

# **Collection Development Policy**

## **I General Statement of Philosophy**

### **A. Library Mission Statement**

The mission of the Swampscott Public Library is to enrich the lives of our users through information, education, and recreation. To this end the library will support literacy and learning for all age groups. The library will provide general informational materials as well as current and popular materials in a variety of formats. And finally the library will develop welcoming spaces that the community can use to work collaboratively and to discuss issues of common concern.

### **B. Statement of Purpose**

The Swampscott Public Library will be a welcoming place where people can fulfill their informational, recreational and cultural needs. Young children will have many opportunities for early childhood enrichment. All age groups will find help and support for their technology needs. Community residents will find the environmental information that they need to make good decisions for the health of our people and our planet. Unemployed and under employed townspeople will find the resources they need to get their ideal jobs. Community groups will have spaces to hold meetings. Residents will be well informed about activities, services and information available at the library. In conclusion, the Swampscott Public Library will be an active part of the community, helping residents improve their lives and their town.

### **C. Defining Collection Development**

“Collection Development” refers to an ongoing process of assessing the materials available for purchase or licensing, and making decisions on their inclusion and retention. Librarians examine the existing collection, consult with colleagues and use professional journals and other selected sources regarding acquisitions. (See Selection Tools, Part V, Section C)

## **II Community Overview**

Swampscott is a small town on the Atlantic Coast, approximately 12 miles from Boston. It has a general population of 13,787 and occupies a land area of 3.58 square mile (United Census Bureau, 2010). The population density is high, with over 4,000 people per square mile. There are three elementary schools, one middle school and one high school within the town’s boundaries. There is a commuter rail connection to

and from Boston. Economically, Swampscott has very little business outside a small retail strip better known to residents as Vinnin Square. Taxes are raised overwhelmingly from property taxes on residential properties. Historically Swampscott had been a fishing village, but it has evolved over time into a closely-knit charming bedroom community for Boston.

Swampscott's population is approximately 46% over the age of 50 and 27% of the town under the age of 20. The per capita income is \$46,000 and the median family income is \$112,944. There is significant number of Russian immigrants who live in the community and surrounding communities who make use of the library and our part time Russian librarian. The town prides itself on being an educated community with over 50% of the community 25 years and older holding a bachelor's or graduate degree.

### **III Selection Criteria (not in priority order)**

#### A. General

- The extent to which the item supplements, expands upon, or supports the existing collection.
- Popular demand.
- Relevance to observed and anticipated community needs and desires.
- Reputation and qualifications of the author, creator or publisher of the work.
- Local importance of the author or creator of the work.
- Cost relative to the value the item contributes to the collection.
- Availability of similar material within the community and area libraries.
- Durable binding/paper.
- Formats suited to making the collection accessible by all.

#### B. Content

- Comprehensiveness of treatment.
- Accuracy and timeliness of the information.
- Organization and style appropriate and appealing to library's users.
- Representation of important movements, subjects, genres, or trends of local, regional or national significance.
- Historical value.

### **IV Materials**

#### A. Non-Fiction

The Library believes that the foundation of a strong non-fiction collection is built by choosing books and other materials in all subjects for their lasting and/or current value, with careful attention paid to the needs, interests and demands of the users.

The Library selects items based upon the quality of a work as a whole, and not on the basis of a particular section of that work.

## B. Fiction

Collecting in fiction is driven mainly by popular demand; the need to maintain a core collection of classics that are read from generation to generation; the importance of gathering as many major writers as possible and to insure that Swampscott authors are represented in the collection.

Swampscott's fiction reading public require bestsellers, mysteries, literary novels and classics in equal measure. Their taste for contemporary authors is strong and many request titles they learn about through various media outlets. The library is interested in getting as many copies of bestsellers to patrons as possible and purchases 1 copy for every 3-4 reserves.

## C. Reference

The Library evaluates all reference sources for their authoritativeness, relevance to current issues and curriculum, patron demand, long term value, and cost.

While the library continues to maintain the print reference collection, it is careful to weigh the relative value of purchasing any work against the possibility of viewing the same information electronically as either a free or subscription database. Often, Internet sites provide the up-to-date content not available in a published work that is critical to a user's needs.

## D. eResources (Electronic Resources)

The Library's goal is to provide information resources available via the Internet on a subscription basis either through joint purchases with NOBLE or individually.

Joint purchases keep costs down and ensure ease of use by library patrons. The following criteria apply: price of electronic format, remote access capability, authority, accuracy, anticipated demand, training requirements for staff/public, and licensing fees and usage restrictions.

## F. Local History

## G. Magazines and Newspapers

Magazine subscriptions continue to be a vital part of the library experience for many individuals. Patrons enjoy coming in to sit and peruse a well-rounded assortment of popular titles as well as specialized topics.

All magazine titles selected for the collection will be available for circulating.

## H. Music Recordings

The overall goal is to represent all genres of music.

