

Collection Development Policy

Adopted by the Provincetown Public Library Board of Library Trustees on December 19, 2018

Library staff shall select library materials on the basis of their intellectual value the level of public interest in certain materials or the information and enlightenment that library materials may afford to all the people of our community. No library material shall be excluded because of race, nationality, sexual orientation, gender identification, or the political, social or religious views of the author(s). The Board of Library Trustees believes that censorship is matter of individual decision and selection and believes that while everyone is free to accept or reject for herself/himself/themselves any content which they do not approve of, however, one person cannot limit, restrict, or censor other people's freedom to read/view. The Board of Library Trustees adopts and declares that it will adhere to and support the ALA statements: [The Library Bill of Rights](#), [The Freedom to Read Statement](#), and [The Freedom to View Statement](#).

The criteria for the selection of library materials are applicable to all media formats including but are not limited to: books, periodical magazines, serial publications, audio recordings, DVDs, computer software, and online databases.

The following guidelines will be considered when adding an item to the collection:

1. Timeliness: current general interest on international, national, and local levels, and the importance of the work as a document of its time, and/or relevance to contemporary issues.
2. Permanent or continuing value as a standard work.
3. Suitability of subject, style, format, and content for its intended audience (e.g., children, young adults, adults).
4. Relevance to community needs and interests.
5. Proven or potential interest or demand.
6. Reputation, authority, and qualifications of the author, editor, artist-producer, or publisher.
7. Artistic merit.
8. Scholarly merit; accuracy and accessibility of content.
9. Evaluation by staff, local experts, and the public, and by reviewers in professional journals and popular media.
10. Availability of other materials in the existing collection on or related to the same subject.
11. Importance in relation to other materials in the existing collection on the same subject.
12. Importance in relation to existing areas of coverage in order to maintain a well-balanced collection.
13. Importance of providing a wide range of points of view on a subject, including points of view that are unique, alternative, experimental, or controversial.

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14. Availability of the same or similar material in the local area (CLAMS network) and through the interlibrary loan system.

15. Cost in relation to the significance of the material according to the above factors.

Policy Concerning a Request for Reconsideration of Library Materials

The Board of Library Trustees supports and will defend the freedom to read, view, and hear of all our patrons. Therefore, no library material shall be removed from the collection other than according to the procedure set forth here. A patron who objects to the presence of certain materials in the collection and who is unwilling to accept that the inclusion of these materials conforms to the goals, principles, and standards outlined in this policy may submit a Challenge of Library Materials to the Board of Library Trustees on the form provided for this purpose. For a challenge to be considered the complaining party must be fully identified on the form provided and the form must be fully completed. No action shall be taken to remove an item from the collection before the challenge is considered by the Board. The Board will endeavor to consider any challenge at the next regularly scheduled meeting following the receipt of a completed challenge form. The Board will read and examine the challenge form and the challenged material and evaluate the specific objections set forth by the complainant, weigh the values and faults of the material as a whole in itself and in relation to the collection, and, if necessary or desired, the Board may solicit advice and opinion from other library directors and boards, the American Library Association Office for Intellectual Freedom, the Massachusetts Library Association's (MLA's) Intellectual Freedom/Social Responsibilities Committee (MLA-IF/SRC) and legal counsel. The Board will issue a written report within ninety days of the receipt of a challenge and the Board's report shall contain its decision and recommended action regarding the challenged material.

Collection Maintenance

The Library maintains the quality of its collection by retaining or replacing essential materials and by removing items that are outdated, damaged or worn out, no longer in demand, or underutilized duplicates. The Library does not automatically replace all items that are removed because of loss or damage. Criteria used to decide whether to replace lost or damaged materials include the number of duplicate copies that may be needed to meet circulation demand, the availability of newer or more authoritative material, the presence of similar material in the collection, and overall community interest in the particular material. Some older or worn material may be retained, such as classics, one-of-a-kind or irreplaceable items, collectors' items, award-winning children's

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books, items in the local history collection, items that provide special coverage of a field, and items that are consistently in demand. Items removed from the collection may be sold, given away, recycled, discarded, or otherwise disposed of at the direction and discretion of the library administration, as specified in Massachusetts General Laws, Chapter 30B, Section 15.

Requests for the Acquisition of Items

Patrons may request that the Library acquire specific materials for the collection. The Library will evaluate whether the requested item or items conform to the goals, principles, and standards outlined in this policy, the availability and cost of the items and the likelihood of general interest in the requested materials. Patrons are asked to fill out a request form that is available at the circulation desk.

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1	Date	
2	Name	
3	Address	
4	Phone	
5	Email	
6	Are you challenging library materials on your own behalf or do you represent a group/organization? Please provide the name of the group/organization if applicable.	
7	Material Format (book, audio, video)	
8	Author	
9	Title	
10	What specifically do you find objectionable in this library material?	
11	What do you feel or believe might be the objectionable result of reading, hearing, or viewing this work?	
12	Do you have evidence tending to support your feeling or belief that such an objectionable result might occur and what is that evidence?	
13	Do you think this material would be appropriate for any demographic or age group?	
14	Do you think there are any worthwhile or redeeming qualities to this book or library material?	
15	Did you read, hear, or view, the entire work? If not, what part or parts did you read, hear or view?	
16	Are you aware of any reviews or evaluations of this work by professional critics?	
17	What review(s) or evaluation(s), if any, of this work have you read or heard?	
18	What would you like the Library to do about this work in response to your complaint?	