

Worcester Public Library Collection Development Policy

I. Purpose, Vision, Mission, Values

Purpose

The collection development policy is intended to provide guidance for the selection and evaluation of materials which anticipate and meet the needs and interests of the greater Worcester community.

The Library's vision, mission, and values statement guides the policy and philosophy of selection and defines the scope and standards of the various collections.

Evolving and changing community needs and areas of interest and/or concern inform the need to periodically evaluate and revise this policy to provide guidance for implementing changes in the collection.

Vision

Empower all members of our diverse community to enrich their lives through limitless learning opportunities.

Mission

Inspire reading, advance learning, and connect our community. Promote the free exchange of ideas and strive to eliminate barriers in the pursuit of those ideas.

Values

Be a welcoming and inclusive environment for all; foster intellectual freedom, protect privacy, and celebrate our diverse community; serve everyone with efficiency and excellence; nourish the mind with ideas and experiences; provide access to a wide range of viewpoints that includes the needs of underrepresented and underserved populations; honor the past and embrace the future; and adapt to change.

II. Philosophy, Scope, Selection and Deaccession Criteria

Philosophy of Selection

The Worcester Public Library (hereafter referred to as: WPL) believes in the philosophy that the Library and its contents are for use, every reader should have access to the item of their choosing and every item should be available to its user. The Library strives to save the time of the reader by maintaining a robust, well-rounded, vetted, and right-sized collection that allows each individual to exercise their right to access information of their choosing. This principle applies to all formats included in the Library's collection. Additionally, WPL believes in freedom of information for all and does not practice censorship, nor does the inclusion of any item in the collection serve as an endorsement by WPL or the City of Worcester of either the content or viewpoint presented in them.

Scope of the Collection

The scope of the collection mirrors the Library's primary responsibility to provide a comprehensive, right-sized, inclusive, and diverse choice of materials in various formats to meet the informational, educational, cultural, and recreational needs of its citizens of all literacy levels and languages including the surrounding geographical area, the CW MARS consortium, as well as neighboring consortiums and partners while ensuring the collection meets our cooperation agreement with the CW MARS Library Consortium.

Selection Criteria:

Any item selected for inclusion into the Library's collection is based on but not limited to its:

- Contribution to the diversity and scope of the collection
- Suitability of subject and style for intended audience
- Effectiveness and suitability of format in communicating the content
- Format and content to the intended audience
- Needs and interests of the public
- Requests by library users
- Popular appeal
- Available space
- Attention by critics and reviewers
- Contemporary significance
- Accessibility of material
- Physical Format
- Quality of production

- Impact on materials expenditure plan

Content criteria:

Items in the Library's collection are measured against and meet these content criteria:

- Authority
- Objectivity
- Clarity
- Currency
- Representation of diverse points of view
- Receipt or nomination for awards
- Reputation or significance of one of the creators of the work
- Published evaluations or reviews
- Accuracy and timeliness
- Consideration of the work as a whole
- Sustained interest
- Relevance and use of the information
- Effective characterization
- Authenticity of history or social setting

While the circulating collections of fiction, nonfiction, nonprint, and audio/visual materials and resources are not repositories for historic or local collections, WPL does house several special collections of materials at the main branch that have special local, historical, and/or research value for use in the Library; they include local history, genealogy, local authors, government documents, and the original Dr. John Green collection.

Donations and Gifts

The Library's current policy on donations and gifts can be viewed on the website, as well as by contacting any of the branches.

Donations by Worcester Authors

Published authors from the Worcester area wishing to donate a copy of their work to the Library for consideration are welcome to do so. If the title meets the criteria by which potential selections are evaluated, it may be added to the collection. Donations that are not accepted by the Library will be offered to the Friends of the Library. See Appendix A for the donation form.

Deaccession

To assist the Library in its mission as a growing organism, WPL continuously deletes items from the collection in order to maintain the philosophy and scope of the collection. Factors that are used in the deaccession process include but are not limited to: age/relevancy of the item, accuracy/currency of the information, use/circulation of the item, community interest, availability of additional copies, condition, and availability of new editions/formats.