## I. Spoken Word Recordings (Compact disc, and downloadable)

The spoken word collection is extremely popular and in constant demand. We purchase only unabridged copies of titles.

The Library collects novels, mysteries, adventures, best sellers, classics of literature and myriad non-fiction topics. Factors to be considered in choosing the best spoken word recordings are: popularity, quality of readers' voices, and quality of recording. Availability of replacement discs is an important consideration.

## J. DVDs

The DVD collection is comprised of Hollywood, independent and foreign feature films, television shows, documentaries and educational productions, music and dance performances, and other nonfiction DVDs on such popular subjects as exercise, history, and travel. Selection criteria are as follows:

Feature films to meet the viewing demands and interests of various age groups will be considered for purchase. Contemporary movies, classics, television shows, and films receiving Academy Award nominations or other national/international recognition will be considered for purchase.

Materials that are primarily designed for classroom use and those of a highly technical or industrial nature will not be purchased. Educational materials on relevant topics that are designed for individual use but may have classroom applications will be considered.

## K. Young Adults

Young Adult materials are separately identified with the goal of a smooth transition from children's materials to the general collection. Through carefully chosen materials and through individual and group guidance, young adults are introduced to the library's complete resources and encouraged to continue using them.

The Young Adult collections are chosen for patrons of about 11-18 years of age, with awareness of the variety of interests, backgrounds, reading skills, and development levels within this age group. The collections are for browsing and are designed for the teenager, not in his/her role as student, but rather to satisfy his/her special recreational, emotional and informational needs. Reference resources are

available in the Reference department and through the Library website, many of which are specifically selected with this age group in mind.

Non-fiction materials for the curriculum and other topical areas are ordered as well and shelved with adult materials with a “YA” sticker on the spine.

## L. Materials Not Collected

As a rule, the Library does not buy textbooks used by the local schools, college or universities, as it is the responsibility of the libraries of those institutions to provide copies of these course materials to their students.

# V Selection Process

## A. Responsibility for Selection

Ultimate responsibility for all library policy lies with the Board of Trustees. Final responsibility for selection of materials rests with the Director who operates within the framework of policies determined by the Board of Trustees. The Head of Circulation and Adult, Head of Children’s Department, Head of Reference Department and Head of Technical Services are responsible for overseeing collection management. All professional librarians have collection development responsibilities for specific subject areas and formats.

Every effort is made within the region and the state to promote and participate in cooperative programs for the interlibrary loan of scholarly, specialized, costly or seldom used materials. The Swampscott Public Library is a member of NOBLE which provides automated resource-sharing.

## B. Community Participation

Involvement by the community in the selection process is encouraged. Several mechanisms are used for garnering and assessing the interests of our patrons including: analysis of pending reserve requests, purchase suggestions submitted by library users and questionnaires and surveys administered by the library. User suggestions for purchase will be evaluated in accordance with the Collection Development Policy.

## C. Selection Tools

Among the sources used by librarians for selection of materials are professional library journals, including but not limited to Library Journal, Booklist, Horn Book and School Library Journal. Trade journals, subject bibliographies, publishers’ promotional materials and reviews from reputable sources expand the search process. It is also the

responsibility of each selector to be aware of and examine local publications, the media, and reliable Internet sources. Browsing local bookstores with good displays is also encouraged as an additional method to gather material that is popular and topical.

## **VI Preservation and Maintenance**

### **A. Preservation**

The library treats seriously the importance of a collection that reflects the past as well as the present. The library takes care of those materials that have longstanding value. We store many of our historic items in acid-free folders and other encapsulating boxes. We participate in any and all digitizing programs to maintain our collection.

### **B. Replacement/Retention**

Content, use, condition and inherent value determine whether materials should be retained. Material formats that disintegrate but which are highly desirable are rebound or replaced if possible. An item that is damaged or lost is often replaced if still popular. Librarians utilize special circulation and lost item reports to make these determinations.

### **C. De-acquisition**

De-acquisition, or weeding and discarding materials from the collection, occurs on a systematic basis and is necessitated by limitations of space, obsolescence of material, lack of use over extended period of time, physical condition of the item, and acquisition of new materials; the same criteria that are applied to the purchase of new books will be applied to the discarding and weeding of books.

## **VII Reconsideration of Library Materials**

### **A. Intellectual Freedom**

The Library makes available a wide diversity of ideas and viewpoints in support of an informed citizenry and a democratic society. The library supports the individual choice and judgment of its users in seeking information, and upholds the freedom of library users to read, view, and listen.

Decisions to select or retain an item are based on the merits of each work or information source as it relates to the goals and coverage of the collection. The library considers the values of each item in its entirety and within the context of the collection, not on specific passages or sections in the item itself. Materials are not

marked, labeled, or sequestered to show approval, disapproval, or judgment as to suitability or content for particular audiences. Materials are not excluded, removed, altered, or suppressed

because of their creators' origin, background, or views, or because they represent a particular aspect of life, frankness of expression, or controversial subject matter.

