

Cotuit Library Collection Management Policy Selection

Policy Statement

The Cotuit Library recognizes that within our service area there are groups and individuals with diverse cultural, recreational, educational, and information needs. The Library strives to build and maintain a collection of patron-focused materials to meet this wide variety of needs and interests of residents of all ages in Cotuit.

Materials selected will meet the library's vision to stimulate the imagination of all library patrons with programs and materials that provide pleasurable reading, viewing, and listening experiences, that satisfy their curiosity in areas from homework help to lifelong learning, and that enable young children to enter school ready to read, write and learn.

Community demographics and collection use data are reflected in management of the library collection.

With this in mind, the library will provide a collection that upholds the following principles:

- We provide free and open access to collections and services to promote the communication of ideas and information
- We support the rights of library patrons to read, view, and listen to a wide-range of materials
- We protect library materials from censorship

Regulations

General

The breadth and depth of the collection are determined in light of the demographics of the community served, proven use patterns gained from statistical analyses, expectations for use of new items, and available shelf space.

Responsibility for Collection Management

The Board of Trustees delegates to the Library Director the responsibility for selection and purchase of all materials for the library. The Library Director makes decisions about library collections with input from library patrons and staff. The Library Director may delegate certain selection responsibilities to qualified staff members, but the Library Director supervises selectors and retains responsibility for selection choices.

Selection Criteria

Materials selectors use their knowledge, education, training, expertise, and the following criteria to select materials. An item need not meet all criteria to be selected.

- Popular interest/projected demand
- Currency of information
- Accuracy
- Reputation of author, publisher, producer, or illustrator
- Suitability for the intended audience
- Creative, literary, or technical quality
- Listing in professionally recognized selection tools
- Critical assessments in trusted review journals
- Format and ease of use
- Cost and availability
- Relationship to existing materials in the collection
- Space required to house the item
- Local emphasis

Additional criteria that are considered when selecting electronic materials are:

- Accessibility to multiple patrons
- Access to needed equipment
- Enhancement of the print equivalent (if any) in terms of speed, flexibility, cost, ability to combine search terms, or general utility
- Continued access to retrospective information when necessary or desirable
- Reduction of space requirements over print products

Patron Recommendations

Library patrons are encouraged to request the purchase of items the library does not own. Each request is evaluated in light of the general selection criteria. The Library Director determines the best method for delivery of materials and may elect to borrow materials from other libraries rather than purchase them for the library.

Self-Published/Self-Produced Materials

Self-published/self-produced materials are subject to the same selection standards as other materials.

Preview/Review Materials

The Library does not accept unsolicited preview/review materials from any source. When the Library receives unsolicited materials, the library considers these items donations (see Collection Management Policy: Gifts) and is under no obligation to add them to the collection, to return them to the donor, or to inform the donor of any decisions regarding their status.

Vendors

Materials are purchased through a variety of local, regional, and international vendors. Criteria for the selection of vendors include:

- Discount
- Speed of delivery
- Reliability
- Stock Availability
- Availability and quality of vendor-supplied services including processing and cataloging records

Vendors will be evaluated regularly to ensure they are meeting the above criteria.

Duplication of Material

Multiple copies of materials are purchased in anticipation of or in response to patron demand as evidenced by the number of reserves, anticipated popularity, repeated requests, and monitoring of the collection. Multiple copies may also be purchased in anticipation of demand based on published school reading lists, book club reading lists, and similar resources.

Review and Revision

This collection management policy will be reviewed whenever a new strategic plan is approved and updated.

Approved by the Board 6/28/2011