

Woods Hole Public Library

Collection Development Policy

Mission Statement:

The Woods Hole Public Library strives to meet the informational, educational, and recreational reading needs of its diverse year-round and seasonal community in Woods Hole and the Town of Falmouth. It serves as an access point for reference and interlibrary loan services for those who live, work, or visit in Woods Hole. The Library reaches out to the community with regular programs for preschool groups, a homebound delivery service, and special recreational and cultural programming for adults and children. The meeting rooms are available to local groups and the Library maintains a community bulletin board. The Library and its events are an important part of the community. The staff and trustees work to provide a professional and friendly atmosphere in which patrons have equal access to library materials.

Objective:

The library's materials collection is developed and managed to meet the cultural, informational, educational, and recreational needs of the Woods Hole and Falmouth communities. The purpose of the library's material selection policy is to guide and assist the library staff in the maintenance of the collection. A written policy helps to answer patron questions about the presence or absence of certain materials in the collection and helps to explain the criteria used for material selection.

Responsibility:

The library director has final responsibility for the selection of materials added to the library's collection. The director and staff use current reviews found in: Library Journal, School Library Journal, The New York Times Book Review, Horn Book as well as online resources to make book and material selections that are responsive to the interests and needs of the community without exercising either direct or implied censorship.

Selection Criteria:

All acquisitions, whether purchased or donated, are considered by the following criteria.

- Community interest and patron requests
- Evaluations in review media
- Accuracy and timeliness of content
- Reputation and authority of the author, editor or illustrator
- Relation to existing collection and other materials on the subject
- Affordability, condition, format, ease of use collection space
- Availability of material in the CLAMS system and the interlibrary loan network

Gifts:

Gifts of books and other items will be accepted on the condition that the director has the authority to use the gifts to best meet the needs of the library. Gifts will meet the same criteria as purchased material for becoming part of the permanent collection.

The library will not appraise gift books and materials for tax purposes. The library will, upon request, provide a written receipt of the gifts indicating the number of items and a general description of the materials.

Maintaining the Collection:

In order to maintain a collection that is current, reliable and in good condition, materials are withdrawn on a systematic and continuing basis. Materials are withdrawn when they are judged to be inaccurate, seldom used, in poor condition or no longer appropriate. Withdrawn material will be offered to the book sale or for online sale. Items that do not sell, will be picked up by an organization that deals with discarded books.

Reconsideration of Library Materials:

The Woods Hole 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) Individuals who challenge the selection of a given item should be directed to the Materials Selection Policy by library staff and, if still not satisfied, may fill out a Request for Reconsideration of Library Materials form. The director will review the request and in consultation with the Board of Trustees make a decision regarding the request.

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