

# COLLECTION DEVELOPMENT POLICY

Approved by the Auburn Public Library Board of Trustees May 31, 2023<sup>1</sup>

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## INTRODUCTION

Libraries are the public learning center of our community, and the place people turn to with the power of free access to information for all. Community needs drive our services. The Board of Trustees and all Library management and staff take a personal interest in ensuring that they are delivered in a welcoming and responsive manner.

The Library provides a wide range of information and materials to Auburn residents, using both traditional and innovative technology, and encourages and supports the civic, intellectual, and cultural pursuits of the community. We strive to meet these objectives with continuous sensitivity to the changing needs of the community. We adapt our services to meet and evolve these needs. The library also provides a friendly physical environment which can serve as a community meeting place.

### Mission Statement

The Auburn Public Library is dedicated to the promotion of lifelong learning, personal and professional enrichment, and a love of reading. The Board of Trustees and Library staff strive to ensure free, equal, and confidential access to all collections and informational services, to maintain the library building, and to anticipate and prepare for future library service needs in the Auburn community.

### Vision Statement

The Auburn Public Library is a comfortable and welcoming place where people of all ages and cultures come together, in person or online, to experience the joy of reading, express their creativity, satisfy their curiosity, and create and share content. The library is the hub of the community, and sustains itself through excellent customer service, careful stewardship of financial and physical resources, and attention to evolving needs of the community.

## **RESPONSIBILITY FOR THE COLLECTION DEVELOPMENT POLICY**

The Board of Trustees is responsible for the Collection Development Policy (CDP). We endorse the *Library Bill of Rights*, a fundamental philosophy statement formulated by the American Library Association. The Director administers policy set by the Trustees and is responsible for all day-to-day operations of the library.

Individual decisions regarding selection and acquisition of materials, deselection, and discarding are delegated by the Director to specific staff members who are responsible for subjects and sections in their areas of expertise and guided by the criteria in this policy.

## **GOALS OF THE COLLECTION DEVELOPMENT POLICY**

It is the aim of the library 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 goals of the library, the varied interests of our patrons, and budgetary constraints. Materials are collected that are appropriate to the library's role as a town library and as a supporting member of CW MARS.

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. The Board of Library Trustees and Library Director upholds the principles of intellectual freedom as stated in the American Library Association's *Bill of Rights* and the *Freedom to Read* Statements.

## **FUNDING**

Materials purchased for the collection of the Public Library (books, programs, "things," and other activities) are paid for with funds provided through the annual operating budget from the Town. Additional funds are sometimes provided through grants to the Library, BOT trusts, and from the Friends of the APL.

## **SUBJECT AREAS**

### Guidelines for Specific Subject Areas and Formats

Our collection provides a wide range of literary, cultural, educational, informational, and recreational materials for people of all ages. Collections include popular and in-demand materials as well as special formats, such as large print books, foreign language materials, school and career information, consumer, health, and medical information. In addition, the Local History Collection preserves and documents the local history and provides a broad scope of information of local interest.

The variety of formats collected include but are not limited to:

Print: books, large print books, magazines, newspapers, pamphlets, and maps.

Audiovisual Media: DVDs, books on CD and music on CD, and an extensive collection of Vox™ books with a built-in audio reader

Electronic Media: databases, software, electronic books, downloadable audio books, and DVDs. The library also provides access to the Internet.

### Fiction

A significant focus of the collection for adults is on current literature including popular and classic titles, diverse genres, and special interest materials. A significant number of published (does not include self-published) fiction titles, with emphasis on major authors and the most popular examples of a genre, are collected. Patron requests for materials influence the number of copies added to the collection. Works of genre fiction are selectively purchased to reflect community and CW MARS demand for them. Short story collections, first novels receiving favorable reviews, and experimental works are selectively collected. Controversial materials of recognized literacy merit, as determined by the Director and based on the collection development policy, may be acquired.

### Non-Fiction Material

The library collects recognized, standard works as well as timely materials for current demand. Non-fiction may be excluded for inaccurate information, lack of integrity, sensationalism, intent to promote hatred or intolerance, and content that is too limited or specialized. In the case of controversial questions, variety and balance of opinion are sought whenever available. The Library Director makes the final determination of materials to include in the collection based on the CDP.

Materials are available for all ages and reading levels and in a variety of formats and include materials for the hearing and vision impaired. When available, materials offering different opinions and viewpoints are intentionally collected. Standard textbooks are not typically purchased. While most nonfiction materials are selected for their utility, others are acquired for their capacity to enrich and entertain. As new fields emerge, the library attempts to respond with timely additions. When choices exist, selection is based on readability, clarity, and appeal to the generalist rather than the specialist. Requests from library users are given high priority.

