

# Milton Public Library

## Collection Development Policy

### Mission Statement

The mission of the Milton Public Library is to promote the love of reading, to make accessible the diversity of human culture and learning, to be a resource for the community's research and information needs and to do all of this in a way that returns value for the community's investment.

The Milton Public Library enriches the community by connecting people to the world of ideas, information, and imagination to support their work, education, personal growth and enjoyment.

### Policy Statement/Executive Summary

The Milton Public Library provides a collection of materials and resources in keeping with its mission. The collection will be selected and maintained to enable each individual to choose materials and information according to their own free choice.

The collection as a whole will be a diverse source of information representing as many viewpoints as possible, including content which may be controversial or offensive to some. Selection of materials does not mean endorsement of the contents or the views expressed in those materials.

Collection development is an ongoing process requiring professional judgment and experience to meet the needs and demands of the community while optimizing the allocation of space, staff and fiscal resources. Resource sharing with other libraries, and electronic and other methods of information delivery, are used by the Library to meet user needs and to extend limited resources.

### Definitions

*Materials* may include, but is not limited to, books, periodicals, newspapers, maps, audio and video recordings, and software in a variety of formats such as print, microfilm, audio/video disc, and/or digital files, as well as digital devices and other objects.

### This Collection Development Policy will:

- Guide the Library in selecting a wide variety of materials to support the Library's mission
- Inform the public about the Library's goals in collection development
- Ensure the Library maintains a diverse collection that reflects as many viewpoints as possible
- Ensure the Library maintains a wide collection of materials in a variety of formats

### General Principles for Selection

1. Materials to be added to the Milton Public Library (Library) are selected on the merits of a particular work in relation to the needs, interests and demands of this community. The Library also considers its strategic service priorities and goals. Basic to the policy is the Library Bill of Rights, as adopted by the American Library Association. In part, it states:

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.
2. The Library does not endorse particular beliefs or views, nor is the selection of any given material equivalent to an endorsement of the viewpoint of the author expressed therein.
  3. As stated by the ALA in *Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights*, “Parents [and guardians] - and only parents [and guardians] - have the right and the responsibility to restrict the access of their children - and only their children - to library resources. Librarians and governing bodies have a public and professional obligation to provide equal access to all library resources for all library users.”
  4. Materials with an emphasis on sex, or containing profane language are not automatically rejected.
  5. It is the responsibility of the Library to provide popular reference and research materials for both the diverse general public of Milton as well as students at all levels of education. However, the Library does not provide textbooks.
  6. Materials are selected in a variety of formats including, but not limited to, physical (hardcover & paperback books, magazines, newspapers, audiobooks, CDs, DVDs) and digital materials (databases, eBooks, eAudiobooks, streaming music & video). The Library seeks to make popular materials available in a variety of formats.

## Specific Principles for Selection

The following principles will inform this section:

1. Level of funding for materials
2. Relevance to the Library's mission and strategic priorities
3. In demand items, or those recommended by Library users
4. Appeal and relevance to community interests
5. Well-reviewed by known professional review sources
6. Authority, accuracy, reputation of author and/or literary merit
7. Importance as a record of the times, and as an historical record
8. Relevance to the existing collection's strengths and weaknesses
9. High standard of quality in content and format
10. Price and availability
11. Format, durability, and ease of use
12. Suitability of format for subject and user's needs
13. Relevance to the history of Milton
14. Availability of materials elsewhere in the community (through a library in the Old Colony Library Network, Commonwealth Catalog, or Interlibrary Loan)

## **Specific Criteria for Selection**

### **Adult Materials:**

Selection considerations include readability of material, quality of writing, cost, format, existing holdings and suitability of material to the community. Titles are selected on the basis of the content as a whole and without regard to the personal history of the author. In no case are any materials excluded because of the origin, background, or views of those contributing to the creation.

Fiction titles should represent all types and styles of literature. Non-Fiction titles may be excluded for inaccurate information, lack of integrity, sensationalism, intent to incite hatred or intolerance, and text material of too limited or specialized a nature. In the case of controversial topics, variety and balance of opinion are sought wherever possible.

### **Young Adult Materials:**

The Young Adult (or Teen) collection consists of material considered to be of particular interest to adolescents, from middle school onward. Materials are selected for this collection to broaden the horizons of teens, help them to cope with the challenges of adolescence, and encourage recreational reading. To fulfill these needs, the collection will inevitably include materials on controversial and/or sensitive topics.

### **Children's Materials:**

The Children's collection serves children through grade five and their caregivers. Materials are selected which offer interest and engagement, cultivate an appreciation of literature, and encourage reading for pleasure. The Children's department purchases a variety of materials to appeal to children from varied backgrounds and families, religious affiliations, ethnicities, and sexual orientations. The Library does not provide basic text books or materials needed in quantity for school work. However, it provides materials and resources to support the curriculum and the needs of individual students and teachers.

