

Collection Development Policy

I General Statement of Philosophy

A. Library Mission Statement

The Library is a vital community center for all. We create opportunities for lifelong learning, personal fulfillment and enjoyment that make Arlington a great place to live, work, study, and visit. We are committed to services that anticipate and respond to the needs and interests of all who use the library.

B. Statement of Purpose

In order to meet this mission, the library's collection must provide a wide range of materials for users of all ages, all educational levels and all socioeconomic backgrounds. The library acts to fulfill its mission by selecting, acquiring, organizing, preserving, maintaining, and providing access to a collection of print, non-print, and electronic resources that address the interests and needs of a diverse community.

The purpose of the Collection Development Policy is to guide librarians and to inform the public about the principles of collection development.

A policy cannot replace the judgment of librarians, but stating goals and indicating boundaries will assist them in choosing from a vast array of available materials.

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 VII, Section C)

II 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.

III Materials for Adults

The Head of Adult Services is responsible for determining collection areas and assigning them to librarians. The library's Assistant Director also assumes some collection development responsibilities.

A. Non-Fiction

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. Librarians select 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, but consideration is also given to the goal of offering a wide variety of genres and works that reflect the diversity of the human experience.

Arlington's fiction readers seek options in a wide array of genres, both contemporary and classic. Many readers request titles they learn about through various media outlets. To reduce wait times for popular titles, the ratio of copies purchased to number of requests per title is continually examined.

C. E-content

The library provides access to platforms that offer collections of e-books, audiobooks, music and video. Some titles are purchased individually for Arlington patrons, and some are offered through subscriptions to third-party platforms. Content selection is mainly driven by patron

demand. Patrons request these materials through the catalog and through free downloadable apps on their smartphones or other devices.

A portion of the e-book, audiobook, and magazine collection is shared among Minuteman library users. This shared resource is developed by the Minuteman Library Network's Digital Content Working Group, and participating libraries pay an annual Digital Content access fee to MLN.

D. Print Reference

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

E. E-sources (Electronic Resources)

Databases and other information resources are made available in the e-sources section of the library's website. Databases are supported by State funding, group purchasing through the Minuteman Library Network, library State Aid, and private funding sources.

The following criteria apply: price of electronic format, remote access capability, authority, accuracy, anticipated demand, impact upon staff for ongoing maintenance, training requirements for staff/public, and licensing fees and usage restrictions.

F. Local History

Reference materials are acquired for the Historical Collection that pertain to the history of the town of Arlington, Middlesex County, or Massachusetts and its towns. Genealogical materials, particularly those relevant to New England genealogy, are also collected. Selected town and state documents and reports are acquired for the Historical Collection. Materials, whether purchased or donated, include books, diaries, yearbooks, reports, directories, maps, atlases, pamphlets, letters, speeches, minutes, slides, prints, photographs, postcards, films, video recordings, sound recordings, old ledgers, memorabilia and ephemera. Three-dimensional objects are not collected or accepted as donations.

G. Periodicals

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

The titles selected for the collection will be available either as browsing or circulating copies in the Reading Room. Magazines are generally retained for six months to three years, depending on the title.

H. Music Recordings

The overall goal is to represent all genres of music. In addition to music CDs, the Library has retained over 3,000 record (LP) albums of classical, folk, pop and rock music that are unique, have historical value or substantially contribute to the depth of the collection in some way.

I. Audiobooks

The Library collects novels, mysteries, adventures, best sellers, classics of literature and myriad non-fiction topics. Formats include books on CD, Playaways, and downloadable audiobooks. Factors to be considered in choosing audiobooks are: popularity, and quality of recording. Availability of replacement discs is also a consideration.

J. DVD/Blu-ray

The DVD/Blu-ray collection comprises feature films, independent films, international features, television series, documentaries and educational productions, music and dance performances, and other nonfiction DVDs on popular subjects like exercise, history, and travel. Feature films are purchased to meet the viewing demands and interests of various demographics in Arlington. Contemporary movies, classics, television shows, and films receiving Academy Award nominations or other national/international recognition are considered for purchase.

K. Video Games

The library collects games in a variety of genres to be played on current electronic gaming devices. The games are appropriate in content for adults.

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. Textbooks will however be purchased in those subject areas where there is little material in any other format.

IV Materials for Teens/Young Adults

Teen materials are purchased by the Teen Services librarian, and cataloged for teen use. Through carefully chosen materials and through individual and group guidance, young adults are introduced to the library's broader resources, and are encouraged to use them. Formats collected for teen use include print fiction and non-fiction, graphic novels and manga, audiobooks, downloadable e-books and audiobooks, and video games.

The Teen collection is 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 their role as a student, but rather to satisfy their 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 "Teen" sticker on the spine.

The Library fosters a close relationship with the schools and engages in direct contact with middle and high school librarians and teachers. Summer Reading list material is purchased in 5-10 copies or more to support the students and schools.

V Children's Materials

The Head of Children's Services is responsible for determining collection areas and assigning them to children's librarians. Formats include print, non-print, and e-content.

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.

1. 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.

2. 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.

3. 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.

C. Parents’ 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 challenges, bullying, etc.

D. E-content

The library provides access to platforms that offer collections of e-books, audiobooks, music and video for children and families. Some titles are purchased individually for Arlington patrons, and some are offered through subscriptions to third-party platforms. Content selection is mainly driven by patron demand.

E. Periodicals

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

F. Music Recordings

Music CDs are purchased for children from infants to age 12.

G. Audiobooks

Downloadable audiobooks, books on CD, and audio-enhanced print books are purchased for children from about grades one through seven.

