



Collection Development Policy

OBJECTIVES

The Edgartown Public Library is dedicated to providing services and resources to meet the needs of all individuals in the community with carefully selected materials to aid in the pursuit of education, information, research, pleasure, entertainment, and the creative use of leisure time.

The library:

- Supports the lifelong pursuit of personal, vocational, cultural, and intellectual enrichment.
- Fosters literacy, curiosity, and creativity in library users of all ages.
- Promotes the free exchange of ideas and serves as a community meeting place.
- Offers a gateway to emerging technologies and informational databases, which enhance traditional resources.

LIBRARY ASSESSMENT

The Edgartown Public Library is one of six independent public libraries on Martha's Vineyard. Each of the six libraries has its own unique collection, and provides materials to the island community based on differences in their collection policies, their budgets, and the needs of their own town. As part of the CLAMS network, we all provide materials to the wider Cape and Islands community, and add material to our collections keeping the broader community needs in mind.

SELECTION RESPONSIBILITIES

The Board of Library Trustees delegates the authority and responsibility for selection and management of all print, non-print, and electronic materials to the Library Director and appropriate professional library staff members. Selection and management of the materials in the library's collections are shared among the professional staff, who shall use this collection development policy as a guide to the growth and management of all library collections.

SELECTION RESOURCES

Staff members consult professional book review resources including *Library Journal*, *Publisher's Weekly*, *Booklist*, *Horn Book*, *New York Review of Books*, *School Library Journal*, *BookPages*, *New York Times* and *Boston Globe* book reviews, as well as publisher's catalogs, periodicals, Internet sites, and other professional and popular resources.

SELECTION GOALS

General Collections

- To provide our patrons with a wide variety of print and nonprint materials for entertainment, inspiration, and lifelong learning.

- To provide diverse materials, reflecting many points of view, for patrons of all ages.
- To balance up-to-date and popular materials with a core collection of recognized classics and key works in a variety of subject areas.
- The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and materials discussed in the public sphere. Materials are judged on the basis of the work as a whole, not on a part taken out of context.
- Interlibrary Loan: Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.
- In return for utilizing interlibrary loans to satisfy the needs of our patrons, the Edgartown Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

Special Collections and Archives

- To provide patrons and researchers with comprehensive and reliable published and unpublished materials on Martha's Vineyard, Cape Cod, and New England history, genealogy, and maritime trades from the earliest settlement of the country to present day.

SELECTION CRITERIA

Items added to the collections are done so based on one or more of the following criteria:

- Well-reviewed by known review sources
- In demand or recommended by library users
- Appeal and relevance to community interests
- Authority and reputation of the author
- Literary merit
- Accuracy and timeliness
- In keeping with our mission
- Need in relation to scope of collection
- Format suitable for library use
- Price and availability of funds
- Availability from another Library or source (i.e. Interlibrary Loan, Commonwealth Catalog, etc.)
- Importance as an historical record
- Space considerations

COLLECTION POLICIES

General Collections

- We generally refrain from purchasing or collecting textbooks, toy or pop-up books, abridged or condensed books, professional titles, and large collections of foreign language books.
- We may limit or cease purchase of outmoded nonprint formats (i.e. VHS format videos, cassette tapes) in favor of newer technologies, once that new technology is firmly established.

- We do not generally purchase self-published works; see more on this policy below. An exception is self-published family genealogies related to Martha's Vineyard.

Adult, Young Adults, and Children's Collections

Library materials will be added to the collection where it is deemed by professional library staff to be most appropriate. In general, material is added to the following collections:

- Children's Collection – Includes books, music, audio books, Playaways, magazines, movies, and electronic titles geared to children ages birth through grade 8. All movies rated G and PG will be included in the children's collection.
- Young Adults Collection – Includes books, music, audio books, electronic titles, and magazines geared to young adults in grades 7 through 12. YA music and movies are interfiled within the adult collection.
- Adult Collection – Includes books, audio books, Playaways, music, movies, magazines, electronic titles, and large print materials geared toward older teens and adults. Movies rated PG13, R, and unrated are included in the adult movie collection. All music except children's music is included in the adult music collection.

The staff and Trustees of the Edgartown Public Library are not responsible for the reading, viewing, or listening choices of children and young adults using the resources offered by the library. Responsibility for these choices rests with the child's parent or legal guardian.

Self-Published Materials

Self-published books will be considered for admission into the collection under the following conditions:

- The title has received at least one positive review from a trade publication. The following review sources will not be considered: Self-written reviews, un-sourced reviews, reviews from friends and family.
- The book has been edited by an editor or professional literary agent.

Library staff members selecting the material may also choose to review and evaluate the merit of the book as an addition to the collection.

