

## **Tiverton Library Services Collection Development Policy**

### **I. Introduction**

The mission of Tiverton Library Services is to be an essential resource for personal growth and community enrichment. Our programs, services, and collections serve the personal and professional needs and interests of individuals, groups, and organizations. As a vital part of the town, our modern library services enhance the educational, cultural, social, and economic well being of the community.

The Library creates and strengthens community through its role as a leading provider of cultural resources and as a forum and venue for events. We intend to expand that role and strengthen our community of lifelong learners as we believe that learning is a communal, as well as an individual, activity and that the Library should be a center for intellectual and cultural engagement.

In support of its mission and vision to be an essential resource for personal growth and community enrichment, Tiverton Library Services fully endorses the principles documented in the [Library Bill of Rights](#), [Freedom to Read Statement](#), [Freedom to View Statement](#), and [Access to Library Resources and Services to Minors](#) of the American Library Association.

### **II. Responsibility for Materials Selection**

The ultimate responsibility for the selection of library materials rests with the Library Director, who operates within the framework of policies determined by the Tiverton Library Services Board of Trustees. This responsibility is shared with other members of the library staff, however because the Director must be available to answer to the Library Board and the general public for actual selections made, the Director has the authority to reject or select any item contrary to the recommendations of the staff.

Staff members who work within a particular area of the library are responsible for collection development in that area. For example, the Head of Children's Services selects all materials for the Children's Library, as the Young Adult Services Librarian selects materials for the Teen Library. The Adult collection is managed by the Reference/Acquisitions Librarian. Suggestions from other staff and from

library patrons are encouraged and considered in the selection process (for example: “Suggestion for Purchase” form via the Library website).

### **III. Criteria for Selection**

To build a diversified collection, which supports the Library’s mission, certain objective criteria are used.

1. Current usefulness or permanent value.
2. Authority and competence of the author, composer, filmmaker, etc.
3. Relevance as a record of its time.
4. Its role in broadening or balancing the Library’s materials on the same subject.
5. Relative importance in comparison with other works on the subject.
6. Quality of content, design, format or production.
7. Suitability of subject, style, format and level for its intended audience.
8. Literary merit, significance.
9. Relevance to community needs.
10. Potential or known demand for the material.
11. Price.

Tools used in the selection process may include:

1. Pre-publication and concurrent reviews in professional publications specifically for this process, such as Booklist, Publisher’s Weekly, Library Journal, School Library Journal, and bestseller lists from varied online sources.
2. New York Times Book Review.
3. Social Media.
4. Popular magazines, television, and radio.
5. Patron recommendations and high-demand holds.

An item need not meet all criteria to be selected.

### **IV. The Use of the Library’s Materials**

Library materials that are selected must provide a broad range of viewpoints, and will not be marked or identified to show Library approval or disapproval of the contents. The library will not act as *loco parentis* (in place of a parent).

Responsibility for the reading, viewing, or listening habits of children rests with their parents or legal guardians. Selection of materials for the Library's collections will not be restricted by the possibility that children may obtain materials their parents might consider inappropriate.

The use of rare, scholarly items or those which are fragile or of great value, or those unusually susceptible to theft, may be controlled only to the extent required to protect them from damage or theft.

## **V. The Scope of the Collection**

The Library will seek to coordinate its resources with those of other libraries in Rhode Island so as not to duplicate service and materials unnecessarily. Just as Tiverton Library Services will collect in greater depth in some areas, interlibrary loan services will provide access to specialized and technical materials beyond the scope of this Library's collection.

The Library will cooperate with school and academic libraries so that the services of these agencies may complement each other. The major function of the school and academic libraries is to furnish curriculum related materials. The public library will seek to provide access to a less specialized, but more comprehensive collection. Textbooks are not ordinarily purchased by the Library except in subjects in which materials in another format are not readily available.

The Library will seek to identify groups of people with specialized information needs and to purchase materials they will be able to use. (Ex: SAT prep books; collection on health services for the aging.)

The Library's electronic resources include those provided by the Ocean State Libraries Consortium as well as those offered by the Library directly. These include, but are not limited to, journal databases and online encyclopedias, ebooks, music and video streaming, downloadable audio books, digital magazines, genealogy resources, language learning, and reader's advisory tools.

## **VI. Gifts and Donations**

All currently useful books and other materials donated to Tiverton Library Services will be accepted provided that no conditions are placed on use, location, rebinding or disposal. The same criteria governing the selection of purchased materials are

applied to gifts and donations. The Library is not responsible for the appraisal of gifts for income tax or any other purposes. Donors may request a “Donation Acknowledgement Form” (Appendix A).

## **VII. Maintaining the Collection**

In order to maintain an up-to-date, useful collection, worn and obsolete materials will be continuously weeded. Library staff follow principles established in *The CREW Manual (Continuous Review Evaluation Weeding)* and other professional collection evaluation tools. Materials may also be withdrawn if they are little used or superseded by a new edition or better work on the same subject. Library staff will follow the Weeded Materials Procedure for all items being deaccessioned from the collection (Appendix B).

## **VIII. Comment on Library Materials Policy**

Procedures have been developed to assure that comments will be handled in an attentive and consistent manner.

Tiverton residents who wish to formally submit a comment on Library materials are required to put their remarks in writing by completing and signing the form available on the Tiverton Library Services website, entitled “Comment on Library Materials” (Appendix C). Only forms completed in their entirety will be considered.

The Library Director will review the work for which a comment has been made. The Director will acknowledge the receipt of the form within 10 business days (excluding holidays). The Director will then respond to the patron’s comment in writing within a 10 business day timeframe (excluding holidays) that begins after the acknowledgement. The patron will be given an opportunity to discuss the work further if they wish. If they are dissatisfied with the response, the patron may request that it be brought before the Library Board of Trustees.

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