H. 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.

I. 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.

J. Video Games

The library collects games to be played on current electronic gaming devices. The games are appropriate in content for infants to age 12.

VI Selection Process

A. Responsibility for Selection

Ultimate responsibility for all library policies lies with the Board of Trustees. Responsibility for the purchase of all materials, guided by this policy, rests with the Director. The Head of Adult Services, Head of Teen Services, Head of Children's Services, and the Branch Librarian 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 Robbins Library system is a member of the Minuteman Library Network (MLN) automated resource-sharing consortium.

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*, *Kirkus Reviews*, and *School Library Journal*. Trade journals, subject bibliographies, 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.

VII Preservation and Maintenance

A. Preservation

Library staff take care of all physical materials according to accepted industry standards, and special care is taken with those materials that have longstanding local value. Preservation photocopying with acid free paper, microfilming (still considered the best long-term solution for many materials), encapsulation, digitizing, rebinding, de-acidifying, custom reprinting and restriction of use are all ways of preserving library materials.

Preservation also means training all staff to safeguard the physical integrity of books and other materials to insure their longevity. This includes learning how to handle books, encouraging patrons to do the same, cleaning them, shelving and storing them properly. Deterioration of materials is a constant challenge for the library community and the library monitors the newest retention and preservation methods in its role as guardian of the documentary memory of the Arlington community.

B. Replacement/Retention

Content, use, condition and relevance are among the factors that determine whether materials should be retained. Material formats that disintegrate but which are highly desirable are rebound or replaced if possible. Likewise, new revelations and changes in culture critically alter many fields of knowledge. As demand decreases, these items are selectively withdrawn from the collection. 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. Deaccession

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 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.

VIII 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 according to their preference.

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 themselves and their children, they 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, CD, or other item are asked to complete a "Request for Reconsideration of Library Materials" form, available at the Reference Desk and on pages 12-13 of this policy document. The Director, 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 American Library Association guidelines on intellectual freedom. The Director responds in writing to patrons who submit a Reconsideration form.

IX 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.

X Special Collections

A. Local History

Please see Part IV, Materials for Adults.

B. World Languages

Library collections include fiction and non-fiction for adults in Chinese, French, Russian, and Spanish. The children's collections include fiction and non-fiction for young readers in multiple world languages.

C. Literacy

The number of Arlington patrons whose first language is not English has increased in recent years and the library has developed a special collection for users and tutors. The library buys books and audiovisual materials to support the educational, informational and career goals of our literacy patrons. Special focus is on ELL (English Language Learner) materials on all levels for reading, writing, test preparation for citizenship and the TOEFL (Test of English as a Foreign Language). Other topics include but are not limited to literature, leisure reading, life skills, and American history.

D. Circulating Art Print Collection

The purpose of the circulating art print collection is to provide framed artwork for home and/or office for the enjoyment of users. Art prints representing a variety of artistic styles and tastes are considered for acquisition. Art reproductions of works by artists prominent in the history of art as well as currently popular graphic art, poster art and photography are purchased. Consideration is given to the quality of the reproduction frame size. No one artist, period or style is given special emphasis in the collection, but in addition to prominent artists' works, the work of local artists is sought.

E. Library of Things

The Library of Things collection for adults and the Discover It Yourself collection for children consist of non-traditional circulating items in various categories, including household tools, kitchen gadgets, board games, and technology devices.

XI Relationship between the Robbins Library and the Fox Branch Library

The Fox Branch Librarian follows the guidelines set forth by the Collection Development Policy listed above, and is responsible for the purchasing and evaluation of the materials that the Fox Library provides. This includes a variety of content for adults, teens, and children in the neighboring community.

Selection emphasizes popular materials for all ages. Provision of materials for in-depth reference is the responsibility of the main library. When the branch is unable to fulfill an individual request, that request may be filled by the main library collection and/or the Minuteman Library Network. In adapting the branch collection to the needs of the area it serves, the branch will occasionally purchase titles and material not included in the collection of the main library. The Fox Library also provides a small selection of fiction and non-fiction books and multimedia geared to the teen population.

The Fox Library is home to a considerable collection for children, which includes an array of materials geared to children from birth to age 12. The Fox Branch Librarian and the Fox

Children's Librarian, qualified by education and experience, select these materials.

XII Gifts and Memorials

All gifts and memorial donations are considered in accordance with the library's Donations, Bequests and Gifts Policy.

Adopted by The Board of Trustees 12/10/13.

Amended 12/8/20.



Date: _____

Request for Reconsideration of Library Resources

The Director of Libraries is responsible for overseeing the selection, and evaluation of library resources. Please return the completed form to the Director's attention at arlington@minlib.net or mail it to the Robbins Library, 700 Massachusetts Avenue, Arlington, MA. 02476 Attn: Director of Libraries

In order for your request to be processed, you must complete all parts of the following form, and you must be a resident of Arlington, MA.

Request initiated by _____

Do you represent yourself? _____ an organization? _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Email: _____

Type of resource _____ Copyright date _____

Title _____ Author/Creator _____

I read/viewed the material in its entirety _____ (initial)

What brought this material to your attention?

Please summarize the material you wish to be reconsidered.

What concerns you about this resource?

Please cite page numbers or location and specific information in the material to support your objections.

How has the material been assessed by others who have read it (particularly professional book reviewers)? Please list the sources of the reviews that you identify.

How do you perceive library users will be affected by this material?

What would you like the library to do about this material?

I have read the library's Collection Development Policy ____ (initial)

Signature: _____ Date: _____