

Collection Development Policy

The Goodwin Memorial Library

Hadley, MA

I. Purpose of the Collection Development Policy

The purpose of the Goodwin Memorial Library's Collection Development Policy is both to inform the community and patrons about the principles upon which the library relies when making decisions about what materials to add to the collection and to provide the library staff with basic guidelines to follow when developing the library's collection. While the policy represents the basic guidelines used, the underlying principles that are covered will help maintain a consistent acquisition and maintenance plan for the collection and will ensure that the library adheres to its mission and fulfills the current and future needs of its patrons.

II. Library Mission

The Goodwin Memorial Library offers residents of all ages the means to meet their recreational reading, listening and viewing needs; a place to meet and interact with others in their community; support for students enrolled in local schools; and the materials and support to know and better understand their personal or community heritage.

The library develops its collection by selecting materials and items that allow the library to successfully meet the mission stated above, which will be periodically reviewed to ensure its relevancy to the community.

III. Community Profile

The Goodwin Memorial Library primarily serves the residents of the town of Hadley, MA, which was originally founded in 1659 and is one of the oldest towns in the Commonwealth of Massachusetts. The library, which is centrally located near the town hall, lies within close proximity of the town's two public schools, the Hadley Elementary School and Hopkins Academy, as well as North Star, an alternative middle school with a self-directed curriculum. The town of Hadley currently has 5,250 residents with a per capita income of \$32,000 as of 2009. While the number of residents employed in white-collar professions has increased in recent years, Hadley has maintained a strong agricultural base and currently has the most acreage of farmland of any Pioneer Valley town.

IV. Responsibility for Collection Development and Management

The board of Trustees of the Goodwin Memorial Library has assigned all responsibility of collection development and the continual management of the library's collection to the Library Director. The selection of new materials will be made in accordance with the library's stated mission, the Long-Range Plan approved by the Board of Trustees, and the terms of this policy. The Library Director may take into consideration the opinions of others, including librarians and staff working at the Goodwin Memorial Library and the patrons of the library. However, the ultimate responsibility for the materials selected for inclusion in the collection

rests with the Director.

V. Collection Evaluation and Scope

The scope of the Goodwin Memorial Library's collection shall be determined by the periodical evaluation of the collection and the needs of the community. The Library Director, as part of the responsibilities for collection development, will continually evaluate the library's collection by using circulation statistics, interlibrary loan requests, and comparisons to appropriate bibliographies, such as Wilson's *Fiction Catalog* and *Public Library Catalog*. The Director will, as necessary, initiate additional in depth evaluations both of the needs of the community and of the collection itself in order to identify strengths and correct for any weaknesses in the library's holdings.

Currently, the Goodwin Memorial Library collects materials suitable for adult, young adult and children in a wide variety of formats, including books, periodicals, DVDs, Audiobooks, Music CDs and electronic resources.

VI. Selection Guidelines

Materials and items are selected for inclusion in the library's collection when they are deemed in compliance with the library's stated mission and therefore have value to the community and patrons. When selecting materials to be included in the library's collection the Director may use a number of tools to aid the process, including core collection bibliographies, bestseller lists, advertisements, reviews in critical, professional and popular publications, and patron requests. In addition, during the selection process, the following criteria may be used, but are not limited to:

- Current appeal and popular demand.
- Reputation of the author, publisher and/or work.
- Price of the item.
- The library's allocated budget for the fiscal year.
- The availability of space in the library's facility.
- The currency of the information presented.
- The utility of the information or item.
- Relation of the item to the existing collection.
- Availability of the material or item through C/WMARS.
- Response to the material by critics and reviewers.
- Recognition of the material as award-winning or otherwise meritorious.
- Inclusion of the material or item in recommendation lists and bibliographies.
- Presents subject matter relevant to the community.
- Local historical significance of the item or information.
- Appropriateness to the intended audience.

- Suitability of the format for the needs of patrons.
- The library does not collect textbooks.
- Patron requests.

VII. Withdrawal of Materials

As the collection of the library is continually evaluated, the Library Director may decide to withdraw certain items and materials that are damaged, duplicate, outdated, or otherwise of diminishing usefulness to the collection. Materials that are withdrawn from the collection are dispersed at the discretion of the Director. The withdrawal of materials is an important aspect of collection development in that it not only makes room for new acquisitions but also helps ensure that the collection remains relevant and useful to the patrons of the library.

