

## **Collection Development Policy**

### **Objectives of the Collection Development Policy**

The Library Board and Administration makes collection management its foremost strategic goal. The primary responsibility of the Lawrence Public Library is to serve the citizens of Lawrence by providing a broad selection of materials to meet their information, educational, and recreational needs. Our patrons include scholarly researchers, readers of best sellers, and second language learners. They include elders, adults, teens and children. We know we must provide materials which address our patrons' legal, housing, medical, employment, and technological demands as well as their cultural and entertainment needs.

Based on our knowledge and understanding of the community we serve, we will continue to develop the Spanish Language collection, the Local History collection, the Irish collection, and the Special Collections.

Additionally, we commit to providing library materials in various formats to meet the diverse needs of the community. Our patrons who seek materials in languages other than English can expect to find library materials in various languages.

### **Purpose of the Collection Development Policy**

This policy is a guideline to be referenced closely by the Library administration as well as staff when making decisions about the acquisition and withdrawal of library materials. It supports our Long-Range goals, a plan that outlines the library's goals and objectives for the next five years which includes collection development and serves to inform the public of the methods we use to ensure that our collection meets the needs of our community today.

The final authority for the Library collection management and implementation of this policy rests with the Director and Assistant Director. The comprehensive, section-by-section review of the collection, is assigned to the staff.

### **Budget Allocations & Selection Criteria**

Public libraries in Massachusetts must meet all state requirements to be certified and qualify for state aid. Our spending includes a book budget. Based on our population size, the Lawrence Public Library must expend 12% of its municipal appropriation on library materials. Budget allocations are based on usage statistics, public demand, and the Library's response to the diversity of the community it serves.

When considering materials for acquisition, the staff calls upon its professional training and knowledge of the community. Additionally, The American Library Association provides selection criteria to guide staff decisions about developing its collection. As a publication date is an important consideration, so too is the reputation of an author. Including a “best-seller” is paramount, thus reviews, awards and demand all figure into the decision to place a title on the shelf. Please note that these examples are a sample of the criteria and that collection development decisions are not limited to the aforementioned.

### **Criteria for Weeding and Withdrawal**

The Lawrence Public Library’s protocol for weeding is an adaptation of the CREW (Continuous Review, Evaluation, and Weeding) method which was designed by the Texas State Library and Archives Commission and adapted by the American Library Association. Jeanette Larson’s *CREW: A Weeding Manual for Modern Libraries* sets accepted industry standards. Materials that meet the CREW guidelines, will be systematically withdrawn. Final decisions on any and all withdrawal of library materials reside with the Library administration. Materials will be regularly evaluated in order to maintain a current, accurate, and appealing collection for the community as well as create a better way for patrons to navigate the collection.

Materials may be weeded for several reasons, including:

- Factually incorrect information
- Being worn and beyond mending or rebinding
- Because of its irrelevance to the needs or interest in the community
- If the material may be found elsewhere

Following the weeding process, items will either be donated, re-shelved, or recycled.

### **Access and Communication**

We welcome all to visit our two locations at 51 Lawrence Street and 135 Parker Street to access our collection in person. Patrons can access our catalog online and place holds to delivered to the MVLC library of choice. Our online catalog is on our website: [www.lawrencefreelibrary.org](http://www.lawrencefreelibrary.org). Other options include calling the Library at 978-620-3615 and speaking with a staff at the reference desk who will gladly place a hold on an item. Patrons can also send an email to [LibraryInfo@cityoflawrence.com](mailto:LibraryInfo@cityoflawrence.com).

Additionally, patrons may make special requests that the Library purchase items that the Library does not own by submitting a completed Patron Recommendation form to the Library administration. Each request is reviewed for inclusion in the collection, using the Library’s selection criteria.

*Refer to Appendix A: Item Recommendation Form and Appendix B: Item Recommendation Response Form.*

The Library welcomes patrons' expressions of opinions concerning materials in the collection. The Library administration will consider any requests for reconsideration or to remove materials from the shelves based on guidelines within the context of the policies set forth in this document. If the person indicates dissatisfaction with the resolution, he or she may appeal to the Library Board. *Refer to Appendix C: Item Challenge Form and Appendix D: Item Challenge Response Form.*

### **Gifts and Donations**

Library administration appreciates thoughtful gifts to the institution. Any printed material or artifact must be approved by the Director before it is added to the collection. We encourage our patrons to consider financial gifts for dedications.

## Appendix A: Item Recommendation Form

Date:

**Contact Information:** *(so that we may follow up on your request)*

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

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

Phone Number: \_\_\_\_\_

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

**Item Recommendation:**

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

Type of Material (Please choose one)

DVD    Magazine    Book    Newspaper    Other: \_\_\_\_\_

Format:

Print    E-Book    Digital    Other: \_\_\_\_\_

**Reason for recommendation:**

**Administrative section:**

- Your recommendation has been approved
- Your recommendation has been denied.

**Appendix B: Item Recommendation Response Form**

Dear \_\_\_\_\_ :

The Lawrence Public Library has reviewed your request for an **item recommendation**. After further review, your request has been:

\_\_\_\_ **approved** and aligns with our collection development policy guidelines.

\_\_\_\_ **denied** as it does not align with our collection policy guidelines.

Notes:

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Sincerely,

Library Administration

## Appendix C: Item Challenge Form

Date:

**Contact Information:** *(so that we may follow up on your request)*

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

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

Phone Number: \_\_\_\_\_

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

**Item to Reconsider:**

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

Type of Material (Please choose one)

DVD    Magazine    Book    Newspaper    Other: \_\_\_\_\_

Format:

Print    E-Book    Digital    Other: \_\_\_\_\_

Have you read/viewed this item?                      Yes                      No

**Reason for reconsideration:**

What is the basis of your objection to the item? (Please be specific and cite any pages, sections, etc).

**Administrative section:**

- Your recommendation has been approved.
- Your recommendation has been denied.

**Appendix D: Item Challenge Response Form**

Dear \_\_\_\_\_ :

The Lawrence Public Library has reviewed your request for an **item challenge**. After further review, your request has been:

\_\_\_\_ **approved** and aligns with our collection development policy guidelines.

\_\_\_\_ **denied** as it does not align with our collection policy guidelines.

Notes:

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Sincerely,

Library Administration