



Policy Name: Collection Development Policy

Approved by Library Board: May 16, 2023

Purpose of Policy

The purpose of this policy is to provide guidelines for the selection of library materials in accordance with our Mission Statement: "The Salem Free Public Library improves the quality of life for the public by providing resources that build a sense of community and contribute to individual knowledge, enlightenment, and enjoyment." The Salem Free Public Library adheres to the American Library Association's Library Bill of Rights.

The Library provides a broadly based and diverse collection of resources and materials with a balanced point of view on topics. Attention is paid to ensure diversity within the collection, with the intent to accommodate the widest scope of materials.

Children and Young Adults have complete and open access to all materials within the entire library. Parents/Guardians are ultimately responsible for what their own children select for reading, listening, and viewing.

The Collection Development Policy is used for guidance in regards to the development and maintenance of a well-balanced collection of materials. These materials include books, periodicals, newspapers, audiovisual, and digital offerings. Other forms of information will be added as they develop and become in demand.

Responsibility for Selection

Responsibility for the collection rests with the Library Director. The Director and delegated staff will determine items to be included in the collection by using staff recommendations, reviews in professional library journals, and recommendations from individuals and groups. Suggestions from patrons are welcome and are given serious consideration.

Selection Criteria

The following considerations will be made when purchasing materials for the collection:

- Reader request or local interest
- Reviews in professional journals
- Evident need in a subject area
- Heavy demand for popular items
- Importance as a document of the times
- Attention of critics, reviewers and public
- Budgetary limitations
- Availability of the material

Requests for Purchase

Suggestions for purchase are welcomed and appreciated. We will use the same criteria when considering requests from local patrons as mentioned above in our Selection Criteria.

Donations and Gifts

The Salem Free Public Library accepts donations of books and other materials. Donated items are subject to the same criteria as any purchased additions to the collection. Gifts are accepted without commitment as to final assignment. Please see the Salem Free Public Library's Policy for Acceptance of Donation and Gifts for more information.

Collection Maintenance

In order to provide the best service to our community, the collection is regularly evaluated. Materials are evaluated on an on-going basis for accuracy, currency, enjoyment and will be withdrawn when their individual value to the library's collection no longer exists. Materials which are no longer useful because of condition, lack of circulation, or because they no longer meet selection criteria will be withdrawn from the collection. Withdrawn materials will be sold at the Friends of the Library book sales, donated, or discarded.

Reconsideration of Library Materials

Objections to the inclusion or exclusion of materials owned by the library should be made in writing, giving reasons in detail. Material Reconsideration Forms are available for this purpose. The Library Director will review the material in question, make an initial determination on the request, and respond to the person who challenged the material. If the complainant is dissatisfied with the Library Director's determination, the complaint will go to the Library Board of Directors. The Library Board will meet with the Library Director and will make a determination about the materials. Decisions of the Library Board of Directors will be final. The Library Director and the Library Board will use this policy, the Library Bill of Rights, and related supportive documents of the American Library Association to help make its final determination of any challenged materials.

This policy is intended to be construed consistent with Town Charter, Town Ordinances and state and federal law. Town Charter, Ordinances and state and federal law shall govern to the extent conflict exists.

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.

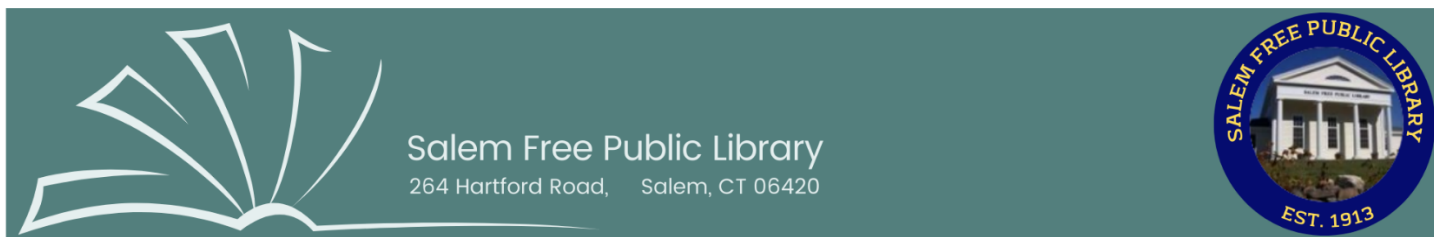
V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.



Material Reconsideration Form

Your Name: _____ Today's Date: _____

Address: _____

Phone: _____ Email: _____

I represent (check all that apply): Myself: _____ An organization: _____

If you represent an organization, please include your position/title, organization name, address, and contact information:

Information about the item for which you have concerns:

Title: _____

Author/Artist/Producer: _____

Format (i.e. book, DVD, audio book, etc.): _____

What brought your attention to this material?: _____

Did you read, view, or listen to the entire work?: _____

Citing as specifically as possible, please explain your concerns about this work. Please include page numbers, track numbers, etc., when possible. Additional pages or supplemental material may be attached.

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

_____ Consider my opinion; no other action is necessary

_____ Formally review the material

Signature: _____ Date: _____