

Lynnfield Public Library Collection Management Policy

This policy serves as a guide for the selection and retention of materials and is designed to support the library's mission to, "facilitate townspeople of all ages in the meeting of their personal, professional, informational, educational, recreational and cultural needs by providing both current technologies and traditional means of access to materials, programs, and services".

The library provides free and equitable access to materials in a variety of formats, for all ages, that are responsive to the needs and interests of the community, including, but not limited to: print, electronic, audiovisual, and digital formats.

Scope

Within budgetary and space limitations, the collection serves to enhance the cultural, literary, educational pursuits, and personal enjoyment of the community and further the mission and vision of the Lynnfield Public Library.

The Lynnfield Public Library supplements the collection through resource sharing within our consortium (NOBLE), as well as state-supported regional sharing (ILL) and a mediated national inter-library loan system.

Materials are purchased by designated selectors under the direction of the Library Director, who operates within the framework of the policies, goals, objectives, and the library budget. The Director allocates an annual materials budget based on Town appropriations and state mandated budget formulas and requirements.

A number of different tools and considerations are used by selectors to acquire materials: review professional journals, popular print and broadcast media, publisher's catalogs, consortium generated purchase alert reports, patron and staff requests and recommendations. The following criteria may be used by librarians to determine the suitability of an item for purchase: current usefulness or interest, accuracy, popularity and local demand, price and availability, ability to support the existing collection, and long term benefit to the overall collection.

Multiple copies of titles (in print format) may be purchased based upon the number of Lynnfield patrons waiting for the title; an additional print copy is purchased for every five Lynnfield patrons on hold.

Not all materials are subject to the same purchasing criteria. It is expected that some popular fiction and non-fiction will not be maintained in the collection indefinitely (see weeding policy and criteria), while some materials (both fiction and non-fiction) are purchased to support our collection over the long term.

The Lynnfield Public Library upholds the American Library Association (ALA) Library Bill of Rights and Freedom to Read Statement.

While every patron may not agree with the viewpoints offered in some Library material, the Library has a responsibility to provide a balanced collection with access to material reflecting diverse ideas through which any side of a question, cause, or movement may be explored. A title will not be excluded from purchase so long as it meets the outlined selection criteria and coincides with budgetary limitations. Selection of materials by the library staff does not mean endorsement of the content or the views expressed in those materials.

Non-fiction

We collect subject specific non-fiction materials at an introductory or generalist level. We tend not to purchase materials that are highly specialized or of limited general interest. Materials of current and/or popular interest are purchased based upon patron interest and requests, strength of reviews, vendor catalogs, and mention in popular print and broadcast media. Materials may be purchased in a variety of formats - print, audiovisual, electronic – to support the learning and access preferences of our patrons.

Fiction

Materials are purchased based upon patron requests, strength of reviews, well-known and best-selling authors, and local interest. Materials may be purchased in a variety of formats - print, audiovisual, electronic – to support the access preferences of our patrons.

Children's and Young Adult

Materials are purchased based upon a variety of criteria: mention in review journals and vendor catalogs, patron requests, best-selling authors and series, local interest, the support of local primary and secondary school curriculum and special author promotions. Materials are purchased in a variety of formats – print, audiovisual, electronic, kits – to support the learning and access preferences of our patrons.

Weeding

Materials may be removed (weeded) from the collection for a variety of reasons. Materials that are in poor or unusable condition, outdated, duplicated, or no longer circulating may be considered for removal from the collection. Space constraints may be taken into account while reviewing items for removal. Reports are routinely run to identify materials that are no longer circulating; these reports also help us determine which topics/subjects may no longer be of interest to our patrons. The library attempts to replace outdated material with newer materials to maintain a sufficient level of subject coverage in the collection. We consider replacement of lost or worn materials that are still of value for informational or recreational needs based upon price and availability.

Curriculum changes at the local primary and secondary school levels may influence weeding in the children's and young adult collection as well as certain areas of the adult non-fiction collection.

Weeded materials that are not damaged or outdated beyond use are donated to the Friends of the Lynnfield Library or other organizations for sale or re-use. Proceeds from the Friends of the Lynnfield Library book sales are used for library programming, our museum pass program, and publicity.

Gifts

The library welcomes gifts of needed materials or funds for the purchase of such material or funds in support of other library services, such as programs. The library reserves the right to evaluate and to dispose of gifts in accordance with the criteria applied to purchasing material. The use of the gift is at the library's discretion.

Gifts which do not comply with the library's objectives and policies will be declined and, when possible, referred to a more appropriate recipient.

Request for Reconsideration of Materials

Library patrons may request reconsideration of library materials using the following procedure:

Patrons requesting reconsideration of material will be given a copy of our Collection Policy. All requests for reconsideration of materials must be submitted in writing on the "Request for Reconsideration" form which will be provided to the patron. The "Request for Reconsideration" form will be reviewed by the Library Director. Item(s) will not be removed while under reconsideration. The Library Director will notify the patron of the result of the request of reconsideration within three weeks. The Library Director will inform the Library Board of Trustees of the result of the Request for Reconsideration within 30 days of notifying the patron.

The library supports the following documents:

* The [Library Bill of Rights](#) – Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996. by the ALA (American Library Association) Council.

* The [Freedom to Read Statement](#) – Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004., by the ALA Council and the AAP (Association of American Publishers) Freedom to Read Committee.

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