At any time, library staff reserve the right not to add self-published titles to the collection if in his/her opinion the work is of poor quality or has not been edited properly. Self-published titles that are added to the collection that do not circulate for one year will be weeded.

School & Student Curriculum

Library staff will collect and purchase materials to support the curriculum of the Edgartown School when appropriate, with the exception of textbooks. We also support the needs of area preschools, private schools, and homeschoolers.

Internet and Electronic Resources

- We provide electronic resources and streaming media. Considerations for selection include: authoritativeness, timeliness and accuracy, quality and uniqueness of information, target audience, depth of coverage, easy to use interface, price, vendor reputation, customer support, and advantage over comparable print resources.
- We provide unfiltered dedicated and wireless Internet access to the public free of charge.

- We provide access to research databases provided by the CLAMS network, through the Massachusetts Library System (MLS), and through the Massachusetts Board of Library Commissioners (MBLC). In addition, we subscribe directly to databases that support our mission and comply with our selection criteria. Due to the large expense associated with providing electronic resources, renewal is assessed on an annual basis.

Special Collections

- Our special collections' focus is Martha's Vineyard, Cape Cod, Massachusetts, and New England history, genealogy, and maritime trades from the earliest days of the settlement of the country to present day.

WEEDING/DEACCESSIONING

General Collections & Special Collections

The staff of the Edgartown Public Library regularly weeds or deaccessions material from the collections based on the following criteria:

- Poor condition
- Out of date or obsolete information
- Misleading and/or factually inaccurate information
- Multiple copies owned
- If circulating, the item has not circulated within a certain time period
- Duplication in subject area
- Lack of space; or material/information may be obtained expeditiously elsewhere through interlibrary loan, reciprocal borrowing, or in electronic format.

Titles will be considered for deaccessioning and replacement on a case-by-case basis, and will be discarded or offered for free on the library's free shelf.

Archives

It is extremely rare that material in the archives is weeded or deaccessioned. Items will be considered on a case-by-case basis by the Library Director and may include:

- Items previously added to the archives that are not central to the library's mission and collection policy
- Duplicate items
- Items that may more appropriately reside at another library or at another organization

CONTROVERSIAL MATERIAL

The library collects a variety of materials for all age groups, diverse tastes, and varying viewpoints. The Edgartown Public Library is a proponent of the American Library Association's Library Bill of Rights and Freedom to Read Statement.

The library does not label controversial material, or restrict its use in any way. No rating labels are applied to library materials. Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

CHALLENGES & REQUESTS FOR RECONSIDERATION

The Edgartown Public Library recognizes that some materials may be considered controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Patrons with borrowing privileges who wish to object to the addition or exclusion of a certain item in the library's collection may submit a reconsideration form to the attention of the Library Director at 26 West Tisbury Road, Edgartown, MA, 02539, or at 508-627-4221, or via email at director@edgartownlibrary.org.

A reconsideration form and more information on the reconsideration process are appended to this Collection Development Policy.

Once reviewed by the Library Director and library staff, the inquiry will be placed on the agenda of the next regular meeting of the Edgartown Public Library Board of Trustees.

RECONSIDERATION OF LIBRARY MATERIALS

The Board of Trustees of the Edgartown Public Library considers all materials selected under this Collection Development Policy to be constitutionally protected under the First Amendment of the United States Constitution. If a library patron claims that a particular item is not constitutionally protected, the burden of proof rests with the patron.

The Board of Trustees recognizes the right of individuals to question materials in the library's collection. Whenever a patron objects to the presence or absence of any library material, the complaint will be given hearing and consideration as follows:

- The patron must submit a "Reconsideration of Library Materials" form. This completed form may be submitted to the Library Director at 26 West Tisbury Road, Edgartown, MA, 02539, or via email at director@edgartownlibrary.org. The inquiry will be placed on the agenda for review at the next regular meeting of the Edgartown Library Board of Trustees. A decision will be made regarding whether or not to add or withdraw the material within a reasonable amount of time, with written reasons for the decision conveyed to the patron. If the patron is dissatisfied with the Board's decision or written reply, he or she may appeal the decision in person to the Board. The Board, after receiving testimony from the patron, other interested parties, and from the Library Director, will decide whether or not library policies have been followed and whether to add or withdraw the material in question. The Library Board of Trustees has final say on a request for reconsideration matters.

- Materials subject to reconsideration shall not be removed from use and circulation pending final actions made by the Edgartown Library Board of Trustees.
- If the Board of Trustees makes a decision not to withdraw a specific title that has been submitted for reconsideration, that title (or any book or material of a similar theme or topic) may not be submitted for reconsideration for a period of one year.

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