Requests for Reconsideration

WPL believes choice of materials to be a purely individual matter. While anyone is personally free to reject ideas represented in items in the collection of which they do not approve, an individual may not exercise censorship to restrict the free choice of others.

We understand any given item or idea may offend a person and be considered controversial by some. Additions to the collection are not made on the basis of anticipated approval or disapproval but on the merits of the material and collection needs. Exclusion of materials may occur due to cost, accessibility, or limited demand, or failure to meet content and selection criteria. Materials are not labeled to show approval or disapproval or to indicate certain philosophies.

Parents or legal guardians are responsible for monitoring materials used by children and minors under their care. Library selection decisions are not influenced by the possibility that materials may be accessible to minors. Access to items is not restricted except for protection from damage or theft. The Library considers the value of each item in its entirety and within the context of the collection, not on specific passages or sections within the item itself. Any patron who feels that an item is inappropriate may make a formal request using the form in Appendix B.

The following webpages that link to the American Library Association assist in the guiding principles of public libraries and the mission to provide free access to information for all:

Library bill of rights: <https://www.ala.org/advocacy/intfreedom/librarybill/>

Diverse Collections:

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/diversecollections>

Freedom to Read statement: <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

Libraries, an American value: <https://www.ala.org/advocacy/intfreedom/americanvalue>

EDI in libraries: <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/EDI>



**Appendix A
Worcester author donation form / Gift form**

Donations by Worcester Authors:

The Worcester Public Library (WPL) is committed to providing an outstanding collection of materials that reflect the needs and interests of our community. We are fortunate to have so many noted and emerging authors living in our city. Local interests and connections are always taken into consideration when selecting titles for the collection.

Published authors from the Worcester area wishing to donate a copy of their work to the Library for consideration are welcome to do so. Each book will be evaluated by professional librarians specializing in collection development. If the title is determined to meet the criteria by which potential selections are evaluated, we will be happy to add the title to the collection. If the Library cannot accept your kind offer, we will notify you, and you may pick up the item or allow us to donate the item to the Friends.

If WPL accepts your item, you acknowledge it becomes property of the Library and will fall under the collection development policy.

Do you authorize WPL to donate your item to the Friends if not added to the collection? Yes___ No___

Worcester Author Donation Form

Date: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Thank you for your generosity and interest in donating a copy of your work to the Worcester Public Library. You can expect to hear back from us within two weeks.

Appendix B
WORCESTER PUBLIC LIBRARY
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Forms must be completely filled out; anonymous complaints will not be considered. Requests will only be accepted from Worcester residents with active library cards. The same work will not be reconsidered within a four year period; the requester will be notified if this applies. Library Administration will review and respond to the borrower initiating the request. The item will be reviewed within the context of the collection policy, literary reviews, ALA and other governing bodies' guidelines, and reasonable person standards. If the borrower disagrees with the decision, they may choose to appeal the decision to the Executive Director. This completed form will appear in the Worcester Public Library's Board of Directors report which is a public document. Use back of form as needed.

Name: _____ Library Card Number: _____
Address: _____ Phone: _____
E-Mail _____
Do you represent self? Organization? _____
Signature: _____ Date: _____

1. Title, author and format of material to be reconsidered:

2. What brought this resource to your attention? _____

3. Have you examined the entire resource? Yes: No: If not, what sections did you review? _____

4. Is there anything positive about the material as a whole? (Be specific; cite page numbers or other particular references) _____

5. What concerns you about the resource, and how do you expect it to affect the users of the Library? (Be specific; cite page numbers or other particular references) _____

6. Have you consulted an evaluation of this work by experienced critics? No: Yes:
If "Yes", please cite: _____

7. What are your specific recommendations to the Library regarding this work?

8. If you are suggesting removal of the item, what work of equal value do you recommend for replacement? _____

Received By: _____ Branch: _____