## Periodicals

The library provides representative periodicals titles in a wide range of subjects of reference value and recreational interest to support our mission as a town library. Selection of adult periodicals is based on community interest, budget, space considerations, and periodical holdings of other libraries in the area. Requests from patrons are considered using the same criteria. Periodicals and newspapers are acquired for both casual reading and research purposes and may be provided in both print and electronic formats.

Many periodicals purchased by the library and others are available through Library membership in the CW MARS Consortium. Titles may be available in print, through the catalog, or through the Libby Library app.

## Audiovisual Collections

1. The *music audio* collection represents significant performers, composers, and styles of popular and classical music, including a variety of cultures and traditions. Quality of content and performance, production values, and diversity are considered.
2. *Audiobooks* include both fiction and non-fiction titles, collected according to the same criteria as books, with the additional consideration of quality of the performance and recorded production. Audiobooks are collected in primarily unabridged formats, though abridged will be considered when appropriate to the topic.
3. *Video recordings*, including DVD and Blu-Ray, include contemporary and classic feature films as well as performances in music, dance, theater, and comedy. The library collects non-fiction video including, but not limited to, documentaries, health, travel, history, science, local concerns, “how-to” subjects, and self-paced instruction. Whenever possible, DVD format and not Blu-Ray is collected.
4. **Downloadable Ebooks, and Audiobooks**  
The library provides access to a collection of downloadable ebooks, and audiobooks are made available to our patrons by virtue of our membership in CW MARS.

## Reference

Within budgetary limits, and recognizing the availability of internet resources, the Reference Collection provides information on a wide range of subjects of current and recurrent interest for the layperson. Materials include print resources and online products. The Massachusetts Library System and the Massachusetts Board of Library Commissioners provide many of the online products. Factors considered in the selection of reference materials are authority, reliability, scope, treatment, arrangement, format, cost, and existing holdings.

### Children's and Young Adult materials

The library collects print and audiovisual materials to stimulate creativity and to satisfy children's and young adults' needs for information. The materials are organized for easy access, given the varied literacy levels of children and young adults.

1. Young Adult materials are purchased for teens and include fiction, non-fiction, videos and DVDs, and magazines.
2. Children's and Young Adult movies are two distinct collections. The library does purchase some PG-13 and a very small percentage of movies that are rated R.
3. Children's and Young Adult Reference is sometimes purchased to align with the school curriculum. Summer reading materials are reviewed and added to annually, to support school reading lists.
4. Children's resources include a wide variety of materials that appeal to children and young adults from varied backgrounds and families, religious affiliations, ethnicities, and sexual orientations.

As stated in *Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights*, "Parents-and only parents-have the right and the responsibility to restrict the access of their children – and only their children – to library resources. Librarians and governing bodies have a public and professional obligation to provide equal access to all library resources for all library users."

### Academic Titles

Many published books are too specialized, too narrowly focused, or too academic to fit the parameters of the Town's Library's collection goals. Books within those categories may have received excellent reviews, but do not meet the needs of the general audience that frequents a public Library. Unless the content of the book is

of local interest and generates significant local demand the library does not generally purchase and add these titles to the collection. School and college textbooks are also excluded.

### Genealogy and Local History

Copies of local history books on Auburn and other local towns are acquired for the circulating collection while in print. The circulating collection also contains historical interpretations and narratives of local history that do not fall within the domain of quick reference. Basic genealogical handbooks are acquired for the circulating collections.

The local history collection is a unique and valuable source of local history available for both residents and non-residents of Auburn who are interested in the town, its people, and heritage. The small collection focuses on information about the town of Auburn, with a valuable set of notebooks containing information about the Towns' houses and genealogies.

The local history collection is primarily research and historical in nature. Local history and genealogical materials relating to Auburn are particularly sought for this collection whether they are current or retrospective. Various works of local histories, local newspapers, vital records, town reports, yearbooks, photographs, and books about the area are available in the history room by request. The local newspaper was collected on microfilm until 2013 for permanent preservation and research. Since 2014 the *Auburn News* and the *Worcester Telegram & Gazette* are available in electronic data bases. The Library may work in partnership with the Auburn Historical Society to make materials accessible; the society collects and preserves appropriate artifacts.

