

COLLECTION DEVELOPMENT POLICY
Falmouth Public Library
Falmouth, MA

COLLECTION GOALS

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

Collection goals are to provide:

- a broad range of materials and resources that support the Library's commitment to equity, diversity and inclusion.
- print and non-print materials of many genres that support the library's role as a popular reading center.
- materials in a broad range of formats that meet the needs of the community.
- 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.
- 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, Materials are purchased for the independent learner rather than textbooks or other curriculum materials.
- 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 on current literature includes popular and classic titles, diverse genres, and special interest materials. Because of the large volume of fiction available, it is possible to purchase only a representative selection with emphasis on major authors and the most popular examples of a genre. Works of genre fiction are selectively purchased

to reflect community demand. Short story collections, first novels receiving favorable reviews, and experimental works are selectively collected.

Nonfiction: The emphasis of nonfiction is on timely, accurate and useful information materials.

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. 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 (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.

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 a period of time.

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.

Young Adult Collection - Materials in the Young Adult collection reflect the needs and interests of library patrons from age 13 to adult. The emphasis is on materials which entertain, stimulate the imagination, and encourage reading as a life-long activity.

SELECTION RESPONSIBILITY

Ultimate responsibility for the Falmouth Public Library collections resides with the Director.

- The Director and Assistant Director, along with the professional reference staff, select and manage the adult circulating collection in all formats.

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- The Head of Reference and Adult Services, with the professional reference staff, selects and manages the reference collection.
- The Teen Librarian selects and manages materials for the Teen Room.
- The Children's Librarian selects and manages the children's collection in all formats.
- The Branch Librarian selects popular material for the villages.

This group constitutes the Collection Development Team.

All librarians have a professional responsibility to consider equity, diversity, and inclusion in developing library collections.

DESELECTION

To maintain the vitality of the collection, materials are regularly withdrawn. Materials meeting the following criteria will be 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.

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.)

Falmouth residents or taxpayers may challenge the selection of a given item. They will be directed to the Materials Selection Policy by library staff. If still not satisfied, they 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, will respond to the patron's concern within a reasonable time period.

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COLLECTION EVALUATION AND ASSESSMENT

Evaluation of the collection is 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.

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REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Falmouth Public Library
Falmouth, MA

The Falmouth Public Library attempts to serve the entire Falmouth community. Selection of books and other materials is guided by community interest and demand and is grounded in the Library's Collection Development Policy. If you, as a Falmouth Resident or Taxpayer, feel that a particular item is not suitable for inclusion in the Library's collection, please fill in the form below and give it to a librarian or send it to:

Library Director
Falmouth Public Library
300 Main Street
Falmouth, MA 02540

Books and other materials

Title _____

Author _____

Publisher and Date

Type of material (book, video, etc.)

Your name _____ Phone _____

Address

Do you represent:

Yourself _____ An organization (name) _____

Please summarize your reasons for requesting reconsideration of the work:

1. Did you read, watch, or listen to the entire work? _____ If not, which part did you read, watch or listen to?

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2. Are your objections based on age of the potential user or to the point of view expressed?
3. What do you believe is the theme or intent of this work?
4. Are you aware of judgments of this work by reviewers or critics?
5. What action would you like the library to take in regard to this work?
6. What work would you recommend that would, in your judgment, be more appropriate.

What happens to this form once I have completed it?

The request goes to the Library Director who consults with the Collection Development Team or the Children's Librarian, depending on the type of material being questioned. The Director then drafts a recommendation based on such factors as the information provided by the user, how well the item meets the criteria for materials selection, consultation of review sources for the item, how the item fits in with the overall collection, personal examination and consultation with appropriate library staff. The library director then responds with the decision in writing.

Falmouth residents or taxpayers who still have concerns about the material may appear before the Board of Trustees of the Falmouth Public Library by making a written request to the Chair of the Board. The Board reserves the right to limit the length of presentation and number of speakers at the hearing. After receiving testimony from the public and from the Library Director, the Board will decide, based on Library Policies, whether to uphold or override the decision.

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The Library Bill of Rights, adopted by the American Library Association Council on June 19, 1939

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a [right to privacy](#) and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Freedom to Read Statement

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