

Franklin Public Library
Collection Development Policy

Purpose and principles of Collection Development Policy

The Collection Development Policy upholds the mission of the Franklin Public Library, outlines the philosophies that create and shape the collection, and directs staff decision-making regarding selection, the practices that maintain the collection over time and the guidelines that help the collection respond to community needs.

The collection will:

- Include information in multiple formats
- Represent diverse viewpoints
- Seek to meet the informational, educational, and recreational needs of the community
- Represent a variety of viewpoints, in accordance with the Library Bill of Rights
- Respond to trends in popular materials

Responsibility for the Collection

The responsibility for the library collection rests with the Library Director, under whose direction professional library staff use the criteria listed in this policy to make selection and withdrawal decisions.

Scope of the Collection

The Library selects hardcover books, paperbacks, large print, audiovisual materials (DVDs, CDs, Blu-rays, Playaways, etc.) periodicals, electronic resources including e-books, streaming and downloadable audio and video. Databases are added as community needs evolve and funds allow.

Criteria for Acquisition

Library staff use a variety of selection tools including professional journals and other reviewing media when considering materials for the collection.

General Criteria

- Popular demand and anticipated demand
- Relevance to the informational, educational, and recreational needs of the community
- Accuracy, timeliness, or permanence of subject matter
- Reputation or qualifications of the author, creator, or publisher of the work
- Cultural and historical significance to the community
- Suitability of physical format
- General appeal and readability
- Cost

- Availability from another library or source

Additional criteria for electronic resources include:

- Ease of use and remote access potential
- Hardware, software, networking, and storage requirements
- Licensing requirements
- Comparison of content and cost with other available formats
- Long term availability and perpetual access rights

A separate Special Collections Manual will be developed to cover Archives and Local History collections.

Gifts

Gifts of books or other materials in good condition are accepted with the understanding that they become the property of the Library. Items which are not added to the collection will be disposed of at the discretion of the Library. The Library does not accept books or any other materials on the condition that if they are not added to the collection, they are returned to the donor.

The Library does not evaluate or appraise gift materials for tax purposes. Receipts for donations are available upon request at the Circulation Desk.

Deselection/Weeding

The Library's collection is a living, changing entity. Continuous evaluation of the collection and removal of materials is necessary to maintain a current, accurate, and appealing collection and to facilitate its ease of use.

The CREW method, the benchmark tool for weeding library collections, will be used in selecting materials for withdrawal. CREW is an acronym for Continuous Review, Evaluation, and weeding.

- Damaged, soiled or worn
- Relevance to the needs and interest of the community
- Number of copies in the collection
- Accuracy and timeliness
- Current demand and frequency of use
- Format
- Availability from another library or source

Deselected items may be offered to other libraries or disposed of through book sales, giveaways, or recycling.

Last copy and replacement

The last copy of a work in the Minuteman Library System is evaluated by professional library staff.

Reconsideration of Materials

The Franklin Public Library affirms the American Library Association's Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement in providing library services for all. Patrons and legal guardians are responsible for the library use of their minor children. Library patrons requesting reconsideration and removal of items from the collection may submit a Request for Reconsideration of Library Material form, available at the circulation desk and online. The Library Director will review the request and reply within thirty days of receipt of the request.

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