### Self-Published and Local Authors

**Self-Published:** The Library rarely acquires self-published books due to space considerations, scope of the library's collection, and value to CW MARS. Titles that are self-published are not added to the collection unless there is a compelling reason to do so (valuable local content, high local interest). Self-published materials will fall under the same guidelines as the rest of the collection regarding removal.

**Local Authors:** In the interest of supporting the Auburn writing community and providing a place for residents to share their work, the library may accept a single copy donation of self-published materials by a local author or about the Auburn area in a format suitable for circulation and the author must currently

reside in Auburn. Local authors' works are rarely integrated into the general collection due to space and other considerations. The works must fit within the library's general guidelines for acquisition, except the requirement that they be reviewed in professional journals will be waived.

## SELECTION CRITERIA

It is the library's responsibility to weave many considerations when purchasing an item. These areas include the content, potential use, need, purpose, medium, and format of the content that best meet the needs of the users. Other considerations in selecting a format include cost and available space for storage and display. New formats purchased by the library are based on current and future user needs. Digital (including online databases and downloadable resources) or print materials may be determined as the best format to provide certain information to Library users.

Selectors consult professional library literature and publishing reviews for all holdings, including media, examine other libraries' holdings from the CW MARS catalog, and review suggestions directly from the public and other Library staff. Items will be purchased if there is heavy demand, even though reviews may be unfavorable or other items on the same subject are in the collection

The library attempts to provide differing viewpoints on all major public interest issues. Inclusion of a particular item does not indicate endorsement of its contents but, rather, is acknowledgement of the existence of that point of view. The library recognizes that many works are controversial and that any given item may offend some individuals. Selection is not made based on anticipated approval or disapproval but solely on the merits of the individual work. No item in the library's collection is marked or identified to indicate approval or disapproval of its contents or to restrict its use except for the purpose of protecting it from damage or theft.

The library does not purchase standard textbooks. Collection development decisions are focused on meeting the needs of the layperson rather than the technical or scholastic specialist.

### Selection for Children

The goal of collection development for children is to provide materials that suit their varied interests and reading abilities. The same criteria are applied in the selection of materials for children as are applied in the selection of materials for adults.



Responsibility for the use of library materials by children rests solely with their parents or legal guardians. Selection of or access to materials in any area of the library is not restricted by the possibility that children may obtain materials which their parents might consider inappropriate. The library does not operate *in loco parentis*.

### **FORMATS**

The library provides free access to materials in a number of formats (print, media and electronic) to all patrons. Library users make their own choices as to what they will use based on individual interests and concerns. The library supports the right of each family to decide which items are appropriate for use by their children. Responsibility for a child's use of library materials lies with the child's parent or guardian. The Auburn Public Library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the *Library Bill of Rights* and the *Freedom to Read* and *Freedom to View Statements*.

### **LIBRARY PROGRAMS AND SERVICES**

The Children's Department offers a variety of programming. Multi- week sessions of story hours are offered. Special programs for children are offered throughout the year, which may include including sing-alongs and performances. Summer Reading programs are featured during the summer months.

The library also provides a variety of programming for adults on a regular basis, for the purposes of education, cultural enrichment, and entertainment. Programs reflect the interests and requests of the Auburn community including but not limited to, crafts, musical presentations, lectures, author's talks, financial literacy, life skills, computer literacy.

The library makes available its meeting rooms to groups and organizations. Certain criteria apply; use must not interfere with regular library services or programs. (See Merriam Room policy for guidelines.)

The Auburn Public Library provides a significant, diverse collection of museum passes that offer library users free or discounted museum admission. Library patrons over the age of 18 and registered in the CW MARS system with a card in good standing may reserve passes up to 7 days in advance of their intended museum visit. Complete borrowing guidelines for the museum and local attractions passes are available in the library in print and from the separate, supplemental

museum pass website available from the library's main website, and from a digital touch screen television near the circulation desk.

Internet access for the public is provided through CW MARS and funded through the municipal budget. Access is available through public terminals or using wireless with computers or devices brought in by the public. Wireless access also extends to approximately 80' outside of the library and is always available. Patrons are required to accept the terms of use set by CW MARS when logging in, either inside or outside of the library.

## **COMMUNITY ANALYSIS & USER GROUPS**

### **Community Information**2020 Census Data

The library has served the Town of Auburn's residents and those of the surrounding communities since it was established in 1891. The Town of Auburn has been slowly growing and becoming more diverse. Below is a snapshot of the Auburn population right now:

The 2020 Auburn, MA, population was 16,889. There are 1,090 people per square mile.

