

## **The East Providence Public Library Collection Development Policy**

### **Mission**

The mission of the East Providence Public Library is to provide equal access to a wide range of materials and services, to facilitate self-education and to promote lifelong learning. The Library is dedicated to the special interests of children and their caregivers encouraging a love of reading and learning. Emphasis is placed on supplying current reading materials in various formats, including emerging technology, and providing resources to improve quality of life. Programs on a variety of topics are offered in a welcoming, clean, safe environment for all.

### **Purpose**

The Collection Development Policy provides a framework for decision-making in the selection and management of materials which anticipate and meet the intellectual, cultural, and recreational information needs of the East Providence community. The policy reinforces the library's mission and the principles set forth by the American Library Association in the Library Bill of Rights, Freedom to Read Statement, Freedom to View Statement, and Access to Library Resources and Services to Minors.

### **Scope of the Collection**

The Collection of the East Providence Public Library is made up of the Adult Collection, the Youth Collection, and various special collections such as the Reference/Rhode Island Collection, the Portuguese Language Collection, the Literacy Collection, and the Audiovisual/Digital Media collection.

The Library's electronic resources include those provided by the Ocean State Libraries Consortium as well as those offered by the Library directly. These include journal databases and online encyclopedias, ebooks, music and video streaming, downloadable audio books, digital magazines, genealogy resources, language learning and reader's advisory tools.

### **Responsibility**

The Library Director is responsible for the entire collection and is accountable to the Board of Trustees of the East Providence Public Library. The Director delegates authority for material selection, management, and weeding to the Selection Committee.

### **Access**

Materials are housed in separate areas of the library according to age and reading level. All patrons have access to all collections and each patron makes his/her own determination as to the suitability of the materials for his/her purpose. Parents are responsible for what their children select. The library does not act *in loco parentis*.

## **Guidelines for Selection**

All professional staff contributes to selection, however, authority rests with an appointed Selection Committee. The Committee uses professional judgment, knowledge of the overall collection, physical space limitations, and the following criteria for collection development:

- Relevance to community needs and interests
- Accuracy, timeliness, diversity of viewpoint, literary merit
- Cost, availability, suitability for library use
- Local historical or cultural significance
- Relevance to collection's strengths and weaknesses

Tools used in the selection process include:

- a. Pre-publication and concurrent reviews in professional publications specifically for this process, such as Booklist, Publisher's Weekly, Library Journal, School Library Journal, VOYA, and bestseller lists from varied online sources
- b. New York Times Book Review
- c. Social Media: Facebook, Twitter, Instagram
- d. Popular magazines, television, and radio
- e. Patron recommendations and high-demand holds

An item need not meet all criteria to be selected.

## **Self-published Materials**

The Selection Committee uses the same guidelines for selection of self-published materials as traditionally published materials. Materials with topics of strong local interest, local history not addressed by major publishers, titles by authors with proven credentials in the subject area, and materials with high-demand by East Providence residents will be considered for addition to the collection.

## **Gifts**

The Friends of the East Providence Public Library accepts gifts of books and media for the library's book sales.

The Library accepts gifts for addition to the collection providing they meet the same selection criteria as the library's purchased materials. The Library reserves the right to sell or otherwise dispose of materials not added to the collection.

## **Collections of the East Providence Public Library**

### **Adult Collection:**

Purpose:

To meet the intellectual, cultural, and recreational information needs of the East Providence community and to promote lifelong learning.

Updated 12/2017

Materials should be of high-quality in content and format. They should be timely and accurate. Permanence and demand should also be considered as well as price and authority of the author and publisher.

**Youth / Juvenile Collection:**

Purpose:

To inspire and cultivate a love of books and reading with materials for babies through 5th grade.

Materials will meet their recreational needs and informational needs, supporting the local schools' curricula whenever possible.

**Youth / Young Adult Collection:**

Purpose:

To fill the reading needs and interests of young adults, both for pleasure and to support the local schools' curricula whenever possible.

**Reference/Rhode Island Collection:**

Purpose:

To provide ready reference/local history.

**Portuguese Language Collection:**

Purpose:

To provide a browsing collection of popular fiction and nonfiction titles for our Portuguese-speaking community.

**Literacy Collection:**

Purpose:

To support the curriculum of the Literacy department.

Materials include foreign language dictionaries, textbooks, and workbooks for ESL and citizenship testing.

**Audiovisual / Digital Media Collection:**

Purpose:

To provide entertainment and information in a variety of formats, including DVDs, Audiobooks on CD, Music CDs, and iPad Minis.

Artistic and technical excellence, cost, and library suitability are taken into consideration when purchasing these materials.

## **Reconsideration of Materials**

Any person who wishes to challenge the inclusion of any library material in the collection must complete a "Request for Reconsideration of Library Materials" form available from library administration. The Director will be notified immediately of any challenge and will consult with the appropriate librarian concerning a reply. If the person is not satisfied with the reply, he/she will be notified of his/her right to address the Board of Trustees. The Director and the Chair of the Board of Trustees will have access to copies of all correspondence regarding the complaint.

## **Collection Maintenance and Weeding**

The Library's collection grows and changes constantly. Weeding by the professional staff is an ongoing and essential process in order to keep the collection current, vital, in good condition, and accessible. The East Providence Public Library Weeding Guidelines, updated in January, 2017, set forth the purpose, criteria, process, and responsibility for weeding as well as the process for discarding, repairing and replacing library materials.