

MILLIS PUBLIC LIBRARY
COLLECTION DEVELOPMENT POLICY

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Introduction

The Mission of the Millis Public Library (“the Library”) is to inspire lifelong learning and build community by providing a safe and welcoming space where community members of all ages can freely access materials, technology, information, services, and programs that engage the imagination, foster literacy, inspire intellectual curiosity, and broaden cultural perspectives.

Thoughtful and deliberate development and maintenance of the Library’s collections is an essential part of fulfilling the Library’s mission. The purpose of this policy is to guide Library staff and inform the general public about the principles which staff adhere to throughout the selection and deselection processes.

Principles of Collection Development

- The Millis Public Library upholds the principles of intellectual freedom, which support the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. Intellectual freedom encompasses the freedom to hold, receive, and disseminate ideas.
- In the interest of protecting the individual’s right to have access to materials, the Library upholds the guiding principles of the following documents:

- [The First Amendment](#) to the United States Constitution
- [The Library Bill of Rights](#) (American Library Association Council)
- [Access to Library Resources and Services for Minors](#): An Interpretation of the Library Bill of Rights (American Library Association Council)
- [The Freedom to Read Statement](#) (A Joint Statement by the American Library Association and the Association of American Publishers)
- The Millis Public Library seeks to maintain a collection of value to community members of all ages, races, cultures, religions, socioeconomic statuses, disability statuses, political and social views, sexual orientations, and gender identities and we recognize that patrons have diverse needs, interests, values, and abilities. Library staff prioritize expanding our collections to meet the needs of previously underrepresented and underserved members of our community.
- Access to Library materials will not be restricted except for the purpose of protecting items from damage or theft. The Library does not mark or identify materials to show approval or disapproval of contents or to restrict their use by age. The Library does not rely on private advisory codes or rating services in developing collections, nor does the Library remove such ratings if they are an integral part of the item or its packaging.
- The Library recognizes parents and legal guardians as the parties responsible for the reading, listening, and viewing habits of their own children. It is not the practice of the Library to act *in loco parentis*. Selection of books and other materials will not be restricted by the possibility that children may obtain materials their parents or guardians consider inappropriate.

General Selection Criteria

The Library strives to fulfill the informational, educational, and recreational needs of the community by providing quality materials. Standards and criteria used when making selection decisions include those listed below. An item need not meet all of the criteria in order to be added to the collection.

Public Demand and Community Interest

- Popularity and demand, as indicated by sales and circulation
- Relevance to present and anticipated needs and interests of the community
- Representation of subjects, genres, or trends of local or national importance

Merit of Individual Titles

- Reputation and qualifications of the author or publisher of the work
- Literary or artistic merit
- Favorable reviews in professional review journals; inclusion in reputable resources such as newspapers and magazines, broadcast media, online sources, and bibliographies
- Consideration of the work as a whole, rather than on the basis of specific sections
- Currency and accuracy of the information

Collection Goals

- Relationship to the existing collection; contribution to balanced and up-to-date coverage of a broad range of subject areas and viewpoints
- Contemporary and long-term significance
- Accessibility to patrons with differing cognitive and physical abilities, as well as educational levels (for example, audio, large print, and downloadable formats)
- Representation of diverse points of view

Logistical Considerations

- Price and availability
- Format, durability, and ease of use
- Suitability for intended users
- Availability of materials through Minuteman Library Network or Commonwealth Catalog
- Space requirements

The Library Director, acting within the policies established by the Board of Trustees, is ultimately responsible for materials selection. The Director delegates this responsibility to Library staff qualified by reason of education, training, and experience. Other staff member and patron suggestions are given

careful consideration. Suggested items may be added to the collection providing they meet the criteria defined above.

Special Collections

The Library may maintain special collections in specific subject areas or formats. Separate policies, outlined in detail in appendices to this document, may be developed exclusively for these collections. Refer to the Local History Collection Development Policy (Appendix A) as an example.

Donations and Gifts

The Millis Public Library recognizes the potential value that donations can add to the Library's collections. Gifts to the Library can be in the form of money or actual materials.

Gifts to the Library are evaluated according to the same selection criteria as all Library materials, regardless of the means of acquisition. Please refer to the General Selection Criteria above.