3.7% are under 5 years of age.

21.2% are under 18 years of age.

20.2% are over 65 years of age.

According to the 2020 census, 91.2% of people are White, 4.7% are Hispanic, 2.4% are Asian, and .7% are Black or African American. 7.5% are foreign born. 8.9% of households have a language other than English spoken at home.

Median household income is \$82,388.

The poverty rate is 3.4%.

90% of Auburn households have a computer, and 85.5% have an internet subscription.

93.7% of people over 25 have a high school degree or higher.

41.4% of people over 25 have a bachelor's degree or higher.

7.1% of persons under 65 have a disability.

## **OBJECTIONS TO LIBRARY MATERIALS**

Library management respects the Freedom of Information for its users and adheres to the principles expressed in the American Library Association's *Library Bill of Rights*, *Freedom to Read*, and *Freedom to View* statements. The library seeks to provide information on all viewpoints and controversial subjects. Language, situations, or subjects that may be offensive to some community members do not disqualify material whose value is to be judged in its entirety. The library recognizes parents and legal guardians as the parties responsible for the reading and viewing habits of their children. The selection of materials for the adult collection is not restricted by the possibility that children may obtain materials their parents or guardians consider inappropriate.

If an individual wishes to express concern about or objects to particular Library materials, the Library will request the individual complete a "Reconsideration of Library Materials Request Form," (copy is appended) and is available upon request. The Library Director will review the title, evaluate the original decision for the purchase of the material, meet with Library staff or others at her discretion, and meet with the individual to review the concern. The Director will make a written ruling on the request, based on the Collection Development Policy. If requested, the BOT may, but is not required, to accept an appeal.

## **ACCESSIBILITY TO MATERIALS**

The library maintains a large and diverse collection of materials. The library strives to make its collections as accessible as possible, both by selecting materials accessible to patrons with different learning abilities, educational levels, and physical needs, but also by providing assistive technology and other accommodations as needed.

### **Assistive Technology and Collections**

The library provides a variety of assistive technologies. Assistive technologies that make the library's collections more accessible include:

- Handheld magnifiers (in-library use)
- Two devices:
  - Closed circuit Topaz XL HD desktop electronic video  
(In-Library use)
  - SARA CE self-contained scanning and reading appliance.

A talking book reader for use with materials from the National Library Service for the Blind and Physically Handicapped is available at the Worcester Public Library. Patrons who would benefit from additional accommodations are encouraged to contact Library administration.

### **Physical Access to Collections**

Library staff are always happy to help you retrieve library materials. If you encounter any difficulty reaching the materials you need, please let library staff know; they will be happy to assist you.

## **SUPPLEMENTAL COLLECTION MATERIALS**

Neither the Auburn Public Library, nor any library can expect to fill every patron request from their own shelves. The purpose of cooperative, reciprocal collection development, such as with the mission of the CW MARS Consortium, to which the Auburn Public Library belongs, is to support patron requests from every certified library in meeting patron demands for materials that lie outside the scope of the individual Libraries' collections.

To supplement its collection, the Auburn Public Library makes use of materials borrowed from other libraries through cooperative agreements for Interlibrary Loan (ILL). The Auburn Public Library belongs to the Massachusetts Library System (MLS) and is a member CW MARS automated library consortium that facilitates efficient resource sharing and rapid access to information for users of its member libraries through computer and support services. As of January 2023, CW MARS includes 158 certified members. The Auburn Public Library does not loan to members of decertified libraries. The CW MARS catalog currently contains over 7,814,533 physical items. Materials from other Massachusetts library systems may be requested by staff and patrons through the statewide Commonwealth Catalog (ComCat), and from libraries nationwide through a mediated interlibrary loan service.

Interlibrary Loan is not intended as a substitute for the development of adequate collections based on the needs of a member library's service area and patrons. Requests for titles are evaluated for potential use and cost-effectiveness and may be added to the collection despite the existence of copies in other CW MARS libraries. In addition, when areas in the collection are inadequate to meet regular patron demand, purchases may be made to correct the situation rather than relying on Interlibrary Loan.

The Massachusetts Board of Library Commissioners (MBLC) provides online databases statewide, including current periodicals and topics of general interest. Other electronic subscriptions are purchased by the Massachusetts Library System

and with other CW MARS libraries, providing efficiencies in costs while meeting patron demands. The Auburn Public Library provides access to additional electronic materials, which may be restricted to Auburn residents, to meet local patron needs.