#### **Local History/Special Collections:**

The Local History Collections, including those found in the Milton Room, the Trustees Room, the Archive Room, and elsewhere, consist of titles that cover areas of interest in regards to the history of Milton and its surrounding towns. It also contains titles written by local authors, or about individuals with a connection to the community. The Local History Collections provide some genealogical resources to residents as well.

The Local History Collection aims to collect and preserve documents, books, manuscripts, photographs, art and artifacts relating to local history or of local importance. These collections do not circulate outside of the Library, but are available for in-Library use upon request.

The Library also houses the Milton Historical Society collections & archives. The MHS can be contacted directly about their policies.

#### **Magazines and Newspapers:**

The Library selects popular, general informational, and scholarly magazines to meet the needs of library users. Newspapers are selected to meet the reference and research needs of users, to provide current information, and to satisfy casual interest in current events. Local and national newspapers are supplied upon sufficient demand and within budget and space limitations.

#### **Other Physical Materials:**

CDs, DVDs, and other audio and video formats will be selected in accordance with the criteria outlined for adult, young adult and children's materials. In addition, equipment or items designated as part of the Library of Things, may be selected for circulation.

#### **Digital Materials:**

The Library recognizes the importance and growing demand of digital materials. Databases and digital content, including materials for download and streaming, are purchased from several vendors. These materials are purchased in accordance with criteria outlined for physical materials. However, in many cases the Library is purchasing access to a collection of pre-selected material. Some electronic resources

are selected by the Old Colony Library Network and the Massachusetts Library System and shared with member libraries.

## **Gifts & Donations**

Please see the Library's Gifts and Donations policy for issues on this topic.

## **Removal of Materials**

Materials are withdrawn regularly in accordance with the criteria for selection. Stolen or damaged materials may be replaced when deemed necessary. Library staff utilize professional standards when determining items for withdrawal.

## **Request for reconsideration of Materials**

The Library recognizes that individuals may question the inclusion of materials in the collection. The Library suggests the following steps be taken:

1. Library users are encouraged to discuss their concerns with a Library supervisor or the director.
2. If the user is not satisfied with the response to their request, they may complete the Request for Reconsideration Form available on the Library website or at a public service desk.
3. Once completed, the request will be reviewed by a staff review committee. When reviewing the request for reconsideration, the committee will consider the criteria listed in the "General Principles for Selection" and "Specific Principles for Selection" sections of this policy.
  - a. Material under consideration will remain available to users until a decision is made.
4. The review committee will provide a recommendation to the library director. The library director will make a decision on the material and will respond to the individual in writing.
5. Individuals still wishing to express concerns may attend a regular Library Trustees meeting. Their concern can be expressed during the 'Citizen Speak' section of the meeting, or at another time designated by the Trustees.
6. At a future meeting, The Trustees, after hearing testimony from the public and from the library director will decide whether the actions taken were appropriate under this Policy.

The Library reports all formal challenges to the Massachusetts Library Association's Intellectual Freedom Committee and to the American Library Association's Office for Intellectual Freedom.

Approved by the Milton Public Library Board of Trustees, May 9, 2022.

## Milton Public Library Request for Reconsideration Form

The Board of Trustees and the Library Director have approved the use of this form in the event that an individual has a concern about any material in the Milton Public Library collection. The person making the request must complete and submit this form. The form will be submitted to a review committee and the Library Director will respond to the individual making the request.

### About the item for reconsideration:

Title: \_\_\_\_\_

Author: \_\_\_\_\_ Call number: \_\_\_\_\_

Publisher: \_\_\_\_\_ Publication Date: \_\_\_\_\_

Format:       Book       Audiobook       DVD  
 Music CD       Magazine/Newspaper       Database item  
 Downloadable content available through: \_\_\_\_\_  
 Something else in the collection: \_\_\_\_\_

### Request initiated by:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

If you are not a Milton resident, do you have an active OCLN library account? \_\_\_\_\_

Are you filling out this form:       As an individual  
 On behalf of a group/organization: \_\_\_\_\_

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Signature

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Date

**Please answer all questions on the next page before submitting this form.**

**Reasons for filing the request (please be as specific as possible; you may attach additional pages if needed):**

1. What brought this title to your attention?
  2. What in the work do you object to? Please cite pages (or timestamps). What do you believe might happen if someone reads, views, or listens to this work?
  3. Did you review the entire work? If not, what parts did you review?
  4. In your opinion, how does this work comply, or fail to comply, with the “General Principles for Selection” and “Specific Principles for Selection” sections of the Milton Public Library Collection Development Policy?
  5. Please suggest other resources that could provide similar information on this topic to the community. What material of equal or better quality on this subject would you recommend?

*Please submit this completed form to a library staff member. All questions must be completed to enable us to replay promptly. You will be contacted by the Library Director regarding your request.*