies with the Director of Library Services, subject to the policies established by the East Bridgewater Board of Library Trustees. The Director may delegate collection development duties to members of the library staff with knowledge of specific collection types.

## PRINCIPLES AND CONSIDERATIONS:

As space and funds allow, the East Bridgewater Public Library allocates resources annually toward materials that anticipate and respond to the needs and wants of the community. The library strives to maintain and ensure access to a collection of materials that represent a wide range of opinions, ideas, and information that can enlighten, entertain, and enrich the minds and spirits of the members of the East Bridgewater community.

The library provides service to all within the framework of its rules and policies and does not knowingly discriminate against anyone on the grounds of age, race, creed, religion, sex, sexual orientation, education, occupation, or financial position in the selection of library materials. The East Bridgewater Board of Library Trustees supports the American Library Association's "Library Bill of Rights" and "Freedom to Read Statement," which are appended to this document. The existence within the library's collections of an item or items that espouse or present a particular image or point of view does not indicate the library's endorsement of that representation or opinion. The controversial nature of an item is not cause for either its inclusion or exclusion from the library's collections.

The acquisition and retention of library materials is generally made based upon the following standards:

- Well-reviewed in general mass-audience periodicals and specialized library review sources.
- Patron demand.
- Local relevance.
- Availability of similar material already in the collection.
- Availability at other libraries, most notably those in the SAILS network.
- Price.

- Space.
- Suitability of format.

#### REQUESTS FOR RECONSIDERATION:

All library materials are available for use by all library patrons in accordance with the library's circulation policies. The responsibility for choosing what a patron will read rests with the individual. The responsibility for use of library material by children and young adults rests with their parents or legal guardians. At no time will library staff act in the place of a parent or guardian. Selection of library material will not be prohibited by the possibility that it may come into the possession of children.

A member of the East Bridgewater community who wishes to object to an item's inclusion or exclusion from the library's collections and who has read, viewed, or listened to the item in its entirety must fill out a "Request for Reconsideration of Library Materials" form (appended). The Director of Library Services will review the request in relation to the library's mission statement and the selection criteria given in this policy and respond in writing within ten (10) business days. The Director's decision may be appealed in writing to the East Bridgewater Board of Library Trustees within thirty (30) days of the date of the Director's written response. The Board of Trustees will review the appeal at their next scheduled meeting and issue a written response. The Board of Trustees' decision is final.

#### REQUESTS FOR PURCHASE:

The Library welcomes requests to purchase specific materials; however, it is to be understood that such requests will be subject to the same criteria for selection as other considered materials.

#### GIFTS AND DONATIONS:

Gifts of books and other materials in good condition and of recent publication are welcomed by the library; however, donations are accepted with the understanding that donated material will be checked to see if it meets the library's criteria for selection. Items that are not deemed suitable to be added to the collection may be given to the Friends of the East Bridgewater Public Library for sale or otherwise disposed of at the library's discretion.

The Library does not assume the responsibility of returning items not added to the library collection to donors, nor can the library make cash assessments of donations.

## COLLECTIONS:

Adult Fiction: The Library attempts to acquire a wide variety of fiction to satisfy the interests of all our borrowers. Emphasis is on popular fiction, classics and materials that allow readers to explore other peoples, places, times, events, and cultures. Fiction is selected for entertainment as well as for its ability to broaden the minds and experiences of the members of the East Bridgewater community. Hardback books are preferred where possible, and multiple copies of works by popular authors may be purchased or leased to meet or anticipate high patron demand.

Adult Fiction items may be removed from the collection if they have not circulated for more than three years, although an entire run of a series should remain intact if parts of the series are still circulating. Likewise, items of lasting literary merit, otherwise known as "Classics," should be retained where space allows.

Adult Non-Fiction: Recognizing that one of its primary roles is to ensure the availability of information and materials for independent, self-directed learning, library staff shall consider an author's competency, overall excellence of the material (artistic, literacy, etc.), superiority in treatment of controversial issues, timeliness, ability to stimulate further intellectual and social development, appropriateness to the level of user, and balancing the library's collection in the selection of non-fiction materials. The emphasis of Adult Non-fiction collection is on items of local interest as well as an effort to provide a balanced view on as wide a range of general topics as space and funds allow. The library does not generally collect textbooks or genealogical materials that relate to a single family or family history.

As accuracy and relevance are vital to the importance of Non-fiction materials, items may be removed from the Adult Non-fiction collection if the information they contain has become outdated or superseded by later knowledge, patron interest in the topic has waned as indicated by lack of circulation for more than three years, or in an effort to balance the

collection. The Adult Non-fiction collection is evaluated using these criteria on an on-going basis.

Large Print Collection: Supporting the library's role of providing popular materials for the community, East Bridgewater Public Library maintains a collection of books in large print. This collection's targeted audience is senior citizens and those with general visual problems. For the most part, the Large Print collection duplicates a portion of the library's Adult Fiction and Adult Non-fiction collections and follows selection and deselection criteria similar to that used for those collections with an emphasis on material that will appeal to its target audience.

