



## Hopkinton Town Library Materials Selection and Program Development Policy

**Library Mission:** The Hopkinton Town Library provides community members of all ages resources that support their educational, practical, and recreational interests through a wide range of traditional and online resources. This Policy reflects the principles of our mission statement. The library supports the individual's right to access ideas and information representing all points of view. The Board of Trustees of the Library has adopted the American Library Association's Library Bill of Rights.

**Objectives:** The Library provides, within its financial limitations, a general collection of reliable materials and program offerings embracing broad areas of knowledge. Included are works of enduring value as well as materials and programs on current issues. Selection is based on community needs and interests, both those expressed and those inferred from study of community demographics. In general, scholarly, highly specialized, or archival materials are beyond the scope of the Library's collections.

Allocation of the materials budget, including the number of items purchased for each area of the collection, will be determined by indicators of use, average cost per item, and objectives for the collection overall. The library does not encourage or discourage any particular viewpoint. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, or political or social views of the author. Selection of materials by the Library does not mean endorsement of the content or the views expressed in those materials.

**Responsibility for Selection:** The responsibility for selection of all print and non-print material, as well as the management of the materials budget, rests ultimately with the Library Director. The Director may delegate the selection and weeding of material and program planning to other members of the staff as appropriate. Responsibility for choosing what an individual will read or watch rests with the individual. Responsibility for the use of library materials by children and young adults rests with their parents or legal guardians.

**Criteria for Selection:** Factors considered when adding specific material to the library collection or planning programs include some or all of the following;

- Existing collection needs
- Relevance to community needs
- High customer demand
- Significance or reputation of author, publisher or presenter
- Attention of critics and reviewers

- Importance of human or social insight
- Representation of current ideas or events
- Accuracy, comprehensiveness of treatment
- Diversity of viewpoint
- Price as a percentage of acquisitions and programming budget
- Availability of low-demand materials in other library collections through interlibrary loan

Tools used in selection include professional journals and online resources, trade journals, subject bibliographies, publishers' promotional materials, and reviews from reputable sources and colleagues in the field. Purchase and programming suggestions from library patrons are welcome and are given serious consideration. Every attempt is made to acquire titles by local authors that are published by mainstream publishers. Titles by local writers that are self-published are not added to the collection unless there is a compelling reason to do so, such as valuable/rare local content or high local interest.

**Donations of Materials:** Donations of materials are gratefully accepted with the understanding that they may be added if they meet established standards for purchased materials, with emphasis on currency, physical condition, and need. Materials not added to the collection may be sold through one of the Library's book sales and thus benefit the Library through an alternative path. **(Gift Acceptance Policy)**

**Collection Maintenance: Weeding:** An up to date, attractive, and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon condition, current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of "weeding" is the responsibility of the Library Director and designated staff and is authorized by the Board of Trustees.

**Request for Reconsideration:** Should a Hopkinton community member or Hopkinton Town Library cardholder object to a particular item owned by or program offered by the library, the challenger shall be offered the opportunity to complete a **Request for Reconsideration of Library Materials and Programs Form**. See also **Request for Reconsideration of Library Materials and Programs Policy**.

Reviewed and Adopted by Library Board of Trustees April 29, 2021; March 2022