



Collection Development Policy

Purpose & Goals

It is the aim of the Auburn Public Library (APL) to meet the informational, educational, cultural and recreational needs of our patrons by providing library materials and information sources in a variety of formats and reading levels in accordance with the mission and strategic goals of the library, the varied interests of patrons, and budgetary and space constraints.

The Auburn Public Library's Collection Development Policy guides APL staff in maintaining the APL's physical and digital collections, and is intended to provide transparency to the public about how materials are selected, acquired, maintained, and discarded.

Statement of Principles

The [Freedom to Read Statement](#) of the American Library Association and the [Library Bill of Rights](#) are guiding documents to the Collection Development Policy and are endorsed by the APL Board of Trustees and the APL Director.

Materials are collected that are appropriate to the library's role as a town library and as a supporting member of the CW MARS library network.

The inclusion of any item in the library's collection does not constitute an endorsement by the Library or the Town of the item's subject matter or views.

Responsibility for Materials Selection

The ultimate responsibility for collection development rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The Library Director delegates the selection of materials to library staff who are responsible for subjects and sections in their areas of expertise and guided by the criteria in this policy.

Materials Selection Process

APL staff, as delegated by the APL Director, use their familiarity with the community, other library resources, the existing collection, and the APL's materials budget to make acquisition decisions as objectively as possible. Additionally, a variety of tools are used to aid in the awareness and selection of materials, including such sources as professional review journals, publishers' catalogs, purchase plan alerts, and patron and staff recommendations. The library makes a good-faith effort to collect materials in all available, popular formats, whether print, media, or digital/electronic.

Community Participation

Several mechanisms are used for garnering and assessing the interests of APL patrons including: analysis of pending reserve requests, purchase suggestions submitted by library users, and surveys administered by the library.

APL Library staff encourage purchase suggestions from patrons, and items may be acquired if such suggestions fall within the collection development criteria.

Donations and Gifts

The APL selectively accepts gifts of books and other materials for public use, adhering to the following rules:

1. Materials may be added to the collection if they fall within the scope of the library's Collection Development Policy.
2. The APL does not provide financial appraisals of gifts. The appraisal of a gift to the library for tax purposes is the responsibility of the donor.
3. No conditions may be imposed relating to any gift. The library, in accepting the gift, obtains free and complete legal title to it.

The APL reserves the right to utilize donated materials in whatever way best benefits the collection and services. Donated items may be discarded or sold as determined by the APL staff.

Collection Development Criteria

The APL's collection provides a wide range of literary, cultural, educational, informational, historical, and recreational materials for people of all ages and abilities. The library makes a good-faith effort to collect materials in all available, popular formats, as well as to meet accessibility needs of the hearing and visual impaired. When available, materials offering different opinions and viewpoints are intentionally collected.

Categories in the general library collection include, but are not limited to, fiction, non-fiction, periodicals, audio-visual materials, and reference resources.

An item need not meet all of the following criteria to be selected, but should not have significant negative evaluations in any one criterion. Physical space requirements, the APL's budget and available funding are overarching considerations.

General Collection Criteria

- Availability of similar materials in other area libraries
- Cost relative to the value the item contributes to the collection
- Creative, literary or technical quality
- Durability and condition of the material
- Evaluations in professionally recognized critical review sources
- Format suited to making the collection accessible by all
- Local interest or community relevance
- Public demand and anticipated demand
- Reputation and qualifications of the author, creator or publisher of the work
- Relationship to the existing collection
- Representation of diverse points of view
- Significance, timeliness, or permanence of subject matter
- Scope and accuracy of subject matter

Children's and Young Adult Collections

The library collects print and audiovisual materials to stimulate creativity and to satisfy children's and young adults' needs for information. The materials, including fiction, non-fiction, magazines, and audio-visual media are organized for easy access, and based on the varied literacy levels of children and young adults.

In addition to the General Collection Criteria, annual curriculum and reading lists from the Auburn Public Schools inform selection of new materials for the Children's and Young Adult collections. Responsibility for supervising children's use of the library and library materials rests with parents or legal guardians. Selection of library material for the general collection will not be inhibited by the possibility that materials may come into the possession of children.