Donated materials may be added to the collection, passed on to the Friends of the Millis Public Library, or discarded, at the sole discretion of the Library. While any staff member may receive donations, the Library Director and/or appropriate staff will make the final decision as to whether donated material are accessioned into the collection.

Once an item has been donated, it is the property of the Library and is subject to the same processing, usage, and disposal criteria as all Library materials. Upon request, the Library can acknowledge receipt of donated items but does not provide an assessment of monetary value or keep records of donated materials.

Monetary donations for materials, including those given in honor or memory, are welcomed. Those wishing to make a memorial or honor donation should fill out the "Memorial/Honor Donation Program" form (see Appendix B). When making selection decisions, Library staff will make every effort to honor stated donor preferences, keeping in line with general selection criteria outlined in this policy. Purchased materials will be given personalized bookplates if requested.

Collection Maintenance

Collection maintenance optimizes the Library's usefulness by ensuring that materials continue to meet criteria for inclusion, are easy to locate, and are attractive to users. The Library's credibility is enhanced

when materials are found by patrons to be up-to-date and relevant and when the Library's catalog accurately reflects the Library's holdings.

The ongoing process of collection maintenance accomplishes several purposes:

- Inventory control provides a more accurate holdings count by identifying lost materials
- Analysis provides feedback on the collection's strengths and weaknesses
- Deselection (weeding) makes the collection more useful and appealing by systematically replacing materials that are worn, no longer accurate, or no longer appealing.

Materials that no longer meet the selection criteria of the Library are identified, withdrawn, and discarded according to accepted professional practices. Those staff members who have a direct role in the selection of materials conduct deselection, also known as weeding.

The Library uses [The CREW Method](#) of Continuous Review, Evaluation, and Weeding (Texas State Library and Archives Commission) in the weeding process. MUSTIE is the acronym for the six main factors that make an item a candidate for deselection.

- Misleading (and/or factually inaccurate)
- Ugly (worn, damaged, outdated look)
- Superseded (by a new edition or a much better book on the subject)
- Trivial (of little overall merit)
- Irrelevant (to the needs and interests of the community)
- Elsewhere (material or information can easily be obtained elsewhere)

On a regular basis, reports are generated to identify items without recent circulation activity. Shelves are checked to determine whether items are lost, in which case they are deleted from the Library's online catalog. If an item is located on the shelf, it is reviewed against the criteria above to determine whether it should remain in the collection.

Reconsideration of Library Materials

The Library seeks to provide a balanced collection representing a wide range of viewpoints, including controversial issues that may be objectionable to some individuals. A work will not be excluded from the collection because of frankness of content. Language, situations, or subjects that may be offensive to some community members do not disqualify material which, in its entirety, is to be judged of value. The purchase of an item by the Library does not constitute endorsement of the views expressed within.

Millis Public Library cardholders who have questions or concerns about a particular item in the collection are encouraged to discuss their concerns with Library staff. Staff can assist in locating items that may be a better fit for the individual, and may share a copy of this policy.

Cardholders may pursue unresolved complaints by submitting a “Request for Reconsideration of Library Materials” form (see Appendix C). The completed form will be reviewed by the Library Director. The material will be evaluated against the selection criteria outlined in this policy. The Library Director will provide a written response to the patron within 14 days of the date that the Reconsideration form was submitted.

In the event that the cardholder is not satisfied with the decision, they may appeal in writing to the Library Director, who will then convene a Reconsideration Committee. The Committee will consist of a Library Trustee, a member of the Library staff, and members of the community (selected jointly by the Trustees and the Library Director). During the review process, the Reconsideration Committee will employ the selection criteria outlined in this document, as well as reviews from professional journals, and comments by the cardholder bringing forward the complaint. The material will be reviewed in full, not just individual parts of the work. Library materials will remain in the collection during the review process. The Committee will recommend an action to the Library Director within 30 days. The Library Director will inform the patron in writing of the final decision. The results of the Reconsideration will be retained on file.

Approved by the Board of Trustees on May 17, 2023.

Appendix A: The Millis Public Library Local History Collection

Mission Statement

The Millis Public Library Local History Collection has been established for the purpose of preserving, and making accessible for research, materials that help to document the founding, development, and achievements of the Town of Millis.

Scope

The major emphasis of the collection is the Town of Millis. Additional materials that help to reflect the Town's history and have a direct connection to our understanding of the Town will also be included.