## **WEEDING, MAINTAINING and EVALUATION**

Library collections should be fresh, exciting, uncluttered, and attractive. Weeding the library collection is as much a routine as the acquisition of new books. The goal of the Auburn Public Library is that each section of the collection is to be weeded on an ongoing and annual basis to keep the collection vibrant.

The library utilizes several collection development methods:

- The CREW (Continuous Review, Evaluation, and Weeding) method.
- The Misleading, Ugly, Superseded, Trivial, Irrelevant, or Obtained elsewhere (MUSTIE) method.
- Ongoing, Auburn-specific weeding and replacement methods that take into consideration availability of newer, updated resources, and usage statistics.

Collection development and management is specific to certain collections. Some collections, such as literature, are evaluated for use but not for date-specific materials; others, such as science, health, and medical information may be reviewed more frequently. The children's collection is reviewed and updated on an ongoing basis. Space limitations, available and use of digital resources also impact collection development.

A systematic removal of materials no longer useful to the library is essential. Collection analysis and management is the continuous examination and thorough review and assessment of library materials for the purpose of maintaining and strengthening the collections. Discarding these materials requires judgements as important as those used in original selections. The library does not serve an archival function. Materials which are no longer appropriate for the collection because of outdated or incorrect content, poor condition, irrelevancy to the needs and interests of the community, or lack of use will be identified by appropriate staff members and discarded from the collection according to current and accepted professional practices. Materials discarded due to vandalism, poor condition, outdated content, or lost or stolen items will be considered for replacement. The library has the sole discretion regarding disposition of deaccessioned materials

based on the Collection Development Policy. Items withdrawn from the collection are donated to other non-profit organizations, recycled, or discarded.

If there is a special focus on a segment of the collection, supplemental information should be provided in the monthly director's report.

### **GIFTS/DONATIONS POLICY**

All items given as gifts will be received with the understanding that they are accepted subject to the approval of the APL BOT and when necessary, the Select Board. The Auburn Public Library rarely accepts books. However, the Friends of the Auburn Public Library, a 501(c) (3) charitable organization, does accept book donations and monetary gifts. Items donated to the library are occasionally accepted with the understanding that the gift will be evaluated in accordance with the criteria by which purchased materials are judged. Donated materials are considered with the explicit understanding that such factors as duplication, lack of community interest, processing costs, or inadequate shelf or storage space may prevent their addition to the collection or for permanent retention.

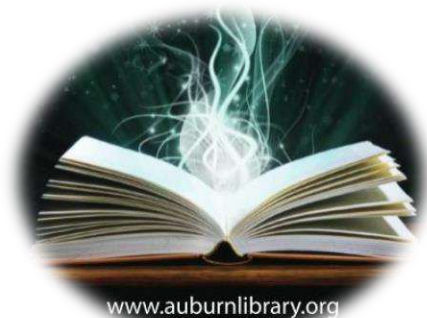
Monetary donations made to the library for the purchase of materials are placed in a Gift Fund and managed by the Library Director, those given to the Auburn Public Library Board of Trustees are usually placed in a trust to be used as necessary for the library. Gifts made to the Auburn Public Library are expended in a manner consistent with the Collection Development policy. The library makes every effort to purchase items in subject areas or formats specified by the donor. However, we cannot guarantee that particular titles will be purchased. All items are subject to the same criteria as other areas of the collection including the perceived need and use to potential patrons. The library may, upon request, identify materials purchased with donated funds by means of a bookplate/plaque that names the donor or the person for whom the donation was offered.

Gifts are accepted with the understanding that the library, if it cannot use them, may at any time deaccess them in any way it deems appropriate. Materials not of use in the library collection may be given to non-profits with a literacy objective and/or to the Friends of the Auburn Public Library. Neither the library nor the Friend's appraise donated books or other gifts. Upon request, gifts to the Friends may be given a receipt for donations which may be used for the IRS.

Occasional updates/edits may be made as necessary, substantive changes require a Board of Trustees vote.<sup>1</sup>

Major resources used by the BOT: AUBURN, FORBES Northampton, GLEASON PL Carlisle, Falmouth, MEEKINS Williamsburg, Greenfield, Brookline

## AUBURN PUBLIC LIBRARY



**369 Southbridge Street  
Auburn, MA 01501  
508.832.7790**

*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 *Collections 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 \_\_\_\_

*Reconsideration of Library Materials Request Form/Page 2*

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 Director of the Library within 2-4 weeks.  
If additional information is required, you will be contacted.  
You will be notified of the results of your reconsideration request.