

Langley-Adams Library

Collection Development Policy

Introduction

Langley-Adams Library provides equitable service and materials to all library users, regardless of age, race, nationality, sexual orientation, ability, gender identity, or religion. We serve an increasingly diverse population in Groveland, as well the Commonwealth of Massachusetts.

The foundation for the Langley-Adams Library Collection Development Policy is rooted in the First Amendment to the Constitution of the United States, the Library Bill of Rights, and Freedom to Read Statement prepared by the American Library Association.

The primary objective of the Langley-Adams Library is to enrich and entertain the Library users of the community, and to supplement and support the educational program of the school system within Groveland and the general area. In doing so, the library strives to provide a wide range of materials on all levels of difficulty, with many points of view. We strive for a collection representing equity, diversity, and inclusion.

Materials presenting all aspects of the issues in our rapidly changing world will be included – the unpopular, the questionable, and minority and majority opinions.

The development of an individual's taste, judgment, critical capacity, and life-long reading habit is to be encouraged: to that end, a considerable range of materials must be included in the library collection. Recreational reading, listening, and viewing contribute to this growth. Therefore, items for this purpose will be available with those which are supportive of school system curricula activities and community habits.

Scope of the Collection

The collection of Langley-Adams Library includes, but is not limited to: Physical books, magazines, physical audiobooks (CD, Playaway, Wonderbooks), DVDs, Library of Things, databases, and other digital materials.

Most items are checked out for three weeks, with the exception of the Library of Things. These items are checked out for two weeks.

Specific Responsibility of the Library

1. To provide materials that will enrich and support the community tastes and school curriculum, taking into consideration the varied interests, abilities, and maturity levels of the library users served.

2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. To provide a background of information which will enable students to make intelligent judgments in their daily lives.
4. To provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical analysis of all media.
5. To provide materials representative of many religious, ethnic, racial, cultural, and cultural groups.
6. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.
7. To offer the same quality of service to all regardless of age, sex, gender identity, sexual orientation, nationality, religion, educational background, ability, or any other criteria which may be a source of discrimination.
8. To develop the life-long habit of reading which fosters freedom in the exchange of ideas.

Responsibility for the Selection of Materials

The actual selection of materials is the responsibility of trained personnel on the Langley-Adams Library staff. The librarians will choose materials related to the interests and needs of the library users, which will open up possibilities in cultural, social, and economic fields. In this task, the librarians will be aided by purchase suggestions from the library users, school administration, and teachers. The Library Director is responsible for the final evaluation and selection of materials for the Library. The librarians must also withdraw outdated materials due to limited space within the library, and this process is taken very seriously and with careful consideration.

Criteria for the Selection of Materials

Criteria for the selection of materials are consistent with the guidelines for materials and selection noted above and are based on the needs of the library as determined from a knowledge of the collection, requests from library users, school administrators and teachers, and the needs of the user as determined from a knowledge of children and youth, and requests of the broad range of library users.

Materials for purchase are considered on the basis of overall purpose, factual accuracy, authoritativeness, timelessness or permanence, importance of the subject matter, quality, balance, readability, format, availability, and price.

Procedures for the Selection of Materials

When selecting materials for purchase, our librarians consult reputable, professionally prepared selection aids. Additional suggestions are obtained from the community, other librarians, book exhibits, publishers' samples, professional meetings and courses, and book lists from our local schools. Librarians may also replace worn, missing, or destroyed materials periodically. For material donations, see below.

Donations

Acceptance of material donations is done with careful consideration. The Library Director, Library Trustees, and Library staff will use their education, experience, and knowledge to determine whether the donations can be accepted, and whether it will be put in the circulating collection or given to the Friends of the Groveland Library.

Acceptance of archival material donations will be up to the discretion of the Board of Library Trustees and the Library Director.

Deselection

Withdrawing physical materials, also known as weeding, occurs when the collection needs to be updated with current materials in good condition. Physical materials may also be withdrawn if they have not circulated for an average of three years, though depending on the amount of items in a section (for example, children's graphic novels), shortening that time frame to two years may be necessary.

Some withdrawn materials that are in good condition are given to the Friends of the Groveland Library for their ongoing and biannual book sales. Some are donated. Withdrawn materials in poor condition may be completely removed. Some withdrawn materials in poor condition are replaced with a new copy. This is determined by the Library Director, Adult Services Librarian, and/or the Youth Services Librarian.

Challenged Materials and Reconsideration

Despite the care taken to select materials of excellence for the community, objections to a selection are sometimes made by the public. The Library follows the Freedom to Read statement issued by the American Library Association and upholds principles set out in that document.

The Board of Trustees, Library Director, and Library Staff will evaluate complaints made by library patrons who reside in Groveland with a library card in good standing. If a complaint is made, the procedures are as follows:

1. The person must file their objections in writing using the Citizen's Request for Reevaluation of Library Materials Form.
2. The completed form must be hand delivered or mailed to the Library Director.

3. The material in question shall then be reviewed by the Langley-Adams Library Board of Trustees, Library Director, and Library Staff.

The review of the material shall happen at the next Board of Trustees meeting and a determination shall be made as rapidly as possible and a report of the findings shall be completed and made available to the person who made the complaint, as well as the public.

The review of the questioned material shall be treated objectively and as an important matter. The person filing the complaint will be given an opportunity to meet with the Board of Trustees to present their opinion.

Revised & Adopted by the Board of Library Trustees June 21, 2023

Citizen's Request for Reevaluation of Library Materials

Initiated By: _____

Telephone: _____ Email _____

Representing: Self ____ Organization or Group _____

Material Questioned:

Author: _____ Title: _____

Copyright Date and Publisher: _____

Type of Media (Book, DVD, etc.): _____

Please respond to the following questions. If more space is needed, please use the back of this paper or additional sheets of paper.

1. Have you seen or read this material in its entirety?
2. To what do you object? Please cite specific passages, pages, etc.
3. What do you believe is the main idea of this material?
4. What do you feel might result from this material?
5. What review of this material have you read?
6. What value do you find in this work?
7. For what other age group might this material be suitable?
8. What action would you recommend that the library take on this material?
9. In its place, which work of equal literary quality would you recommend that would convey as valuable a picture and perspective of the subject treated?

Signature: _____ Date: _____

Please hand in at the Langley-Adams Library circulation desk, or mail to: Library Director, Langley-Adams Library, 185 Main Street, Groveland, MA 01834

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