Collection Development Policy

This policy is intended to provide guidance for the selection and evaluation of materials, print and non-print, which anticipate and meet the needs of the West Barnstable community. As the community changes, the library will need to periodically reassess and adapt its holdings to reflect new and differing areas of interest and concern.

The library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association (found on the ALA.org website).

Responsibility for Selection and Suggestions for Purchase

The authority and responsibility for the selection of library materials rests ultimately with the Library Director. Under their direction, selection is delegated to appropriate library staff. All staff members and the general public are encouraged to recommend materials for consideration. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection.

Selection Criteria

All materials are considered in terms of a variety of criteria including but not limited to: community/local interest, availability in other library collections, cost, overall demand, accuracy or currency of information.

Staff will use their best professional judgment when considering any material for purchase. Addition to the collection does not imply agreement with or approval of the viewpoints expressed in the work. Individual items which may be considered controversial or offensive by some may be selected if it will contribute to the overall variety and balance of the collection.

Responsibility for the viewing or reading habits of children rests with their legal guardians. Selection will not be inhibited by the possibility that materials may come into the possession of children. Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

Some material may be designated for "in-library use only" based on age, transportability, cost of replacement, etc. and may be loaned out on a case by case basis at the discretion of the Director.

Requests for Reconsideration

Patrons of Whelden Memorial Library may recommend the removal of material from the collection by submitting a ***Request for Reconsideration of Library Materials*** form. This form will be made available to library patrons upon request. Each submission will be reviewed by the Library Director, and the patron will be notified of the decision to retain or withdraw the material within 30 days. Each request will be evaluated in relation to this collection development policy, the ALA code of Ethics, Freedom to Read Statement, and Library Bill of Rights. A request may not be considered if submitted by an individual who is not a patron in good standing of the Whelden Library. Material under review will remain in the circulating collection until a determination is made.

Weeding

Maintenance of the library's collection ensures its usefulness and relevance to the community. Evaluation of material depends heavily on the staff's professional education and experience in assessing the needs of the community and the content of the collection. Some factors for evaluation are: physical condition, library space constraints, age/accuracy of information, and circulation statistics.

Materials that are "weeded" are withdrawn from the collection.The library makes every effort to dispose of all material to the best advantage- through donation to the Friends of the Whelden Memorial Library and other community organizations or through recycling.

Material Donation

Donations are gratefully accepted as long as no restriction is placed on their use. They are subject to the same selection, evaluation, and disposal criteria as purchased material. The library cannot guarantee the permanence of any gift in the collection. Materials not added to or weeded from the collection are not typically returned to the donors.

Approved March 17th, 2022
Whelden Library Board of Trustees