

## **Palmer Public Library Collection Development Policy**

### **MISSION STATEMENT:**

Committed to its role as a community center, the Palmer Public Library provides a gathering space and a variety of materials to meet the personal, educational, and cultural needs of its patrons in a safe and welcoming setting. In partnership with other local organizations, the library fosters a love of reading and life-long learning, with attention to the changing needs of its community. The library creates an atmosphere of inclusion and empowers patrons to contribute to important conversations in our society. In keeping with the ideals of the profession, the library is committed to promoting social justice while working against the forces of ignorance and seeks to support marginalized members of our community.

### **VISION STATEMENT:**

The Palmer Public Library will foster community and collaboration by offering programs, resources, and services that celebrate diversity and inclusion.

### **PHILOSOPHY:**

The Palmer Public Library and the Board of Directors support intellectual freedom and equitable, inclusive service to all. Accordingly, the library and the board endorse the following documents from the American Library Association:

- The [Library Bill of Rights](#)
- The [Freedom to Read Statement](#)
- The [Freedom to View Statement](#)
- [Diverse Collections: An Interpretation of the Library Bill of Rights](#)
- [Access to Digital Resources and Services: An Interpretation of the Library Bill of Rights](#)

### **SCOPE:**

The library seeks to provide a broad range of materials, programming, and services to meet the educational, informational, cultural, and recreational needs of its patrons. Materials are selected based on their ability to meet these needs and to enrich the lives of the community. As a member of the CW MARS consortium, the library also offers patrons the opportunity to borrow materials from other member libraries, but the library is not responsible for collection decisions made by other members.

### **RESPONSIBILITY:**

The Board of Directors formulates and maintains library policy, including the *Collection Development Policy*. The Library Director administers policies set by the board and is responsible for all day-to-day operations of the library. The Library Director delegates decisions regarding the selection and acquisition of new materials and the weeding and discarding of existing materials to relevant library staff members who are responsible for specific departments or subject areas.

### **SELECTION CRITERIA:**

Selection of materials is based on the following factors:

- Relevance to the needs of the community and the overall collection
- Community interest and demand
- Contemporary usefulness or permanent value
- Reputation of the author/creator/publisher and accuracy/quality of content based on reputable professional reviews and resources
- Representation of diverse viewpoints and identities
- Price and available funding

- Format, durability, condition, and ease of use
- Availability or lack of availability through consortium membership or interlibrary loan

Materials do not need to meet all of these criteria in order to merit selection. All acquisitions, whether purchased or donated, will be held to the above standards.

#### **MATERIALS SELECTION FOR CHILDREN AND TEENS:**

The principles listed in the Selection Criteria section are also applicable to the selection of materials for children and teens. The library seeks to provide a comprehensive collection suitable for the varied needs, interests, and reading levels of its audience, and materials selection is not restricted by the possibility that children may obtain titles which their parents or guardians consider inappropriate. Parents and guardians bear sole responsibility for the reading and viewing selections of their children, and only their children. The library does not restrict access to any library materials for minors and will not act *in loco parentis*. Children and teens visiting the library by themselves will be treated as independent borrowers.

#### **DESELECTION:**

In order to maintain an attractive and useful collection, librarians will use their judgment to remove from the collection materials that are outdated, no longer useful, or no longer in a condition suitable for circulation. The criteria used for deselection of materials will be the same as the criteria used for selection. Materials that are no longer useful to the library may be sold, donated, given away, or used for other purposes.

#### **GIFTS:**

Gifted material will be held to the same selection criteria as purchased items. All gifted material is the property of the Palmer Public Library and may be sold, donated, given away, or used for other purposes if not deemed suitable for the library collection. At the request of the donor, the library will provide a receipt with a description of the donated materials, but will not appraise any donations for tax purposes. The library is not responsible for keeping any record of donations.

#### **SPECIAL COLLECTIONS:**

Special collection materials, including but not limited to resources related to local history and railroads, may be exempted from the above criteria. Decisions about the acquisition or deaccession of historical materials may be made in conjunction with other local historical organizations, and any deaccessioned historical materials may be donated to other organizations for continued preservation.

#### **RECONSIDERATION OF LIBRARY MATERIALS:**

Palmer residents may request reconsideration of library items by submitting a Request for Reconsideration of Library Materials form, which is available at the circulation desk. The form will be reviewed by the Library Director, who will provide a decision in writing. The Library Director's decision may be appealed to the Board of Directors, whose decision will be final.

The *Collection Development Policy* was approved by the Palmer Public Library Board of Directors on May 15, 2008

Amended: June 16, 2022

**Palmer Public Library  
Request for Reconsideration of Library Materials**

The Palmer Public Library Board of Directors has authorized the use of this form as part of its *Collection Development Policy*.

**Date:** \_\_\_\_\_

**Your Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Town, State, and Zip:** \_\_\_\_\_

**Title of Item:** \_\_\_\_\_

**Author/Artist/Creator:** \_\_\_\_\_

**Format (book, audiobook, DVD, CD, etc.):** \_\_\_\_\_

**Did you read/view/listen to the entire work?** \_\_\_\_\_

**What concerns you about this item? Please cite specific pages, quotations, etc., that are relevant to your concerns.**

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When completed, this form should be returned to the Library Director, Palmer Public Library, 1455 North Main Street, Palmer, MA 01069.