Library of Things

The Library of Things is a collection of non-traditional materials that aims to provide access to resources that community members may not otherwise have, which are intended to help patrons save money, reduce waste, and encourage curiosity, recreation, and self-guided learning. In addition to the General Collection Criteria, selection of "things" is based on usefulness, accessibility, safety, and ease of use without specialized training; as well as availability of space, budget, staff resources, and maintenance requirements.

For complete details, see the [Library of Things Policy](#).

Local History

The APL makes an effort to collect and maintain materials having to do with the history of Auburn. The Local History collection is shelved within the Library's Reference section and is available to view by request. The Local History collection is selected and withdrawn based on the same principles set forth elsewhere in this policy.

Electronic Materials

The APL's website (<https://auburnlibrary.org/>) serves as a gateway to the library's electronic resources including online databases and digital collections of e-book and audio book formats, digital periodicals, music, film, and more. Electronic platforms and materials are selected and withdrawn based on the same principles set forth elsewhere in this policy.

Displays

The APL occasionally displays collection materials to draw patron's attention to the variety of topics covered and to the assortment of formats offered by the library's collections. Topics of displays generally reflect upcoming Library programs, national and local awareness campaigns, staff recommendations, popular authors, bestsellers, and/or current events.

The displays are regularly rotated and selected based on the same principles set forth elsewhere in this policy.

Maintenance of the Collection

Deaccession, 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 an extended period of time, physical deterioration 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.

An item that is damaged or lost is often replaced if still popular. Materials no longer useful to the APL's collection will be sold, passed on to other libraries, or otherwise disposed of.

Reconsideration of Library Materials

The APL adheres to and supports the Library Bill of Rights and the Freedom to Read Statement which state that censorship is purely an individual matter. While anyone is free to reject books and other materials that they do not approve of for themselves, an individual cannot exercise this right of censorship and restrict the freedom of other persons to read or use library materials. Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

Reconsideration Procedures

Concerns about materials offered at the Auburn Public Library may be expressed by completing a Request for Reconsideration of Library Materials form (Appendix A) and returning it to the Library Director at 369 Southbridge Street, Auburn, MA 01501. Patrons submitting a Request for Reconsideration will be given a copy of this Collection Development Policy, the ALA Library Bill of Rights, the ALA Freedom to Read Statement, and the ALA Freedom to View Statement (Appended to this policy). Anonymous submissions will not be considered, nor will submissions from individuals or stakeholders not residing in Auburn, Massachusetts. During this process the library material remains in the library collection.

A request for reconsideration will be reviewed by the Library Director or their designee, who will respond in writing to the patron initiating the request. The patron may choose to appeal the decision to the APL Board of Trustees. Such appeal must be made in writing and delivered to the Library Director. The decision of the Board of Trustees will be final. Once a title or material has undergone the reconsideration process it will not be reviewed for reconsideration again within the following 12 months.

Approved by the Library Board of Trustees 7/2/2025

Auburn Public Library
369 Southbridge Street | Auburn, Massachusetts 01501
(508) 832-7790
<http://www.auburnlibrary.org>



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Reconsideration of Library Materials Request Form 5-31-23

Upon completion, this form should be returned to the Director of the Auburn Public Library, either electronically to the Director's email, in person, or mailed to the library.

All persons submitting requests must be at least 18 years of age and a **current** resident of Auburn, MA.

Please be sure you have read our *Collection Development Policy* prior to submitting a request.

*This form must be completed in its entirety before a review will take place.

Requestor Information

Name _____ Date _____

Address _____

Email address _____ Phone _____

Preferred method of contact _____

Are you completing this form on behalf of an organization? Yes ___ No ___

If Yes, which Organization? _____

Material in Question

Title of material _____

Author _____

Format (book, movie, etc.) _____ Year of publication _____ ISBN _____

What population is this material intended for? Adults ___ Teens ___ Children ___ General ___

Have you read the entire book, seen the entire film, or listened to the complete recording? Yes ___ No ___

If not, what section(s)/pages did you review? _____

What brought this material to your attention? _____

What action are you requesting? _____

What concerns you about this material? Please be thorough. _____

Do you see anything valuable about this material? _____

Are you aware of the critical opinion (for example, published reviews) of this material? _____

What other materials of quality or relevance on this subject would you recommend?

Is this your first request for reconsideration?

Thank you for completing this Reconsideration Form
Your responses will be reviewed by the Library Director or their designee within 2-4 weeks.
If additional information is required, you will be contacted.
You will be notified of the results of your reconsideration request.