

# Hanson Public Library

## Collection Development Policy

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### **Vision Statement**

The Hanson Public Library strives to enrich and strengthen our community.

### **Mission Statement**

The Hanson Public Library inspires curiosity and fosters life-long learning by connecting people and ideas. The Library provides access to a wide variety of resources, technology, and experiences in a welcoming, supportive environment.

### **Intellectual Freedom**

Consistent with its ongoing commitment to the principles of intellectual freedom, the Hanson Public Library supports each patron's fundamental right of access to all expressions of knowledge, creativity, and intellectual activity. The Board of Library Trustees affirms the American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View policy statements in support of acquiring and managing collections.

### **Purpose**

The Hanson Public Library's Collection Development Policy is intended to provide guidance in the selection, evaluation, and retention of print, non-print, and digital materials and serves to inform the public of the Library's principles for selection and collection maintenance.

The Collection Development Policy is periodically evaluated and revised to provide guidance for implementing changes in the collection.

### **Responsibility for Selection**

The Library Director and designated Library staff members select Library materials based on criteria cited in this Policy. The ultimate responsibility for collection development rests with the Library Director, who operates within the framework of policies determined by the Board of Library Trustees.

### **Scope of Collection**

The Library's materials collection is developed and managed to meet the majority of the cultural, informational, educational, and recreational needs of the Library's service area. The staff builds and maintains a diverse, patron-oriented collection in a wide variety of formats by anticipating and responding to needs and expectations. The Library strives to meet these needs within the limitations of space, staffing, and budget.

### **Resource Sharing**

The Hanson Public Library is a member of the SAILS Library Network, an automated resource sharing network of public, academic, school, and special libraries covering a wide geographic area in the south coast area of the Commonwealth. For patrons with needs beyond the Hanson Public Library and the SAILS system, interlibrary loan allows access to materials in libraries throughout the Commonwealth and the rest of the United States through cooperative interlibrary loan agreements. The Library does not have control over the content of certain electronic collections, including those administered by SAILS or the state, or over materials that may be available through interlibrary loan from other libraries.

## Selection Tools & Criteria

Tools used to evaluate materials for selection include, but are not limited to: professional review journals, subject bibliographies, literary awards, popular print and broadcast media, reviews from reputable sources, lists of recommended titles, publishers' catalogs, and patron and staff recommendations.

The Library is committed to selecting materials and developing collections for all ages that reflect the diverse needs and interests of our community. Materials are evaluated and chosen based on the work as a whole. Works are not excluded from or included in the collection based solely on subject matter or on political, religious, or ideological grounds. Selections will not reflect the tastes and opinions of any patron or staff person to the exclusion of other points of view. The selection of a given item for the Library's collection should not be interpreted as an endorsement of a particular viewpoint.

The following criteria are used to evaluate and select materials for the collection. These criteria are applied as appropriate across all subjects, material types, and formats. Not all criteria must be met for an item to be selected.

- Public demand, interest, or need
- Quality of content, including currency, accuracy, clarity, and objectivity
- Cost, availability, format, and ease of use
- Relationship to existing collection
- Contemporary significance, popular interest, or permanent value
- Authority and reputation of the author or other contributors
- Suitability of subject and style for intended audience
- Attention of critics, reviewers, and subject specialists
- Representation of diverse points of view
- Local emphasis, either subject matter or author

## Gifts & Donations

Accepting gifts and donations is an important way for the Library to benefit from the generosity of the community it serves. Gifts and donations of materials are reviewed using the same criteria as purchases. Donated items become the property of the Hanson Public Library, and the Library reserves the right to keep, refuse, discard, donate, or sell any donated materials. The Library can provide a donor letter for tax purposes, but does not assign monetary value to donated items.

The Library gladly accepts monetary donations, including memorial gifts, for the purpose of purchasing materials. Selection of materials will be made by Library staff. Materials will be purchased in keeping with the donor's wishes if the request complies with the Library's selection guidelines.

## Collection Maintenance

The Library's collections are regularly evaluated to ensure that the materials they contain remain current and accurate, are in good condition, and continue to appeal to the interests and needs of Library patrons. Withdrawn items may be donated, sold, or discarded.

Library materials are withdrawn based on the following criteria:

- Contains obsolete or inaccurate information
- Superseded by a new edition or better source

- Number of copies owned is more than required
- Format is discontinued or no longer collected
- Space limitations
- Not used or seriously underused
- Damaged or in poor condition
- No longer within the scope of the collection
- No longer relevant to community interests and needs
- May be easily borrowed from another library, or accessible in another format

### **Reconsideration of Library Materials**

The choice of library materials by a library user is an individual matter. Responsibility for the reading choices of minors rests with their parents or legal guardians. While a person may reject materials for themselves or their children, they cannot exercise censorship to restrict access to library materials by others.

Hanson Public Library patrons seeking the reconsideration of an item in the Library's collection may submit a Request for Reconsideration form to the Library Director. Materials selection staff will evaluate the item to determine if it meets the standards set forth in this Policy, and the patron will be notified of their decision. If the patron is not satisfied with the decision, a final appeal may be made in writing to the Board of Library Trustees. The Board will consider the appeal at its next regularly scheduled meeting. During the reconsideration process, the material in question will remain in the collection. A title will be reviewed by the Board only once within a five-year period unless the content has undergone major revisions, or at the discretion of the Board or the Library Director.

Adopted by the Board of Library Trustees  
June 27, 2023