

## **POLICY FOR THE SELECTION OF MATERIALS AND MAINTENANCE OF COLLECTION**

The Beverly Public Library endorses the Library Bill of Rights and Freedom to Read Statement, two documents issued by the American Library Association. Included in these statements is the commitment to honor the rights of an individual to use the library regardless of age, race, religion, national origin, background or social or political views. Accordingly, the staff of the library provides equal service to all library users.

The Library acquires materials in a variety of formats, including paper and digital. The same work may be acquired in more than one format to meet the various needs and/or preferences of library patrons. Individual items are purchased based on the following criteria:

1. Contemporary significance or current usefulness or interest.
2. Authority and competence of presentation.
3. Importance as an historical record or of permanent value.
4. Relevance to existing collection.
5. Physical quality of format and binding.
6. Presentation of multiple views on controversial issues.
7. Balance of special group interest with general demand.
8. Cost in relation to the individual title and to the overall collection.
9. Selection of materials for the adult collection will not be restricted by the possibility that children may obtain material considered by their parents to be inappropriate.
10. Selection of materials on the basis of recommendations of accepted established review sources such as *Library Journal*, *Publishers' Weekly*, *New York Times*, *Kirkus*, etc.
11. Priority of the collection is the main library (exceptions may be made for materials especially suited for the Farms branch or the Bookmobile).

### **CHILDREN'S COLLECTIONS**

Materials will be chosen for children on the basis of recommendations by recognized authorities in the field of children's literature; specific review sources such as *The Bulletin of the Center for Children's Books*, *School Library Journal*, *Horn Book*, etc. and the criteria listed above. The materials will attempt to satisfy the child's horizons and interests. The library will provide

supplementary materials, which enrich the resources available to children, but no materials which are strictly curriculum related, and belong within the province of the schools. Responsibility for the use of materials by children rests with their parents or legal guardian. Children are allowed full access to the library collection.

## YOUNG ADULT COLLECTIONS

Young adult materials are selected by the Young Adult Librarian on the basis of recommendations by recognized authorities in the field of young adult literature; specific review sources such as *VOYA*, *Booklist*, etc. and the criteria listed above. Young adult literature ranges greatly in maturity levels and accordingly this collection will represent choices for a broad range of ages and interests. The young adult user of the library has access to the library's entire collection. Any limitations placed upon the reading materials of the young adult are left to the discretion of parents.

## LOCAL AUTHORS

The library will attempt to acquire titles by local authors (Beverly and towns on the North Shore) that are published by mainstream publishers and fit the selection criteria. Local authors' works are integrated into the general collection. The works of Beverly authors may also be added to the Beverly Room collection.

Books by local authors that are donated may be considered for inclusion in the library's collection, but will be subject to the same selection criteria as books the library purchases, as well as the guidelines for gifts. Materials that are not selected will be transferred to the Friends of the Beverly Public Library for use in its book sales. Due to staffing and time constraints, we are not able to meet with individual authors. Additionally, we cannot accept review copies, or notify authors if a book is not selected due to the number of submissions we receive.

## SELF-PUBLISHED MATERIALS

Titles that are self-published, even if available via mainstream distributors, will be added only if they meet the library's selection criteria.

## REQUESTS FROM PATRONS

The library welcomes suggestions for the purchase of materials. Suggestions will be subject to the same standards of selection as other considered materials. However, textbooks will not be considered unless they are the only source of information on a topic of general interest.

## GIFTS

The library appreciates gifts and accepts them with the following provisos:

1. That the same criteria apply to the incorporation of gifts into the collection as the selection of books and other library materials.
2. The library reserves the right to administer gifts with a view to the best interests of the library.
3. The library will not become a depository or custodian for materials of great monetary or historical value.

## OBJECTIONS TO LIBRARY MATERIALS

Requests from patrons to withdraw materials from the collection are to be made in writing and to be evaluated within the context of the Freedom to Read Statement and Library Bill of Rights.

## DESELECTION OF MATERIALS / COLLECTION MAINTENANCE

Weeding and discarding of materials from the collection is done on a systematic basis. This function is necessitated by limitations of space, obsolescence of material, lack of use over extended period of time, physical condition of the item, and acquisition of new materials. With the exception of material in the Beverly Room, the library does not serve an archival function. The same criteria that are applied to the purchase of new books will be applied to the discarding and weeding of books.

Materials discarded because of loss, vandalism, poor condition, or outdated content will be considered for replacement.

## RESPONSIBILITY

These policies for library service and selection of materials have been formulated by the Board of Trustees of the Beverly Public Library. The Board delegates the Director to act as its agent in the administration and implementation of said policies.

Approved by the Board of Trustees: October 24, 2017