

YARMOUTH TOWN LIBRARIES

COLLECTION DEVELOPMENT/SELECTION OF LIBRARY MATERIALS - POLICY

The Yarmouth Town Library provides an open forum for the exchange of information, ideas, and viewpoints. In selecting books and other materials, the library subscribes to the American Library Association's Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement of the American Library Association. The library also endorses the American Library Association Access to Library Resources and Services for Minors, and therefore will not deny access to library materials based on age.

Yarmouth library staff members embrace the concepts of equity, diversity, and inclusion in materials selection, in programming, and in the development of displays for public interest. Equity, diversity, and inclusion are central to the promotion and practice of intellectual freedom. Libraries are essential to democracy and self-government, to personal development and social progress, and to every individual's inalienable right to life, liberty, and the pursuit of happiness.

The library is committed to providing a broad collection of basic materials for children, teens, and adults. It also provides a full selection of books, periodicals, newspapers, recordings, and other non-print materials as its budget permits. Materials are chosen based on general excellence, anticipated interest or demand, the need to maintain a well-balanced collection of currently useful resources, and a knowledge of what is available in other libraries in the region.

Criteria

There is no single standard for materials selection; the staff considers a range of criteria. An item need not meet all the criteria to be selected. Some items are selected because of their permanent value to the collection and others are selected based on current interest and removed when out of date. The following criteria are used in selecting materials:

1. Contemporary significance or current interest
2. Permanent value
3. Contribution to the balance of coverage on an issue
4. Importance of subject matter in the collection
5. Political or social significance
6. Reputation of the author, illustrator, editor, publisher, performer, composer, or producer
7. Literary and artistic merit

8. Popularity or demand
9. Relation to the existing collection
10. Relative importance in relation to other works on the same subject
11. Suitability of physical format for library use
12. Affordability
13. Critical professional reviews
14. Awards received
15. Recognition as a classic
16. Public performance rights
17. Technical quality
18. Popular demand

The library staff is responsible for the selection and discarding of books and other materials. Decisions to purchase are made using professional selection criteria. The staff periodically evaluates each area of the library's collections – adding, discarding, rebinding, repairing, replacing, or updating as necessary, so that the materials provided are in good physical condition and meet the current needs of the community.

The public is encouraged to make requests for purchase to the library staff. When an item is not purchased, the staff may attempt to borrow it through interlibrary loan. At the discretion of the library staff, gifts of books or other materials are accepted on condition that they will either be added to the library's collections or sold in the library associations' sales. Memorial or "Honor" gifts of books or other library materials are encouraged, and the library staff offers guidance in their selection. Self-published books by local authors who wish to donate a copy and books by local authors who want the library to purchase a copy will undergo the same evaluation process as all other library materials.

Any resident of Yarmouth or person for whom Yarmouth is their "home library" who takes exception to the library's selection policies or to the inclusion of a specific item in the library's collections is encouraged to discuss the matter with the Library Director. Beyond that, any complaint should be made in writing to the Director and include the Reconsideration of Materials form. Complaints will be considered by the staff and by the Library Board.

This document is to be reviewed by the Library Director and the Library Board every five years.

Approved by the Town Library Board 10-17-22