

## Collection Development Policy

One of the primary objectives of the Goodnow Library is to provide and organize materials for people from infancy through maturity, making available carefully selected materials of purpose and quality that will meet the needs and interests of the users of the Goodnow community. Sensitivity to all interests, early recognition of needs before they are clearly expressed, and range of viewpoint mark the outstanding collection.

### Purpose

Goodnow Library provides unrestricted access to information, programs and resources to satisfy our community's intellectual and recreational needs and lifelong learning, enriching our community's quality of life and enjoyment.

The purpose of this document is to establish the guidelines by which the Library develops its collections.

### Objectives

- To provide resources and materials which inform, educate, entertain and enrich our community
- To include works of enduring value as well as those timely materials on current issues
- To select materials based on community needs and interests
- To supplement resources through the use of electronic access and interlibrary loan
- To help people learn new skills and improve literacy
- To increase social awareness and community involvement
- To preserve and encourage the free expression of ideas essential to an informed citizenry

### Scope of the Collection

The Library provides materials and services that reflect the diverse educational, information, and recreational needs of its users by providing access to content through both traditional and emerging formats. The Library recognizes that content and medium should be suitably matched, and that library patrons have different learning styles and preferences for how they receive information. Therefore, Goodnow Library provides materials in formats, including:

- Print – such as hardcovers, paperbacks, magazines, and newspapers
- Non-print – such as audio and visual formats
- Digital resources – such as on-line databases; eBooks, eAudio and eVideo; digital historical archives; and games
- Equipment – such as wireless hotspots and other emerging technology
- Library of Things – such as household, electronic, recreational and other items of use to members of our community.

## **Responsibility**

The Board of Library Trustees has the ultimate legal responsibility for the library's collection. Collection development and management activities are administered by the Library Director and implemented by staff in various departments.

## **Selection Guidelines**

All or some of the following criteria may be considered when adding new items to the collection:

- Accuracy, timeliness, format durability and ease of use
- Cultural significance and critical acclaim
- Current or historical significance of author or subject
- Diversity of viewpoint
- Literary merit
- Price and availability
- Public appeal or local interest
- Relevance to the present and potential needs to the community

Professional and special materials, such as legal, medical, and religious works, are purchased if they are of general interest.

The Library does not purchase textbooks to support educational curriculums. Textbooks may be added to the collection if they provide the best or only source of information on a subject, or to complement an existing area with another perspective.

Periodicals are added to the collection on the basis of relevance and community interest.

Technology is selected upon usefulness, interest, and the broadness of its implications and importance.

Audiovisual material is added to the Library's collection with consideration to patron demand and budget constraints. The Library acquires this material primarily in the most popular format.

All criteria need not be met for purchase consideration.

## **Children's Department**

The Children's Department offers developmentally appropriate materials that meet the informational and recreational needs of children ages birth through twelve.

The Children's Department maintains a collection that is balanced, relevant, and of appropriate size, quality, and diversity to suit the needs of our users. To ensure that all parts of the collection are appropriate and well-chosen, the children's librarians consult professional review sources before purchase. The children's librarians also rely on the recommendations of library users.

Some materials in the Children's Collection might not be considered appropriate by all adults for all children. Each child and his or her parent or caregiver decides what material is suitable for that child to read. While some books are too mature for one child, other children may be ready for them.

### **Teen Room**

The Teen Room offers developmentally appropriate materials that meet the informational and recreational needs of preteens and teenagers ages twelve to eighteen.

The Teen Room maintains a collection that is balanced, relevant, and of appropriate size, quality, and diversity to suit the needs of our users. To ensure that all parts of the collection are appropriate and well-chosen, the teen librarian consults professional review sources before purchase, but also relies on the recommendations of library users.

Some materials in the Teen Services Collection might not be considered appropriate by all adults for all teenagers. Each teen and his or her parent or caregiver decides what material is suitable for that teen to read. While some books are too mature for one teen, other teens may be ready for them.

### **Collection Maintenance**

In order to provide the best service to our community the collection is regularly evaluated. To keep the collection fresh and relevant the Library maintains a schedule of evaluation.

The following is the criteria for withdrawal from the collection:

- Items are worn, stained or damaged beyond repair
- Items are out of date, contain inaccurate data or are not historically significant
- New, more current or more comprehensive resources are available
- A more desirable format of the content is available
- Duplication
- Low circulation

Items removed from the collection are donated or disposed of properly.

Currently useful items withdrawn by reason of condition, loss or damage will be considered for replacement, but may not always be replaced, or may not be replaced in the same format.

### **Patron Suggestions**

Suggestions are welcome and we will consider all requests from Sudbury residents using the same selection criteria that we use for the collection.

If an item is unavailable for purchase, or does not fulfill our selection criteria, we will attempt to obtain the item via Interlibrary Loan to the best of our ability.

## Self-Published Materials

The Library routinely acquires books published by commercial publishers that fit the Library's collection development plan and meet our selection criteria. We also may acquire self-published books when they include unique local content, fit the scope of the Library's collection plan and meet our selection criteria.

Our professional selection staff looks for reviews in standard journals (for example, *Kirkus*, *Library Journal*, *Publishers Weekly*, *School Library Journal*) as well as in the mainstream media, such as *The Washington Post*, *The New York Times*, etc. Positive reviews posted on Amazon or on blogs and personal websites are seldom helpful in our decision process.

## Controversial Materials and Intellectual Freedom

Goodnow Library does not promote particular beliefs or views. The Library provides materials reflecting various opinions, which can apply to important, complex, and controversial questions, including unpopular and unorthodox viewpoints. Language, situations, or subjects that may be offensive to some community members do not disqualify material whose value is to be judged in its entirety.

The Library recognizes parents and legal guardians as the parties responsible for the reading and viewing habits of their children. The selection of materials for the adult collection is not restricted by the possibility that children may obtain materials their parents or guardians consider inappropriate.

Sudbury residents with concerns about materials in the Library's collections may direct their concerns to any staff member, who will address it with their supervisor. If the resident wishes for a more in-depth assessment, a formal Request for Reconsideration may be submitted. Requests for reconsideration are reviewed only when made by a Sudbury resident.

### [Request for Reconsideration Form](#)

In the interest of protecting the individual's right to have access to materials, the Library supports the following documents:

- [First Amendment of the Constitution](#)
- [Library Bill of Rights](#) Adopted June 18, 1948, amended February 2, 1967, and June 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.
- [The Freedom to Read Statement](#) – Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.