

ACTON MEMORIAL LIBRARY

COLLECTION DEVELOPMENT POLICY

Effective August 1, 2016

The Acton Memorial Library strives to serve the informational, educational, and recreational needs of Acton residents of all ages and backgrounds. Recognizing the diversity of the community and the high level of demand, the library develops collections in a variety of formats to meet known and anticipated community needs and makes these resources as accessible as possible both on-site and through electronic means.

RESPONSIBILITY

The responsibility for the selection of materials rests ultimately with the Board of Library Trustees. The Board delegates this responsibility to the *Library Director, under whose direction* professional library staff use the criteria listed in this policy to make selection and withdrawal decisions for the collection.

SCOPE OF COLLECTION

The library selects hardcover books, paperbacks, large print, DVD, CD, periodicals, [equipment and technological devices](#), electronic resources including e-books, streaming and downloadable audio and video, and databases. It maintains a collection in Chinese, and smaller collections in French, Gujarati, Hindi, Korean, Portuguese, Russian, Spanish, and Tamil. New formats and languages are added as community needs and interests dictate and funds allow.

SELECTION CRITERIA

Library staff use a variety of selection tools including professional journals and other reviewing media when considering materials for the collection. Materials are selected in support of the Library's mission statement and are evaluated by the following criteria:

- 1) Relevance to the informational, education, and recreational needs of the community
- 2) The item supplements, expands upon, or supports the current collection
- 3) Reputation or qualifications of the author, creator, or publisher of the work
- 4) Popular demand
- 5) Contemporary usefulness or permanent value
- 6) General appeal and readability
- 7) Cultural or historical significance to the community
- 8) Availability from another library or source

In order to provide accurate information, particular care is taken in the selection of current materials for certain subject areas including health, medicine, science, law, and technology.

DESELECTION/WEEDING

Materials will be removed from the collection using the criteria listed above. This will be done on a systematic basis and is necessary to maintaining a useful and appealing collection. Materials that are no longer useful, outdated, or are not in a condition suitable for circulation may be withdrawn and sold to benefit the Town.

GIFTS

All materials offered to the library as gifts are subject to the same criteria for selection as purchased materials.

RECONSIDERATION OF MATERIALS

The Board endorses the American Library Association's Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement in providing library services for all. Responsibility for the reading choices of minors rests with their parents or legal guardians. Patrons may fill out a Request For Reconsideration form for an item in the collection. This form is attached here and available at the public service desks.

FREQUENCY OF POLICY REVIEW

This policy will be reviewed every 2 years.

Approved by the Board of Trustees, July 28, 2016.

Last reviewed December 16, 2021.

**ACTON MEMORIAL LIBRARY
REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES**

If you wish to request reconsideration of library resources, please return the completed form to the Director, Acton Memorial Library, 486 Main St., Acton, MA 01720.

Name _____

Address _____

Phone _____ Email _____

Do you represent self? _____ Organization? _____

1. Resource on which you are commenting:

____ Book ____ DVD ____ Magazine ____ Audio Recording

____ Electronic information/network _____

____ Other (please specify) _____

2. Title _____

Author/Artist/Producer _____

3. What brought this resource to your attention?

4. Have you examined the entire resource? If not, what parts did you examine?

5. What concerns you about the resource? (use other side or additional pages if necessary)

6. Are you aware of the critical opinion of this work?

7. What would you like the library to do about this work?

Signature _____ Date _____

The library will review your request and respond within 45 days.