Mass Market Paperbacks: Paperbacks are selected to meet the demand for popular, easily portable, inexpensive reading materials. Because mass-market paperback books are inexpensive relative to hardcover books, and because they are easily damaged, their cataloging and processing are kept to a minimum. Specific titles are not always sought, and books are frequently weeded. These considerations result in a paperback collection that is constantly changing and useful mainly for browsing.

Children's Materials: The Children's collection is targeted to babies through sixth grade (mostly birth through age 12) and must meet similar criteria as all other materials selected for the Library's collections. Materials purchased for the Children's collection include: picture books, board books, easy readers (both fiction and nonfiction), graphic novels (both fiction and nonfiction), juvenile novels, nonfiction, music CDs, audio books (including VOX books), magazines, children's DVDs (G and PG only), early learning kits/puzzles/games, book and puppet kits, board games, and STEM kits. Special effort is made to continually update the collection and to weed worn and outdated materials. Consideration is given to American Library Association (ALA) award winners (ie. Caldecott, Newbery, Coretta Scott King and more) and other regional awards. Literary quality, good design and format, and illustration are important criteria in this evaluation, as are accuracy, relevance, and appropriateness for the intended audience. Materials should be diverse and exhibit non-stereotypical attitudes, although new editions of classics and some titles that reflect the beliefs of other times or other cultures may be acceptable as long as there are titles with more current information to provide a balanced collection. Classroom textbooks

and readers are not considered appropriate for the collection and are generally not purchased.

Generally, fiction materials in the Children's collection (picturebooks, easy readers, juvenile novels and graphic novels) should be weeded if they have not circulated for 3 years. Books with Newbery, Caldecott or other awards should be considered for a longer period of time, as they were deemed an exemplary example of literature for the year they were awarded, but if widely available in the library system could be weeded if space, condition, or lack of interest is an issue.

Children's nonfiction books should be looked at closely every other year. Outdated information and condition of the book should be considered, as well as appeal to children and how many times an item has been checked out. Special consideration should be given to ordering material that has been requested, or would be supplementary material enriching the resources available for teachers and students, or where there is a lack of relevant resources on a particular topic.

The Children's collection strives to provide children with the library materials necessary to aid their personal and educational development. Some items included may not be considered appropriate by all adults for all children. While some materials may be too mature for one child, other children may be ready for them. Only the child and his or her parents can decide what materials shall be used by that child, and neither the Library staff nor other Library users shall make these decisions for other people's children.

Young Adult Materials: The young adult collection is designed to meet the intellectual, educational, developmental, and recreational needs of teens between the ages of 12-18, typically students in grades 7-12. Items in this collection generally feature teens as the narrators of the material. The collection consists of fiction (hardcover and paperback), non-fiction (hardcover and paperback), audiobooks (fiction and nonfiction), graphic novels (fiction and nonfiction), manga, anime, periodicals, and board games.

Items in this collection must meet the same standards for acquisition and retention as other materials in the library and will be removed from the

collection following CREW (Continuous Review, Evaluation, and Weeding) guidelines when space, condition, or lack of interest is a concern.

Recognizing the unique interests of this age group, special effort is made to provide access to current, diverse, and ALA award winning materials (ie. Printz, Morris, Nonfiction Award, etc.) that will appeal to a variety of teens' interests and reading abilities.

Young adult books offer a great range of maturity levels and topics, and not all materials in the collection may be suitable for all teens. Library staff is not responsible for determining which materials may be appropriate for a teen. A teen's choice of library materials is ultimately the responsibility of their parents or legal guardians.

Periodicals: Recognizing the need to provide timely information on a wide variety of subject areas requires the library to offer a collection of newspapers and popular magazines. Given the amount of time required to bring a book into print, periodicals are often the only non-electronic source for current information on social and political issues, consumer affairs, new developments in science and technology, personal finance, detailed information on hobbies and other special interests.

The library has subscriptions to several daily newspapers in print. Newspaper subscriptions are chosen in accordance with the library's mission, patron demand, local relevance, and pricing. Current copies are browsable by the public. Little or no backfile of newspapers is retained.

The library attempts to acquire print magazines in a wide variety of topics to satisfy the interests of all our borrowers. Magazines are available for circulation, but no effort is made to replace lost issues. The library maintains a minimal backfile of older magazine issues.

Offers of gift subscriptions to periodicals are considered with attention to the same criteria applied to purchasing decisions.

Audio-Visual Materials: The Library purchases audio-visual materials targeted to all age groups, and audio-visual media may be present in many of the library's circulating collections.

Recorded music, as well as spoken art, such as plays, poetry, fiction, and foreign language materials, are acquired in compact disc format.