VIII. Gifts

While the Goodwin Memorial Library gratefully recognizes the importance of donations, both monetary and material, as an important method of developing the collection, the library cannot accept all gifts and donations. The Library Director will use his or her discretion when choosing to accept or refuse the offer of donated materials or funds, and in particular, the library will avoid accepting gifts with imposed restrictions and conditions. Once the gift or donation is accepted, the Goodwin Memorial Library reserves all the rights of the materials and will control the final disposition of the gift or donation. Donations of materials will be evaluated in the same manner as items being considered for purchase.

Anyone presenting a gift or donation is encouraged to complete a Donation Form, which is available upon request. Upon completion of the form, the library will acknowledge the receipt of the donation with a general letter. However, the library cannot legally provide donors with any appraisal of the materials to be donated.

IX. Intellectual Freedom

The Goodwin Memorial Library strives to provide equal and unrestricted access to information for all community members and patrons, who are all free to select or reject and agree or disagree with any item or material found in the library's collection. The library does not endorse the views and opinions found in the materials it collects and strives to provide materials representing various points of view, allowing patrons to make their own decisions and opinions on all subjects. The Board of Trustees, the Library Director, and the staff of the Goodwin Memorial Library firmly believe that the right to read and view materials plays a critical role in the intellectual freedom that underlies the success of a democracy. Therefore, the library has adopted the American Library Association's *Library Bill of Rights* [<http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf>] (Appendix A) and *Freedom to Read Statement* [<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>] (Appendix B) and the American Film and Video Association's *Freedom to View Statement* [<http://www.ala.org/vrt/professionalresources/vrtresources/freedomtoview>] (Appendix C) as official library policies.

Responsibility for materials or items viewed by children does not lie with the staff of the

Goodwin Memorial Library and ultimately rests with the children's parents or legal guardians. While some library materials, including DVDs, come labeled with outside rating systems (Motion Picture rating system of "G", "PG", etc. for example), the library will not otherwise label, restrict or sequester the materials held in its collection.

The Goodwin Memorial Library welcomes feedback from patrons, and if there are questions about materials, the patron should obtain and complete a Request for Reconsideration of Library Materials Form [\[link\]](#) (Appendix D). After the completion of the procedures outlined in the form, the Director will inform the concerned parties on the final decision regarding the item or material in question.

X. Policy Approval and Revision

This Collection Development Policy will be reviewed every three years in an effort to maintain the relevancy of the policy with the needs of the community and with the mission and goals of the Goodwin Memorial Library.

Last Reviewed and Updated 12/10/2009 by the Goodwin Memorial Library Board of Trustees

Appendix A

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980;

inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Appendix B

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our

culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a

responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

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.

A Joint Statement by:

[American Library Association](#)

[Association of American Publishers](#)

Subsequently endorsed by:

[American Booksellers Foundation for Free Expression](#)

[The Association of American University Presses, Inc.](#)

[The Children's Book Council](#)

[Freedom to Read Foundation](#)

[National Association of College Stores](#)

[National Coalition Against Censorship](#)

[National Council of Teachers of English](#)

[The Thomas Jefferson Center for the Protection of Free Expression](#)

Appendix C

The Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Appendix D

Goodwin Memorial Library Request for Reconsideration of Library Materials Form

The Goodwin Memorial Library has delegated the responsibility of selecting and evaluating all library materials and resources to the Library Director, who follows the guidelines provided by the library's approved Collection Development Policy (available online and upon request). If you feel an item needs to be reconsidered, complete this form and return it to: Patrick Borezo, Director, Goodwin Memorial Library, 50 Middle St., Hadley, MA 01035. Within two weeks of receipt of this form you will receive confirmation of your request, an outline of what actions will be taken before the final determination, and an approximate date for the final decision. You will receive written notification of the ultimate decision of the Library Director. We thank you for your interest and concern in the Goodwin Memorial Library.

Please provide the following information:

Name:

Date:

Address:

Phone #:

Email address:

Do you represent: ☐ yourself? ☐ an organization? Please identify:

Please identify the item that you recommend for reconsideration:

Indicate the format of the material:

- ☐ Book/Audio Book ☐ Video ☐ Magazine or Newspaper
☐ Library Program ☐ Other (please identify):

Title:

Author:

Publisher and Date:

What brought this item to your attention?

What concerns you about this item?

Have you read/watched/listened to the entire item? If not, how much of the content have you examined?

What do you believe is the intent of the author of the item?

What would you like the library to do with this item?

What other item would you recommend in place of this one?

Please provide any additional comments that you may have: