

Bridgewater Public Library Collection Development Policy

Mission

The mission of the Bridgewater Public Library is to educate, inform, enrich, and inspire. As a center for information and discovery that inspires curiosity and leads to learning experiences for patrons of all ages, the Library provides the residents of Bridgewater with free and open access to recorded knowledge in print and non-print formats. The Library:

- Provides access to information to meet the ongoing intellectual, cultural, and recreational needs of our population
- Maintains strong collections of fiction, nonfiction, literature, classics, and the arts
- Encourages a love of reading and of libraries in our children
- Uses technology to improve access, reduce costs, and increase options in the variety of services offered
- Promotes and supports information literacy for the entire community

Purpose

The Collection Development Policy is one of the Library's fundamental policy documents. The policy functions as a blueprint to guide staff's decision-making in the allocation of resources and in the selection and management of the collection; reinforces the Library's commitment to the principles of intellectual freedom and access to diverse perspectives; and ensures that over time, the collection will continue to support and reflect the needs of the Bridgewater community.

Community Profile

The Library has served the Town of Bridgewater's residents and those of surrounding communities since it was established. The 2018 American Community Survey by the U.S. Census indicates that in Bridgewater:

- The total population is 27,395 -- 78.5% White, 12.9% Black, 3.94% Hispanic or Latino of any race, 1.55% Asian American
- Median age is 34; the population ages are spread out with the largest percentage being 32.9% are between the ages of 25-44
- 4.53% are foreign-born
- 38.6% had children under the age of 18 living with them, 61.5% were married couples living together
- 3.5% are living below the poverty level

Scope of the Collection

The Library contains a physical collection as well as a host of electronic resources available to patrons within and outside of the library. The Library has a core collection of print materials in a variety of formats: books, DVDs, music CDs, books on CD, magazines, and newspapers. Specialized collections include the Bridgewater Historical Room, an archive of local history materials; travel guides; job search and test preparation materials; and both fiction and nonfiction large print materials. The Library also houses a Children's Room and Teen Area, which provide collections for children of all ages.

The Library's electronic resources include those provided by the SAILS Library Network, the Massachusetts Board of Library Commissioners, the Massachusetts Library System, as well as those provided by the Library directly. The range of offerings include article databases and online encyclopedias, ebooks, streaming music and video, downloadable audiobooks, digital magazines, genealogy resources, and reader's advisory tools.

Beyond Bridgewater's Collection

The Library is a member of the SAILS Library Network, the Massachusetts Library System, and OCLC, all of which provide access to materials beyond Bridgewater's collection. When patrons request materials not owned by the Library, every effort is made to locate these items through either the [Commonwealth Catalog](#) or interlibrary loan.

Responsibility

Ultimate responsibility for collection development resides with the Library Director. Professional library staff assist the Director by performing duties such as recommending materials budget allocations, selecting materials, and removing materials from the collection.

Selection and Evaluation Guidelines

Budget allocation by subject and format is based on public demand, usage statistics, and available resources. Library staff utilizes professional judgment, subject knowledge and the criteria listed below in making collection development decisions, including decisions about choosing titles and identifying appropriate quantities for purchase.

Materials are acquired in multiple formats when appropriate, including print, audiovisual, and digital resources. Certain materials are selected to address local community needs. An item need not meet all of these criteria to be selected.

The following general criteria are incorporated to evaluate and select materials for the collection:

- Relevance to the interests and needs of the community, both present and potential
- Extent of publicity, critical review, awards won, and current or anticipated demand
- Local, historical, and/or cultural significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
- Accuracy, timeliness, diversity of viewpoint; literary merit and contribution to field of study
- Publication date, price, availability and materials budget; cost in relation to enhancement of the collection
- Relevance to early literacy
- Responsiveness to school age and teen interest, and scholastic support and enrichment
- Format's durability, relevance, suitability, and ease of use
- Availability of content through the internet, subscription databases, or the SAILS Library Network
- Physical space limitations
- As a general rule, the Library does not purchase textbooks

Deselection and Collection Maintenance

The Library's collection is a living, changing entity. Deselection of material from the circulating collection is a vital part of successful collection maintenance. Continuous evaluation is necessary and materials are regularly removed to maintain a current, accurate, and appealing collection and to facilitate its ease of use. Decisions are influenced by patterns of use, the capacity of our location, and the holdings of other libraries that may specialize in a given subject matter. Great care is taken to retain or replace items that have enduring value to the community or the Library's collection.