The circulating collections contain DVD titles of both a recreational and informational nature. DVD selections focus on informational films with topics that are relevant locally or of subject matter of interest to members of the East Bridgewater community, popular films, and popular television series. Selections are based on reviews in professional journals as well as popular websites, such as Rotten Tomatoes or Amazon.com. Award winning films and television series are also collected where space and funds allow.

Audio-Visual Materials are removed from the collection when they have not circulated for more than two years, although an entire run of a television series or all parts of a multi-part film series should remain intact if parts of the series are still circulating. Audio-Visual Materials are also regularly evaluated and removed if their condition makes it difficult to view or listen to them or if their format has been superseded by more popular formats.

Digital Materials: To meet the needs of a 21<sup>st</sup>-Century population, the East Bridgewater Public Library acquires access to a variety of informational and recreational materials using an ever-changing array of digital sources. Given the nature and impermanence of digital materials, items in this collection change continuously.

The library leases access to books, films, magazines, comics, and music in various digital formats and makes them available through user-friendly platforms, such as OverDrive and Hoopla. Selection of these materials uses the same criteria for similar content in physical formats; however, the high cost of digital materials for library circulation makes available funds of greater significance than it is for their physical equivalents.

The library also subscribes to informational and recreational databases that can be accessed online with a SAILS library card. Database selection is made according to the user-friendly quality of the interface, anticipated patron interest in the database materials, and available funds.



Foreign Language Materials: East Bridgewater Public Library generally does not purchase materials in foreign languages; however, materials in other languages can be borrowed through interlibrary loan.

Local History Collection: The library collects and maintains a small, concentrated collection of resources focusing on the history of East Bridgewater and its people. It includes a set of notebooks containing information about historic properties in town, as well as photographs, maps and scrapbooks. Much of this material has been digitized for inclusion in our online history collection. The library also collects and maintains complete runs of basic town documents, such as the annual Town Report and the annual Street Listing. Due to popular demand the library also collects and maintains the annual East Bridgewater High School yearbook. The library makes no attempt to maintain an archival collection of records from other town departments or public institutions. Due to lack of space and the recognition that most genealogy research is conducted online, the library does not actively collect or maintain genealogy resources.

Library of Things: The library provides non-traditional items for checkout to enable new ways for all ages within our community to interact and explore, as well as to foster lifelong learning and creativity. These items support the “sharing economy,” which enables members of the community to save space and money by borrowing bulky or expensive items that they may use only once or on occasion. Some items may also offer library patrons the opportunity to “try before you buy” so that they can learn about new and emerging technologies, products, and ideas that they may be considering for purchase. Items in the collection vary widely and change often along with changes in technology and patron need. They range from large lawn games to mobile wifi hotspots and much more.

Selection is made based on patron demand, cost, available space, and quality of construction. Items may be removed from the collection due to damage, lack of circulation, or if rendered obsolete by newer technology.

Approved by the East Bridgewater Board of Library Trustees – 20 October 2020

# 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, age, 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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

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"Library Bill of Rights", American Library Association, June 30, 2006.

<http://www.ala.org/advocacy/intfreedom/librarybill> (Accessed August 28, 2020)

Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952

# The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to

be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the

comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*A Joint Statement by:*

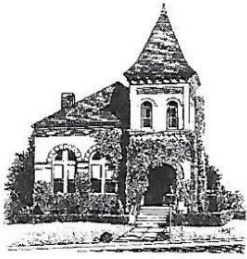
[American Library Association](#)  
[Association of American Publishers](#)

*Subsequently endorsed by:*

[American Booksellers for Free Expression](#)  
[The Association of American University Presses](#)  
[The Children's Book Council](#)  
[Freedom to Read Foundation](#)  
[National Association of College Stores](#)  
[National Coalition Against Censorship](#)  
[National Council of Teachers of English](#)  
The Thomas Jefferson Center for the Protection of Free Expression

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"The Freedom to Read Statement", American Library Association, July 26, 2006.  
<http://www.ala.org/advocacy/intfreedom/freedomreadstatement> (Accessed August 28, 2020)  
Document ID: aac95d4-2988-0024-6573-10a5ce6b21b2



# EAST BRIDGEWATER PUBLIC LIBRARY

32 Union Street

East Bridgewater, Massachusetts 02333

Tel 508-378-1616 Fax 508-378-1617

Christopher B. McGee, *Director of Library Services*

## Request for Reconsideration of Library Materials

This form must be filled out completely, including name and address.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Item:

Book       Magazine       Newspaper       Audiovisual  
 Other (explain) \_\_\_\_\_

Title: \_\_\_\_\_

Author/Producer: \_\_\_\_\_

Have you read, viewed, listened to the item in its entirety?  Yes  No

What brought this title to your attention?

Please comment on the resource as a whole, as well as being specific on the matters that concern you. Please use the other side, if needed.

What resource(s) do you suggest to provide additional information on this topic?