

COLLECTION DEVELOPMENT POLICY

Maynard Community Library

Community Clientele Description

The primary objective of the library is to serve the community. Maynard is a small rural community. The library's clientele is made up of people of all ages and levels of education. Maynard has many people with wide range of experiences and desires. The library's collection must be diversified enough to encompass a variety of needs, tastes, and opinions.

Purpose of Collection

"The mission of the Maynard Community Library is to provide technical resources, electronic, and otherwise. These resources may be utilized for leisure, knowledge and learning by patrons of our library, as well as our community. As a popular materials library, we feature current, high demand, high interest materials in a variety of formats for persons of all ages. The library also strives to assist the learning process from preschool through adulthood with a variety of educational, reference and other non-fiction materials. We will add to our collection to meet the unique needs of this community and the requests of its citizens.

Evaluation of Collection

WEEDING POLICY

The collection of the Maynard Community Library shall be weeded on a regular basis in order to maintain the attractiveness and currency of the collection. Factors to be considered in the weeding process shall include the following based upon Crew Manual.

Recommendations:

1. Date of material – based on the copyright and varying according to the type of material being considered.
2. Usage – based on the latest recorded circulation data.
3. Literacy merit.
4. Accuracy of materials.
5. Needs and interests of the community.
6. Physical considerations.

The Library Director shall retain the right to dispose of discarded materials in anyway which may be deemed proper and feasible. A reasonable attempt will be made to recycle weeded materials.

Exceptions to the general policy on weeding include local history materials, books of historical value, memorial items and art works that are still in usable condition. Periodicals are weeded annually. Newspapers are retained for three to six weeks.

Selection Criteria and Procedures

Fiction: The selection of fiction involves choosing from a large variety of types of novels to meet the needs of the community. Our collection will include classics as well as novels off best-sellers lists, popular authors, mysteries, westerns, science fiction, romances and novels that are suggested from library patrons in hard or paperback copies.

Non-fiction: The selection of non-fiction materials will include the needs and interests of the community. The collection will be kept up-to-date with timely issues and will try to represent all sides of controversial issues.

Selection for Young Adult: The same criteria will be used in the selection of the Junior and Youth collection. The public library will choose books from the public schools AR program to supplement the public school program and will view the need of the community.

Periodicals: Periodicals will be purchased or accepted as gifts for one or more of the following reasons: to keep the library collection up-to-date with current thinking in various fields and to provide material not available in books and to supply popular recreational reading. Recognizing our funds are limited, we try to select the titles that will serve the greatest number of people.

DVDs: The library purchases DVDs for adult and family entertainment.

Gifts and Donation Policies

Cash donations for library materials and resources are deposited in the revenue budget. The total Library budget is then amended in May of the fiscal year to reflect those donations.

Policy for accepting used books: gifts of used books will be accepted by the Library on the condition that the Librarian has the authority to (a) add them to the Library's collection, (b) give them to another library, (c) sell them at a book sale, (d) donate them to an organization such as Goodwill, or (e) discard them. If the Library cannot use the donation, the donor will be asked if they wish to have the books returned to them.

Intellectual Freedom

The Maynard Community Library endorses the principles of intellectual freedom set forth in the American Library Association's "Library Bill of Rights" and "The Freedom to Read" (see attached copies). The library, along with the public school, is the community's repository and conveyer of knowledge. A strong commitment to intellectual freedom will ensure that the community will continue to have open access to the information necessary for contemporary life.

Reconsideration of Materials Policy Controversial Material

The patron will fill out a “Request for Reconsideration of Library Materials” form. The form will be presented to the Library Board at the next regular meeting. The Board will make a decision on the disposition of the material. The patron will be informed in writing within 10 working days of the Board decision.