

COLLECTION DEVELOPMENT POLICY

Falmouth Public Library

COLLECTION GOALS

The purpose of the Falmouth Public Library's collection is to provide modern, high quality library resources necessary to meet the evolving informational, educational, recreational and personal needs of the community it serves within limitations of budget, space, and availability. Materials are collected that are appropriate to the library's role as a town library and as a supporting member of the Cape Libraries Automated Materials Sharing [CLAMS].

Collection goals are to provide:

- A broad range of materials and information resources with consideration of access as well as ownership.
- Print and non-print popular materials of many genres to support the library's role as a popular reading center.
- Reference and informational materials of all types to support the library's role as a center for life-long learning and continuing education for the community.
- High quality children's materials to foster a life-long interest in reading and learning.

Collection priority is given to:

- Current materials
- Works of broad popular appeal that meet the needs of the community. Materials are purchased for the independent learner rather than textbooks or other curriculum materials designed for the more formal student.
- Breadth over depth. Materials on a wide range of subjects are sought rather than exhaustive collections in any one area. Single copies of a wide range of titles are purchased, multiple copies are purchased only when warranted by public demand.
- General treatments are chosen over those which are specialized, scholarly, or primarily for professional use.

GENERAL CIRCULATING COLLECTION - Collection Development policies for special areas of the library collection:

Fiction: The focus is on current literature including popular and classic titles, diverse genres, and special interest materials. Because of the large volume of fiction published it is possible to purchase only a representative selection with emphasis on major authors and the most popular examples of a genre. Patron requests for materials influence the number of copies added to the collection. Works of genre fiction are selectively purchased to reflect community demand for them. Short story collections, first novels receiving favorable reviews, and experimental works are selectively collected.

Nonfiction: The nonfiction collection emphasis is on timely, accurate and useful information materials to support the community. Materials are available for all ages and reading levels and in a variety of formats. Professional reviewing media are consulted for item selection. When available, materials offering different opinions and viewpoints are collected. Textbooks are not purchased. While most nonfiction material 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 (magazines and newspapers): Magazines are selected on the basis of quality, potential audience, and appeal. The library provides representative periodicals in a wide range of subjects of reference value and recreational interest to support the our mission as a town library.

Self-Published: The Library will accept a single copy of a self-published book if it is written by a local author or is about the Falmouth area. The Library may also acquire self-published books if they fit the scope of the Library's collection and meet the selection criteria including a positive review in one or more of the major review journals such as Library Journal, Kirkus Reviews, Booklist, and/or Publisher's Weekly. To maintain the vitality of the collection, materials are weeded when circulation reports show no patron activity or interest in an item over time.

SELECTION RESPONSIBILITY

Ultimate responsibility for the Falmouth Public Library collections resides with the Director. The Head of Reference and Adult Services coordinates reference staff selections and reference collection management. The Director and Assistant Director, along with all professional reference staff, select and manage the adult circulating collection in all formats. The Children's Librarian selects and manages the children's collection in all formats. The Branch Librarians select popular material for the villages they serve. All librarians have a professional responsibility to be inclusive, not exclusive, in developing materials collections.

DESELECTION

To maintain the vitality of the collection, materials are regularly withdrawn. The same criteria used to select materials are applied to those being withdrawn from the collection. Materials no longer meeting these criteria are removed.

- Outdated in content or appearance
- Poor physical condition
- Duplication of titles when demand no longer exists
- Updated, newer or revised materials are available to replace a given item
- Circulation reports show no patron activity or interest in an item over time.
- Copies are readily available through the CLAMS network

The library does not necessarily replace materials that are lost, damaged, or worn out.

Approved by Board of Trustees – July 1999, July 2016

The Falmouth Public Library Board of Trustees reserves the right to alter, amend, or terminate this policy.

RECONSIDERATION OF LIBRARY MATERIALS

The Falmouth Public Library acts as a forum for information and ideas. As such it upholds the First Amendment to the Constitution and intellectual freedom as set forth in the Library Bill of Rights, the Freedom to Read Statement, and the Statement on Professional Ethics adopted by the American Library Association. (Copies are appended and considered integral to this policy)

Individuals who challenge the selection of a given item should be directed to the Materials Selection Policy by library staff and, if still not satisfied, may fill out a Request for Reconsideration of Library Materials form. The Director will review the request and in consultation with the Collection Development Team respond to the patron's concern within a reasonable time period.

CHILDREN'S COLLECTION

Materials in the children's collection reflect the needs and interests of children from infancy through age 12. The emphasis is on materials which entertain, stimulate the imagination, develop reading ability and enable children to learn about the world around them.

The collection includes information on an adult level pertaining to children's literature and materials for adults working with children. This collection offers information on parenting, child development, reading, and other areas specific to the educational and recreational needs of young children.

COLLECTION EVALUATION AND ASSESSMENT

Evaluation of the collection is generally based on professional review media for new and retrospective materials, patron requests, community interests, requests emanating from reference or interlibrary loan inquiries, current holdings, gaps in holdings, and holdings of other CLAMS libraries. The collection needs continuous evaluation to ensure the library is fulfilling its mission to provide materials that meet patron interests and needs. Statistical tools such as circulation reports, collection turnover rates, shelf allotments, and volume counts are studied to determine how the collection is being used and how it should change to respond to patron usage. Patron input and community surveys are also used in evaluating the collection.