Formats collected are primarily paper documents including books, serials, maps, newspaper clippings, scrapbooks, town records, unpublished writings, pamphlets, broadsides, and various other ephemera, as well as documents that have been digitized as a means of preservation.

Selection Criteria

Permanent collections will be selected based upon the material's fit within the scope of the collection and the Library's ability to properly care for and preserve the material.

Gifts

The Deed of Gift (attached) will serve as a formal written documentation, acknowledging by the donor the transfer of the gift to the Library.

Discarding Materials

Since the collection is a research collection, the Library will not deaccession material unless it does not fit within the scope of the collection.

The Millis Public Library Local History Collection

Deed of Gift

The undersigned hereby irrevocably and unconditionally give, transfer, and assign to the Millis Public Library Board of Trustees by way of gift, pursuant to M.G.L chapter 78, section 11, all right, title, and interest in (including copyright), to, and associated with the material described below.

The material specified below shall be available to members of the public for use from this date forward, with the exception of the items asterisked below or attached, which shall be restricted from public use until this date _____.

Description of Materials (include medium, size, provenance, and additional information and attachments, if necessary):

Appraisal value: _____

(Cost of appraisal to be borne by donor. Please attach photocopy, if available.)

The donated material will be accessioned as _____ and be known as _____.

Proviso: Upon signing this deed of gift, the donor understands that the Library Trustees reserve the right to deaccession, by sale or otherwise, the above named material in accordance with the Library's established policies, if future conditions warrant such action.

The undersigned warrants to the Millis Public Library Trustees that the undersigned is the lawful owner, had good rights to donate the material to the Library Trustees, and the material is free of liens and encumbrances.

Signed: _____ Date: _____

Address: _____

[Below section to be completed by the Library Trustees]

Conditions of acceptance (if any):

The Millis Public Library Trustees hereby accept the unconditional gift(s).

_____	_____	_____
Trustee Name	Signature	Date

Distribution of Copies:	Donor (1)
	Library's Donor File (1)

Approved by the Board of Library Trustees, _____

Appendix B: Memorial/Honor Donation Program

We invite you to honor family members and friends with a gift that will benefit the Millis community! A donation of \$25 or more will allow us to purchase one or more items to add to the library's collection.

You may designate a specific subject area and the type of material you prefer (book, DVD, audiobook, etc.) or let us select an appropriate item. Each item will receive a commemorative bookplate with your name and the name of the person honored. We will notify the individual or family about your gift.

Honoree's Name _____

What wording would you like on the bookplate? (In Memory of..., In Honor of..., Donated By...,)

Donation Amount (Average hardcover book is \$25): _____

Format (select one):

☐ Book(s) ☐ DVD(s) ☐ Large Print Book(s) ☐ Audiobook ☐ Other: _____

Audience (select one):

☐ Adult ☐ Young Adult (Grade 6-12) ☐ Juvenile (birth to Grade 5)

Suggested Genre/Topic (or allow library staff to select based on collection needs):

Send acknowledgment card to:

Name(s) _____

Address _____

Donor Information:

Name(s) _____

Address _____

Phone or Email _____

Donations may be made by cash, check, or money order. Please return completed forms to the Millis Public Library in person, by mail (961 Main Street, Millis, MA 02054), or by email (contact@millislibrary.org) Thank you!

Appendix C: Request for Reconsideration of Library Materials

Name _____ Phone _____

Email _____

Address _____

City _____ State _____ Zip _____

Do you represent: ☐ yourself or ☐ an organization?

Name of organization _____

Format of Material:

Title:

Author:

Collection in which work is located: ☐ Adult ☐ Young Adult ☐ Children's

Please answer the following questions thoroughly. If more space is needed, you may use the back of this form.

1. How did this work come to your attention?:

2. Have you read/listened to/watched this work in its entirety? If not, which parts?

3. What concerns you about this work? (Please be specific):

4. Do you believe there is anything good about this work?

5. What do you believe is the theme of this work?
6. What would you recommend be done with this work?
7. What, in your opinion, is a better work of this type?
8. Have you read the Millis Public Library's Collection Development Policy?
9. Other comments?

Signature: _____

Date: _____

Thank you for your interest. Your comments will be carefully considered. The Library Director will respond, in writing, within one month of the receipt of this request.

ACTION TAKEN (For Library Use)