The following criteria are used in selecting materials for deselection:

- Damage or poor condition
- Relevance to the needs and interest of the community
- Current demand and frequency of use
- Accuracy and timeliness
- Local interest
- Availability elsewhere including other libraries and online
- Deemed to be of an enduring nature

As materials become worn, damaged, or lost, replacement will be based on whether or not:

- The item is still available
- There is ongoing demand or need
- Another item or format might better serve the same purpose
- Updated, newer or revised materials would better replace a given item
- The item has historical value in this or another library based upon mission and guidelines
- Another library system could better provide the item or a comparable item in the future

Deselected items may be disposed of through the Library bookstore, a third-party vendor, or recycling.

Patron Requests for Purchase

Patrons may request that the Library purchase items it does not own using the online Purchase Request form. Each request is reviewed for inclusion in the collection using the selection criteria listed above; an item's availability through the [Commonwealth Catalog](#), or through interlibrary loan is also considered when deciding whether or not to add an item to the Library's collection.

Gifts and Donations

When the Library receives a monetary donation for the purchase of materials, selection is made in accordance with this Collection Development Policy.

The Library accepts donations of materials in usable condition, including works by local authors, for consideration as additions to its collections. All gift materials added to the collection must meet the same selection criteria as purchased materials. The Library reserves the right to use any donation as it sees fit, including the conditions of display, storage, and access. Upon receipt, all donations become the property of the Library. The Library does not return, nor does it track the status of donations.

Donations not added to the collection may be added to the Library bookstore. Proceeds from the bookstore directly benefit the Library. Donations may also be given to a third-party vendor, or may be disposed of through other means determined by the Library.

Intellectual Freedom and Request for Reconsideration of Library Materials

The Library respects the freedom of information for its users and adheres to the principles expressed in the American Library Association's [Library Bill of Rights](#), [Freedom to Read](#), and [Freedom to View](#) statements. The Library seeks to provide information on all viewpoints on controversial subjects. Language, situations, or subjects that may be offensive to some community members do not disqualify material whose value is to be judged in its entirety. The Library recognizes parents and legal guardians as the parties responsible for the reading and

viewing habits of their children. The selection of materials for the adult collection is not restricted by the possibility that children may obtain materials their parents or guardians consider inappropriate.

Library patrons requesting reconsideration and removal of items in the collection may submit a Request for Reconsideration of Library Material form. The Library Director will carefully review all such requests in relation to the Library's mission and selection criteria and will respond to the patron in writing.

Review of Collection Development Policy

In order to maintain a dynamic and responsive collection that meets the current needs of the community, this policy will be reviewed every two years by the Library Director.

**BRIDGEWATER PUBLIC LIBRARY
CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL**

AUTHOR:

TITLE:

FORMAT (book, magazine, recording, other):

What is it about this material that you object to? Please be specific (cite pages, for example).

What are your concerns about this material?

Do you see anything good about this material?

Have you read the entire book, seen the entire film, listened to the complete recording?

Are you aware of the critical opinion (published reviews, for example) of this material?

What other materials of quality or relevance on this subject would you recommend?

Have you read the Library's materials selection policy?

Do you think that the selection of this material is in accordance with this policy?

What do you suggest the library do about this matter?

Do you represent a group? If yes, what group?

Your name: _____

Address: _____

Email: _____

Phone: _____