



COLLECTION DEVELOPMENT POLICY

I. Introduction

The Needham Free Public Library seeks to support the recreational, intellectual, cultural, and information needs of the community. Building and maintaining our collections are essential steps toward achieving the [Vision and Mission](#) of the Needham Free Public Library.

**NEEDHAM
FREE PUBLIC
LIBRARY**

II. Intellectual Freedom

The Needham Board of Library Trustees has voted to adopt the American Library Association's [Library Bill of Rights](#), the American Film and Video Association's [Freedom to View](#) statements, and recognizes the American Library Association and Association of American Publishers joint statement [Freedom to Read](#) as the basis for the library's materials selection policy.

III. Responsibility for Materials Selection

Responsibility for this Collection Development Policy rests ultimately with the Board of Trustees. The Board delegates to the Director, as its professional expert, authority to operate within the policies determined by the Board. The Director may delegate responsibilities for materials selection to other staff members (known as "selectors").

IV. Selection Goals and Guidelines

The Director and selectors make collection development decisions based on experience working with the library's community, on personal judgment and expertise, and on evaluation of reviews in library and other media reviewing sources.

The following criteria are considered in adding or withdrawing material from the collection: Popular demand; community needs and interests; current interest and usefulness; relationship and value to the collection; cost; quality; and availability through intra-network transfer or inter-library loan.

The library will strive to present materials that:

1. Enrich and support the recreational, intellectual, cultural, and informational needs of the users, taking into consideration their varied interests, abilities, and learning styles.
2. Represent differing viewpoints on a subject.
3. Reflect the problems, aspirations, attitudes, and ideals of a pluralistic society.
4. Encourage an appreciation of literature, music, and film as forms of art.
5. Support business, cultural, recreational, and civic activities in the community.
6. Promote self-understanding and growth.
7. Enhance job-related knowledge and skills.
8. Increase knowledge of and participation in the affairs of the community, the country, and the world.

V. Patron Requests and Gifts

Patrons may request that the Library purchase items it does not own by submitting a "[Materials Purchase Request](#)" form on the Library's website. The request will be reviewed by the selector for that area of the collection, and a decision made based on the principles set forth in this Policy. Requests may be fulfilled for the patron by borrowing from another Minuteman Library or beyond the network when available.

Gifts of books and other materials are accepted with the understanding that they may be used or disposed of as the library staff determines is appropriate. Gift titles are subject to the basic standards of selection. We are able to provide Tax Donation Forms for book donations, however, we do not appraise the value of materials. If it is decided that materials should not become a part of the collection the library reserves the right to dispose of the material in the most advantageous manner possible. Please refer to our full [Gifts Policy](#).

VI. Weeding

In order to maintain a collection which is current, reliable, in good condition, well-used, and which relates to the needs and interests of the residents of Needham, materials are withdrawn on a systematic and continuing basis. The Library refers to the [CREW Manual](#) and withdraws materials when they are determined to be dated, inaccurate, seldom used, in poor condition, or inconsistent with this policy.

VII. Collection Development for Children and Young Adults

The Children's and Young Adult's collections are carefully chosen for children of all ages and abilities, with the emphasis on materials which entertain, encourage imagination, develop reading ability, and enable children to learn about the world around them. The collections are not designed to provide school textbooks or materials which support *only* the school curriculum. Our collection is intended to complement the collections of the school libraries in town.

A collection of materials specifically selected for young adults is maintained by the library. Materials are selected as a bridge to the adult collection. Novels and recreational materials are selected because of their special appeal for this age group.

Children and Young Adults are not limited to the special collections selected for them. They are welcome to make full use of the entire collection to the extent that their interests and capabilities allow.

VIII. Use of Materials

The collection of the Needham Free Public Library is available to all Massachusetts residents. Materials are not marked or identified to show approval or disapproval of contents. Materials are not marked to restrict their use by ages, and no materials are sequestered except to protect valuable items from damage or theft.

Responsibility for the use of materials by children and young adults rests with their parents or legal guardians. The selection of material for the adult collection and access

to it is not restricted by the fact that children may obtain materials that their parents consider objectionable.

The library is a member of the Minuteman Library Network, the Massachusetts Library System and OCLC (Online Computer Library Center) all of which provide access to materials beyond our collection.

IX. Public Administration Research Collection

The Public Administration Research Collection (called the Archives) in the Public Library was established by the Town of Needham (Town By-Law 2.8.1 and 2.8.2) for the “use of town officers and committees, civil organizations and individuals of the town engaged in research in matters pertaining to governmental and social problems, particularly relating to the Town of Needham.” The Archivist reports to the Director of the Library.

It is the mission of the Archives to collect and preserve, in accordance with preservation standards, materials of abiding historical interest to the town. These materials are collected from town departments (see above) and from private individuals, businesses, organizations, and institutions of the town. The Archives collects only materials that support its mission and prefers that the materials be donated in an outright Deed of Gift, or placed on Permanent Loan in the repository. The Archives reserves the right to deaccession donated items when they no longer serve the library’s mission but will attempt to notify the donor before doing this.

Archival material cannot be used for publication without due regard to common law rights, literary rights, property rights, and libel laws, and the user assumes legal responsibility for observing these rights. A [Statement of Access to the Archives](#) will be given to all users, who must also read and sign the [Rules and Regulations](#), signifying acceptance of these rules, before doing research.

X. Reconsideration of Library Materials

The library recognizes its obligation to provide a wide spectrum of materials. Selection is guided by the “Selection Goals and Guidelines” of this policy and cannot be restricted by the possibility that certain materials might be considered objectionable by some users on moral, religious, political, or other grounds.

Responsibility for the reading habits of children rests with the child’s parent(s) or legal guardian(s). Selection of materials for the collection is not to be inhibited by the possibility that items may inadvertently come into the possession of children.

Recognizing that a diversity of materials may result in some requests for reconsideration, the following procedures have been developed to assure that objections or complaints are handled in an attentive and consistent manner. The material in question will remain available for circulation during the review process.

1. The person bringing the request for reconsideration must be a Needham

- resident.
2. The resident with the request for reconsideration should be referred to the Director.
 - a. The Director will discuss the library's Collection Development Policy with the resident.
 - b. The resident may fill out a "[Citizen Request for Reconsideration](#)" form.
 - c. The Library Director will review the request and consult with the selector(s) responsible for that collection area. The Director will also consider the request within the context of the library's goals, the referenced statements of the American Library Association, selection criteria, collection assessment data, and this policy.
 - d. The Director will decide whether or not the item should be retained and inform the resident of the decision within 15 business days of receiving the request for reconsideration.
 3. If the resident is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Board of Library Trustees. The Trustees will review appeals of the Director's decisions and shall use the same factors to inform their decision. The decision of the Board is final.

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