

Collection Development Policy

The Chelsea Public Library endorses the Library Bill of Rights and Freedom to Read Statement, two documents issued by the American Library Association. Included in these statements is the commitment to honor the rights of an individual to use the library regardless of age, race, religion, national origin, background, or social or political views. Accordingly, the staff of the library provides service to all library users. Responsibility for materials selection: Responsibility for materials selection is formulated by the policies that the Director administers in conjunction with staff and the Board of Trustees. Dialogue exists between the Library and its patrons who may suggest titles for purchase. The Chelsea Public Library is a member of the Metro Boston Library Network and as such lends and receives titles from within the network as well as across the state. General Goals and Guidelines Annual goals for the selection of materials take into consideration factors such as budget, service needs, trends and departmental goals and are purchased based on the following criteria:

- Contemporary or cultural significance or current usefulness or interest.
- Authority and competence of presentation.
- Importance as a historical record or of permanent value.
- Relevance to existing collection.
- Presentation of multiple views on controversial issues.
- Physical quality of format and binding.
- Balance of special group interest with general demand.
- Selection of materials cultural or based on perceived adult content will not be restricted.
- Selection of materials on the basis of recommendations of accepted established review sources.

Patron Requests and Gifts

Patron recommendations for the purchase of library materials are carefully considered according to the aforementioned criteria. The library reserves the right to administer gifts with a view to the best interests of the library. The library will not become a depository or custodian for materials of a monetary or historical value as pursuant to the City of Chelsea's established procurement and ethics policies. The Director, staff, City and Board reserve the sole right to determine whether a gift or donation both falls under the mission of the Library and the collection policy.

Deselection and Weeding of Materials

Weeding and discarding of materials from the collection is done on a systematic basis. This function is necessitated by limitations of space, obsolescence of material, lack of use over extended periods of time, the physical condition of the item, duplicate copies, and acquisition

of new materials. The same criteria that applies to the purchase of new materials will be applied to the discarding and weeding of materials. Materials discarded because of loss, vandalism, poor condition, or outdated content will be considered for replacement.

Children's Collection

Materials will be chosen for children based on the recommendations by recognized authorities in the field of children's literature and the criteria listed above. Responsibility for the selection and use of materials by children rests solely with their parents or legal guardian. Children are allowed full access to the entirety of the library collection.

Teen Collection

Teen materials are selected by the Library Director and the Children's Librarian on the basis of recommendations by recognized authorities in the field of Teen literature and the criteria listed above. Teen literature ranges greatly in maturity levels and accordingly this collection will represent an increasingly broad range of ages, interests and subject matters. The Teen user of the library (defined here as a user aged thirteen to eighteen years old) has full access to the entirety of the library collection. Any limitations placed upon the reading materials of teens rest solely at the discretion of the parents or legal guardians and staff will not monitor what a teen is allowed to check out.

Local and/or Self-Published Authors

The library will attempt to acquire titles by local authors that are published by mainstream publishers and available through approved vendors. Books by local authors that are donated may be considered for the collection but will be subject to the same selection criteria mentioned above. Materials not selected are subject to the library procurement policies.

Objections to Library Materials

Requests from patrons to withdraw materials from the collection are to be made in writing and will be evaluated within the context of the Freedom to Read Statement and Library Bill of Rights.

"The Freedom to Read Statement", American Library Association, July 26, 2006.

<http://www.ala.org/advocacy/intfreedom/freedomreadstatement> (Accessed September 25, 2018)

Responsibility

These policies for library service and selection of materials have been formulated by the Board of Trustees of the Chelsea Public Library. The Board delegates the Director to act as its agent in the administration and implementation of said policies.

Effective Date: February 27, 2019

Approved by the Board of Library Trustees: February 26, 2019

Date Revised: September 25, 2018.