

Lanesborough Public Library Materials Collection Policy

POLICY OVERVIEW/DESCRIPTION:

The purpose of this Materials Collection Policy is to articulate the collection goals and objectives of the Lanesborough Public Library. Our community is composed of individuals of varying ages, races, ethnicities, genders, sexual orientations, and faiths from diverse educational, economic, and cultural backgrounds. The library is committed to providing meaningful collections that are inclusive, unbiased, and responsive to a wide variety of interests and viewpoints. The library selects, purchases, and provides free access to diverse materials in multiple formats.

RESPONSIBILITY FOR SELECTION:

The Library Director oversees the selection of materials for the collection, with input from other library staff. Suggestions from patrons and community members are welcomed and will be subject to the library's selection criteria listed below. Gifts and donations will also be reviewed using these criteria.

OBJECTIVES OF THE LIBRARY'S COLLECTIONS:

The Library strives to meet the educational, recreational, cultural, and information needs of community members through maintaining a comprehensive and diverse collection of materials in multiple formats. Collection decisions encourage freedom of expression by representing varied viewpoints. The Library also strives to reflect the community it serves through a commitment to materials with local interest and a large representation of local and New England authors.

COLLECTION METHODS AND CRITERIA:

The following criteria are considered when selecting materials:

- reviews from professional journals, websites, popular magazines and newspapers

- expressed or anticipated patron demand
- timeliness or permanence of the material
- quality, accuracy or authenticity of materials
- scope and depth of our present collection or the availability of materials at other libraries in the area
- reputation or authority of the author or publisher
- format and price of material as well as space available to house it
- appropriateness to the interests and skills of the intended user

No single criterion is used to justify a purchase; nor does an item need to meet all of these criteria to be selected.

Materials released or published in new formats will be considered for the collection when there is evidence that a significant portion of the local population has the interest and/or required equipment to make use of that format.

MAINTAINING THE COLLECTION:

The collection is assessed continuously to ensure that materials are accurate, useful, current, and in good shape. The decision to withdraw materials is made by the Director taking into account these factors as well as space considerations.

Replacements and updated editions are purchased when warranted. Discarded materials may be given to the Friends of the Lanesborough Public Library for fundraising purposes, donated, or recycled at the Director's discretion.

GIFTS/DONATIONS:

The library welcomes gifts of funds or materials (as space allows) at the Director's discretion. New or used donated materials are subject to the same criteria as purchased materials. Gifts of materials are accepted with the understanding that they may be utilized or disposed of at the library's discretion. Monetary gifts will be applied to the selection of materials by the Director in consultation with Library staff and the donor

as appropriate. The library reserves the right to determine the use and disposition of all gifts unconditionally.

CHILDREN'S ACCESS TO LIBRARY MATERIALS:

The Lanesborough Public Library makes a broad selection of library materials and information available to everyone, including children and teenagers. Decisions about what materials are suitable for particular children should be made by the people who know them best --their parents or guardians. The Library will not exclude access to materials based on age.

REQUEST FOR RECONSIDERATION OF MATERIALS:

If a member of the community questions the appropriateness of a particular item in the collection, a discussion with the Director is welcomed. If a discussion does not meet the individual's needs, a Request for Reconsideration form can be requested from the staff. The Director will consider each request relative to the criteria in this policy, also considering the principles of the ALA Library Bill of Rights, the Challenged Materials Interpretation of the Library Bill of Rights, printed reviews, and other appropriate sources. The Director will make a final decision and respond to the individual making the request in a timely manner. In the event that the individual making the request is not satisfied with the response, an appeal can be made to the Board of Trustees, which will consider the request and response and make a final decision. The decision of the Board is final. Above all, the Board of Trustees has as its concern the fairness of such a hearing so as to protect the rights of all who are involved.

RELATED AMERICAN LIBRARY ASSOCIATION (ALA) DOCUMENTS:

[Freedom to Read \(ALA\)](#)

[Library Bill of Rights \(ALA\)](#)

[Diverse Collections \(ALA\)](#)

[Access to Library Resources & Services for Minors \(ALA\)](#)
[Freedom to View \(ALA\)](#)

4/29/21 Policy approved by the Lanesborough Public Library Board of Trustees