Inclusion of an item does not constitute endorsement of its content by the Library Board. While a person may reject materials for him/herself and his/her children, he/she may not restrict access to the material by others. Selection of materials for adults is not constrained by possible exposure to children or young adults.

Responsibility for children's use of library collections rests with their parents, guardians, or caregivers.

## B. Reconsideration Procedures

Library users occasionally object to titles that have been selected for the collection. Persons seeking the reconsideration of a book, video, compact disc, or other item are asked to complete a "Request for Reconsideration of Library Materials" form, available at the Reference Desk. The library, upon receipt of a completed form, reviews the item for inclusion in the collection in light of the library's overall objectives, its Collection Development Policy, the Library Bill of Rights, and ALA guidelines on intellectual freedom.

The Library Director will respond in writing to the patron within 30 days of receipt of the "Request for Reconsideration of Library Materials" submission. If the patron wishes to appeal the Library Director's decision, they can request, in writing, an Appeals Hearing to be held at a Board of Library Trustees public meeting.

## VIII Special Formats

New formats will be considered for the collection when industry reports, review articles and local requests indicate that a significant portion of the community has the necessary technology to make use of the new format. The following factors must be taken into consideration when deciding whether to add a new format to the collection: availability, cost and the library's ability to acquire, process and circulate the items in each format.

## IX Special Collections

### A. Local History

Please see part IV Materials above.

## B. Foreign Languages

The Library serves a large Russian population who are heavy library users. Nearby communities have even larger populations. The Russian collections consist of primarily major Russian classic and contemporary Russian best sellers. Other topics are variable, but include biographies, religion, cookbooks, how-to books, Russian translations of American best sellers and Russian magazines.

## **X Children's Materials**

Staff qualified by education and experience is responsible for the selection and evaluation of the children's collection. This includes both book and non-print materials.

Materials are chosen for children from birth to about age 12 as well as for parents, teachers and caregivers. The library serves the recreational and popular interests of children and also serves as a complement and support to the school curriculum.

### A. Non-Fiction

Non-fiction for children is selected to serve the varied informational needs and demands of children from pre-school to grade 6. Particular attention is paid to providing materials that complement the curriculum in the elementary schools.

### B. Fiction

Fiction materials are selected in specific formats that suit different ages.

### C. Picture Books

These are generally designed for adults to read to children. The illustrations are a predominant feature. Some picture books are designed specifically to appeal to older children and depending on their subject content may be shelved with other parts of the collection. (Recently this has seemed to be a trend in publishing).

### D. Easy Readers

These are selected for children who are learning to read. They usually have a controlled vocabulary, large print and page layout that enhance the flow of sentences. They still have plenty of illustrations.

### D. Fiction – often referred to as “Chapter books”



These are selected to appeal to the interests and experiences in second through seventh grade. The content is age appropriate and choices are made from well-known review sources.

## E. Paperbacks

A variety of popular titles of fiction at all reading levels are purchased in paperback format. Usually books in series are purchased in paperback.

## G. Parent's Collection

Books are selected for adults dealing with children (parents and caregivers). Topics covered are growth and development and education. We strive to have books on timely topics. Picture books regarding discussion topics for adults and children are also available. Topics may include: death, divorce, learning disabilities, bullying, etc.

## H. Periodicals

A collection of the most popular and educational titles of general interest is maintained.

## I. Non-print Materials

Multi-media kits, computer games, toys, and games are collected.

## J. DVDs

The collection of DVDs for children is selected for entertainment and also for educational topics intended to satisfy the curiosity of children up to the age of 12.

## K. Sound recordings

Selections of stories, music and songs that are enjoyed by children from infants to age 12 are made. They are purchased in CD format.

## L. Books on CD/Playaways

Selections for this collection are carefully made from well-reviewed sources of the best in literature for children from about grades one through seven.

## M. Kits

This collection includes CDs with an accompanying book of fiction, folk and fairy tales, biographies and language learning. With the language kits we try to reflect some of the variety of languages used in the area.

## **XI Gifts and Memorials**

The library accepts monetary gifts intended for the purchase of library materials when donors' intentions for the gifts and the library's collection objectives are consistent.

When the library receives a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature or subject area of the materials to be purchased will be based upon the wishes of the donor. The library staff in accordance with the needs and selection policies of the library, however, will select specific titles. Donors also have the option of contributing to an endowment fund maintained by the library. Persons who pay for gift books will have the names—and the name of the person in whose honor or memory the book is purchased— entered on a library bookplate to be placed in the book. The library will send a card to whomever the donor of a memorial gift specifies.

Once the library accepts a gift or donation that item becomes the property of the library and becomes subject to the same use or disposal criteria as all other items.

All donations will be governed by the Donor Policy.