



## Collection Development Policy

### Mission Statement

*The Cotuit Library Association's mission is to enhance village life by providing a place where community gathers and all individuals achieve personal growth.*

### Collection Development Policy Purpose

The collection development policy's purpose is to provide guidelines for acquisition and withdrawal decisions, the allocation of resources, and strategic planning in accordance with the library's mission statement in order to establish a collection that meets the educational, recreational and business needs of the community.

Accordingly, the library strives to provide a collection that upholds the following principles:

- Free and open access to collections and services to promote the communication of ideas and information
- The rights of library patrons to read, view, and listen to a wide-range of materials
- The protection library materials from censorship

The library seeks to provide a welcoming environment, a qualified staff, a wide variety of materials in all formats, programs for patrons of all ages and access to current technology. In so doing, the library subscribes to the principles in the First Amendment to the United States Constitution, the Library Bill of Rights adopted by the American Library Association, and the Freedom to Read Statement of the American Library Association and the American Book Publisher's Council. (see appendices).

### Responsibility for Selection

Ultimate responsibility for materials selection rests with the Director who works within the framework of this Collection Policy as established by the Board of Trustees. The selection of materials is the responsibility of the library staff under the supervision of the library director or department heads.

## Criteria for Selection

Materials will be selected to meet the informational, educational, business, and recreational needs and interests of the community. Materials will represent a variety of viewpoints on current and historical issues. Staff Materials in a variety of formats will be selected using published reviews, professional and trade publications, and patron requests and recommendations. General selection criteria for all materials includes:

- Anticipated and popular demand
- Accuracy and currency of information
- Age appropriateness
- Cost and availability
- Historical significance
- Literary and/or artistic merit
- Significance of the author
- The strengths and weaknesses of the existing 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 to the print quality (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

An item need not meet all of these criteria in order to be selected. Local authors, self-published materials, and patron requests will be evaluated based on the above selection criteria as well as the availability of materials in the Cotuit Library.

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 be purchased in anticipation of demand based on school reading lists, book club lists, and similar resources.

Materials published or released in new formats will be considered for the collection when there is evidence that a significant portion of the local population has the required equipment to make use of the format. Availability of items in the format, the cost per item, and the Library's ability to obtain and circulate the items will also be factors in determining when a new format will be acquired.

## Collection Maintenance and Weeding

De-selection of materials requires the same thoughtful consideration as selection and will be conducted on a regular basis. De-selection is essential both to ensure the currency and relevance of the collection and to optimize use of library space for both collections and programs. The process provides a more appealing, up to date collection, guarantees a reputation for reliable information, and allows us to adapt to our community's needs and interests.

### *De-selection of General Collection:*

When evaluating materials for withdrawal from the collection, commonly accepted practices include considering the age and appearance of the item, how often it circulated, the last circulation date, the availability of funding for replacement titles, the usefulness and accuracy of the materials being reviewed, and the question of where it continues to fulfill the goals and mission of the Library.

Incorporating the above criteria, librarians use a systematic, step-by-step approach to weeding called the CREW method. The CREW method (continuous review, evaluation and weeding), uses an acronym, MUSTIE, to indicate when an item should be removed from the collection. MUSTIE standard for:

- **M**isleading and/or factually inaccurate
- **U**gly – worn out beyond mending or rebinding
- **S**uperseded by a new edition or better source
- **T**rivial – materials of short lived interest or of no literary/scientific merit
- **I**rrelevant to the needs and interests of the community
- **E**lsewhere – materials easily borrowed from another source

Once de-selected, books that are still in readable condition are labeled withdrawn and given to the Friends of the Cotuit Library for sale or made available to patrons for free.

### *De-selection of Periodicals and Newspapers:*

Periodicals are discarded based on currency and availability in order formats of the information they contain. Physical copies of newspapers are discarded weekly.

### *De-selection of Electronic Resources:*

A subscription to a product may be canceled if:

- Product is no longer cost effective
- Usage statistics are consistently low over a significant period of time
- Content no longer meets the needs of users

- Competitive or better product becomes available
- Vendor provides poor services or fails to uphold the subscription agreement

### **Gifts/Donations**

The Library welcomes gifts of funds and materials to enrich the collection, due to the increasing costs of selecting and processing materials. New or used donated materials are subject to the same criteria as purchased materials. Gifts of materials are accepted with the understanding that they may be utilized or disposed of at the Library's discretion. Monetary gifts will be applied to the selection of materials by the director in consultation with library staff and the donor as appropriate. The Library reserves the right to determine the use and disposition of all gifts unconditionally.

### **Intellectual Freedom**

The Cotuit Library respects the freedom of information for its patrons and follows the American Library Association's Library Bill of Rights and Freedom to Read Statement (provided below) when acquiring and managing collections.

The Library strives to supply a diverse collection with the intent to reach all members of the community. Acquisition or use of any item does not imply approval or endorsement of the contents. Children and adults are equally free to use the entire Library and to borrow all materials in the circulating collections. Anyone, of any age, may use any materials in the Library and is not to have that privilege limited by any staff member. Limitations to be placed upon the reading and viewing materials of young people are left to the discretion of the parents and caregivers.

The Library opposes any attempts by individuals or groups to censor items in its collection. Challenges regarding Library resources are handled in accordance with the Library's Reconsideration Policy.

## 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.

VII. 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, 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](#).

## **Appendices**

Library Bill of Rights:

<http://www.ala.org/advocacy/intfreedom/librarybill>

Freedom to Read Statement:

<http://www.ala.org/offices/oif/statementspols/firststatement/freedomreadstatement>

The First Amendment:

<http://www.ala.org/offices/oif/firstamendment/firstamendment>

CREW Manual:

<https://www.tsl.state.tx.us/ld/pubs/crew/index.html>