

Collection Development and Materials Selection Policy

The Greenfield Public Library Board of Trustees endorses the American Library Association's Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement as they stand on the date of this policy's adoption.

Library Bill of Rights

<http://www.ala.org/advocacy/intfreedom/librarybill>

Freedom to Read Statement

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

Freedom to View Statement

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement>

Collection Development Statement

The Greenfield Public Library (GPL) acquires and makes available materials that inform, educate, entertain, and enrich people's lives. Since no library can acquire all materials, it is necessary to employ a policy of selectivity in acquisitions. Within its financial limitations, the library offers a collection of reliable materials spanning a broad range of knowledge areas. Included are works of enduring value as well as timely materials on current bestseller lists. The purpose of this policy is to guide library staff and inform the public about the principles underlying selection decisions. A policy cannot replace the judgment of librarians, but stating goals and indicating boundaries will assist the library staff in choosing from the array of available materials.

The library's goal is to provide a diverse Greenfield community with materials that reflect a range of views, expressions, opinions, and interests. Specific acquisitions may include unorthodox items, unpopular with the majority, or controversial in nature. The library's acquisition of these items does not constitute an endorsement of their content but rather makes their expression available.

Responsibility for Selection

The final authority for policies governing the selection of materials rests with the Board of Trustees. However, collection development is a process guided through all its stages by the professional expertise of the librarians under the supervision of the Library Director. Therefore, the Board of Trustees delegates to the Library Director and their designated staff the day-to-day responsibility for selecting materials within the framework of this policy.

Selection of Materials

A. Selection Criteria

The following criteria are among those used to determine what is purchased for the collection:

Non-fiction

- Accuracy.
- Authority and reputation.
- Popularity.
- Purpose and importance.
- Style, clarity, and presentation.

Non-fiction may be excluded for inaccurate content, lack of integrity, sensationalism, intent to promote hatred or intolerance, and content that is too limited or specialized. The library does not purchase textbooks. Collection development choices aim to meet the needs of the layperson rather than those of the technical or scholarly specialist. In cases of controversial questions, a variety of opinions and balance are sought whenever possible.

Fiction

- Authenticity.
- Creativity, vitality.
- Literary merit, significance.
- Popularity.
- Style.

The fiction collection encompasses a diverse range of titles, including recreational reading, classic literature, and works representing various styles and periods from different countries, all within multiple genres. The collection shall include titles intended for diverse populations. Controversial books of recognized literary merit may be acquired.

Suggestions are welcome, and the library will consider all requests from Greenfield residents using the same selection criteria applied to other items purchased for the collection.

B. Selection Aids

Materials Selection Sources include:

- Booklist.
- Kirkus.
- Library Journal.
- New York Times Book Review & Best Seller Lists.
- Publishers' catalogs.
- Publishers Weekly.
- School Library Journal.

C. Balance of Collection

The library strives to provide differing viewpoints on all major public interest issues. The inclusion of a particular item does not indicate endorsement of its contents but, instead, is an acknowledgment of the existence of that point of view. The library recognizes that many works are controversial and that any given item may offend some individuals. Selection is not made based on anticipated approval or disapproval but solely on the merits of the individual work. No item in the library's collection is marked or identified to indicate approval or disapproval of its contents or to restrict its use. The library does not rely on private advisory codes or rating services in developing collections, nor does the library remove such ratings if they are an integral part of the item or its packaging.

D. Selection for Children

The goal of collection development for children is to provide materials that suit their varied interests and reading abilities. The same criteria are applied in selecting materials for children as are applied in selecting materials for adults.

Responsibility for the use of library materials by children rests solely with their parents or legal guardians. Selection of or access to materials in any area of the library is not restricted by the possibility that children may obtain materials that their parents might consider inappropriate. The library does not operate in loco parentis. The role of library staff is to assist each family in finding materials suitable for them and to empower caregivers by teaching them how to find materials that are appropriate for their child.

Some books in the Children's collection may not be considered suitable for all adults and children. However, while some books are too mature for one child, other children may be ready for them. We recognize and respect that only each child and their caregiver may decide what material is suitable for their family.

E. Selection for Teens

Materials in this collection are designed to support teens in making a successful transition from childhood to adulthood by providing resources that foster intellectual, emotional, and social development. Extra effort is made to provide this age group with materials that address their concerns openly and honestly, and that meet their recreational, academic, and cultural reading needs.

Emphasizing contemporary trends in teen fiction, the collection includes current information that appeals to the diverse interests of this age group while considering varying reading and developmental levels. To fulfill these needs, the collection will inevitably include materials on controversial and sensitive topics.

Because of the wide range of maturity and reading levels among individual teens, the suitability of any particular item must be determined on an individual basis by the parent or guardian of the teen. Since the resources of the adult collections are readily available and offer a more comprehensive reference capability, teens are encouraged to utilize the entire library's holdings. The Teen collection will focus on sixth through twelfth-grade levels, but they will not be exclusive to that age range and may contain adult titles and resources.

F. Gifts – Please see Donation and Gift Policy

The Greenfield Public Library (GPL) welcomes donations in the form of financial contributions, books, and other materials. Those that fall into the library's collection development policy and are not already held within the library's collection are most welcome. The library's general policy is to accept gifts and donations of materials without restrictions on their use. For more information, please visit:

<https://greenfieldlibrary.org/content/Donation%20and%20Gift%20Policy.pdf>.

G. Self-Published Materials

Self-published authors (e.g., print-on-demand, vanity, or subsidized presses) who are City residents (past or present) are welcome to donate their works to the library. Once donated to the library, a self-published work is treated as a gift and is subject to the policy terms outlined in the Donation and Gift Policy. For more information, please visit:

<https://greenfieldlibrary.org/content/Donation%20and%20Gift%20Policy.pdf>

H. Electronic Collections

Electronic collections play an important role in the library's collection. These materials include databases, e-books, e-audiobooks, and downloadable and streaming media, where the content is not selected or maintained at the local level but rather by the vendor. Therefore, it is not possible for the library to control when and what titles are added or removed from these collections. The library bases its decisions on providing access to these collections on a variety of factors, including ease of use, uniqueness of content, technology requirements, vendor reputation, customer service, remote access availability, licensing agreements, cost, and sustainability. In addition to standard criteria used in selecting other formats, the library must consider unique selection criteria for electronic materials. The library favors electronic sources that are device and platform-neutral and that support the traditional legal principles of first sale and fair use, key concepts in copyright law.

Maintaining the Collection

Systematic evaluation of library materials is a crucial component of collection development, ensuring a relevant, accurate, and useful collection. Materials that are no longer useful or are not in suitable condition for circulation may be removed from the collection. The decision to withdraw an item from the collection is based on accepted professional practice and the judgment of the Library Director and his/her designated staff within the framework of this policy.

The general criteria for withdrawal of an item from the collection include:

- Availability of updated or revised material
- Circulation and usage
- Condition
- Duplication in the collection
- Inaccuracy of content
- Value as a classic