

Granville Public Library Collection Development Policy

Mission Statement:

From the past to the future, the Granville Public Library is a welcoming heart and a cultural anchor of the town, bringing people together and enriching lives, by providing access to knowledge, entertainment, history and recreation through books, media, and technology.

Vision Statement

To continue being a cornerstone of the community, where people of all ages come to a small, quaint, historical building to remember our rich past, share current stories, access books, media and other materials, discover new possibilities, and connect with each other through shared experiences.

Collection Development Policy Purpose

The purpose of the collection development policy 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 of works that meets the informational, historical, recreational and entertainment needs of the community. 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](#) and [Statement of the American Library Association](#) and the American Book Publisher's Council.

Responsibility for Selection

Ultimate responsibility for materials selection and management rests with the Director, who works within the framework of policies, as established by the Board of Trustees.

Criteria for Selection

Materials will be selected to meet the informational, historical, recreational and entertainment needs and interests of the community. Materials will represent a variety of viewpoints on current and historical issues. Staff will select materials in a variety of formats using published reviews, professional and trade publications, and patron requests and recommendations. An item need not meet all of these criteria to be selected.

- General selection criteria for all materials includes:
 - anticipated and popular demand
 - accuracy and currency of information
 - age appropriateness
 - cost
 - historical significance
 - literary and/or artistic merit
 - significance of the author

- the strengths and weaknesses of the existing collection
- A work shall not be excluded solely because it represents a particular aspect of life, frankness of expression, or controversial content.

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 libraries throughout Central and Western Massachusetts using InterLibrary Loan capabilities of the Central and Western Massachusetts Automated Resource Sharing, known as the CW MARS system. Local is defined as an author/illustrator currently living in Massachusetts, Hampden, Hampshire, Franklin and Berkshire Counties, United States of America. Self Published materials are more likely to be included in the collection if it:

- Has positive reviews in a professional journals (e.g. *Library Journal*, *School Library Journal*, *Kirkus*, *Publisher's Weekly*, *Booklist*, *Horn Book* and/or other relevant sources),
- Has an International Standard Book Number (ISBN)
- Contains unique local or regional content
- Suitable for circulation – must be bound (no loose leaf, stapled manuscripts, spiral)
- Have had the benefit of a professional editor/proofreader
- Availability through major distributors (e.g. Baker & Taylor).

Self-published books donated to the library by a local author , if it meets criteria, may be added to our collection, with minimal cataloging, for 1 year. After that year, items will be re-evaluated based on circulation. A submission form should be completed when material is donated or left for review.

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

A strong collection requires ongoing evaluation and maintenance. Materials will regularly be weeded from the collection based on the following criteria:

- outdated or superseded
- infrequent use
- physical condition
- relevance
- quantity of items in collection in series or by author

Replacements and updated editions are purchased when warranted. Discarded materials may be sold, donated, or recycled as the Library determines. Standards for materials withdrawal are detailed in the [CREW Manual](#).

Gifts/Donations

The Library welcomes gifts of funds and materials to enrich the collection. 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. Donated materials that are not selected for the Collection will be considered a donation to the library's book sale.

Reconsideration of Material

Granville Public Library is generally meant to provide services to our direct community and library acquisitions are selected for this purpose. If a patron considers an acquisition inappropriate, the patron is asked to discuss their concern with the Library Director. If necessary, or desired, any patron who indicates "Granville" as their home library in the CWMars Evergreen System, who wishes the Library to reconsider the acquisition or removal of an item must fill out a "Request for Reconsideration of Material" form. These forms are available at the desk. The request is reviewed by the Director, who will respond within 30 days. If the complainant is not satisfied, the patron may appeal to the Board of Trustees. The decision of the Board is final. Above all, the Board of Trustees has as its concern the fairness of such a hearing so as to protect the rights of all who are involved. The review process will include, but not limited, to the [Library Bill of Rights](#), ALA [Freedom to Read](#) statement, the [First Amendment to the United States Constitution](#), and the Miller's test from the [Federal Law on Obscenity](#).

Request for Reconsideration of Library Materials

If you wish to request reconsideration of library materials, please return the completed form to the Library Director. PLEASE MAKE SURE IT IS LEGIBLE.

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

Do you represent self? ____ Organization? ____

1. Material on which you are commenting:

____ Book ____ Textbook ____ Video ____ Display

____ Magazine ____ Library Program ____ Audio Recording

____ Newspaper ____ Electronic information/network (please specify)

____ Other _____

Title _____

Author/Producer _____

2. What brought this material to your attention?

3. Have you examined the entire material? If not, explain why?

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

5. Are there materials you suggest to provide additional information and/or other viewpoints on this topic?

Self-Published Books Submission Form

The Granville Public Library wants to support local authors who self- publish. If an author would like to offer a book to the library for circulation, this form must be completed.

Please mail or drop off this completed form and attach reviews, publicity materials, or other supplementary information, if available, to Granville Public Library

Title of Book:

Name:

Address:

City: _____ State: _____ Zip Code: _____

Contact Phone #:

Email:

International Standard Book Number (ISBN) _____

Are you an author / illustrator currently living in Massachusetts, Hampden, Hampshire, Franklin and Berkshire Counties?

Is this a donation? _____

Thank you for your interest in making your book available through the Library