

Boxford Town Library

Collection Development Policy



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January 2008
Revised February 2022

Policy voted and adopted on: 11/30/66, 4/10/2008
Policy last reviewed and amended on: 2/15/2022, 10/16/2023

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Library History

The Town of Boxford library system has a rich and rather complicated history dating back to 1796. Until 1966, both Boxford libraries were administered by two private associations rather than publicly elected trustees. During that time both library buildings, one in each village, were privately owned by those associations. In 1966, the two libraries merged and were governed by one common, publicly elected Board of Trustees. The Town of Boxford did not, in fact, become the sole owner of both buildings, and responsible for fully funding the libraries, until 1982.

East Parish History

In 1796, 111 years after the incorporation of the town, a group of East parish residents formed the Boxford Library Society, which established the first Boxford library available to residents. Many of the society members contributed books from their own private collections as well as funds to purchase new books. Society members held quarterly meetings and books could be borrowed or returned only during those meetings unless a special arrangement was made with the librarian. Only residents who belonged to the society were allowed to borrow books. The Boxford Library Society continued to serve Boxford's library needs for over fifty years.

In 1873 the Boxford Public Library, a second private association, was established in the East Parish. Books were purchased through a subscription fund and the first public-access library was located in a rented room in a private home at 15 Elm Street. In 1880 the Boxford Public Library association incorporated and purchased the Bacon house, a 12' x 20' structure on Elm Street. That building, together with additional space in both the Village Store and a nearby train depot, served as a library for fifty-nine years. In 1940, the entire collection was moved to the Cummings residence, located next to the Bacon House on Elm Street. In 1982 a wing was added to the back of the Cummings residence in order to improve services to the town. The library was located at 10 Elm Street until December, 2014.

West Parish History

Prior to 1881 the only books available to West parish residents were those owned by Second Congregational Church. In 1881, the church pastor initiated the formation of the West Parish Library Association. The first library building was a tiny structure located near the church. Nineteen years later, in 1900, the West Parish Library Association was incorporated as the West Boxford Public Library Association and was given the building it had been using. The same year, the town voted to divide the dog tax revenue between the East and West libraries, providing the Libraries with their first public funding.

In 1930 Dr. Walter Renton Ingalls donated the construction of a brick building to be known as the Ingalls Memorial Library. The Ingalls building served the West Parish well until 1973. At this point the need for more space prompted a town vote to move the West Boxford Library to the then-unoccupied Gardner-Morse school building. This became the first town-owned library building. The West Library remained open until

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2009, when it was closed. The West Library collection was merged with the collection at the East Library at 10 Elm Street.

Boxford Town Library Today

Governance

The Boxford Town Library system is a department of the town government and is governed by an elected Board of Trustees serving three-year terms. The Board's authority is derived from Chapter 78, Sections 10 and 11 of the Massachusetts General Laws. Section 10 states in part: "The Board shall have the custody and the management of the Library...and all property owned by the town relating thereto. All money raised or appropriated by the town for its support and maintenance shall be expended by the Board, and all money or property which the town may receive by gift or bequest...shall be administered by the Board."

The Board delegates responsibility for library management, collection development and provision of library services to the public to the Library Director. The Director is an employee of the Town of Boxford appointed by and directly responsible to the Board.

Facility

The Boxford Town Library moved to the first floor of Town Hall on March 2, 2015. After two failed mold remediation efforts at the East library, the Library Trustees together with the Board of Selectmen determined the Library should move into Town Hall. The library space initially consisted of the east wing of the first floor and Meeting Room Two on the second floor. A renovation in 2016 relocated the Town Clerk's Office up to the second floor allowing the Children's Room to expand into the West Wing and relocate all Library operations to the first floor. A second renovation in 2021 reconfigured the existing space on the first floor removing physical barriers and creating a central Circulation Desk.

The Boxford Town Library uses the former West Library as a collection storage facility. The storage collection was created in October 2015 due to the insufficient service space area in Town Hall to adequately house the entire circulating collection. Since 2015, due to the increase in the main collection's size as a result of two renovations, the storage collection's percentage of the overall collection has decreased from 60% to 35% as of the beginning of FY 22. Although the storage collection is not physically browsable, Boxford and MVLC patrons are able to access the collection through the online catalog.

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Mission Statement

The Boxford Town Library is a community resource where all ages can access materials for their diverse informational needs and personal enrichment and interact with and learn from each other. Staff and Trustees are committed to providing personal and professional attention to each patron who uses the Library's services.

Vision Statement

The Boxford Town Library aspires to cultivate community, lifelong learning, and the love of reading.

Values Statements

Informed by the core values of the American Library Association, the Boxford Town Library provides and protects free access to ideas and materials for all patrons.

Recognizing the need for access to the greater community, the Boxford Town Library acts as a portal to other libraries and organizations utilizing a variety of technologies.

Believing in the importance of helping children and youth develop into contributing citizens and lifelong library users, the Boxford Town Library provides library spaces, materials, and programs that educate, entertain, and encourage reading and lifelong learning.

Responding to the need for community connections, the Boxford Town Library provides a gathering place to introduce and exchange ideas through a variety of services and programs.

Realizing the value of wider access to information, the Boxford Town Library fosters connections between patrons, other libraries, and other community organizations.

Understanding that each person's informational needs are unique, the Boxford Town Library validates patrons' needs and treats their inquiries with respect and confidentiality.

Collection Development Goals

(2)The Boxford Town Library provides patrons with up to date, relevant, and well-maintained print and non-print resources across a wide variety of subjects.

Objectives:

- *Examine the print collection and preserve, replace, place in storage, and/or weed both fiction and non-fiction collections on an ongoing basis.*
- *Examine the non-print collections (books on tape, books on CD, videos, DVDs, etc.) and weed out formats that are no longer compatible in today's technological society and replace them with formats that are in high demand from patrons.*

The Boxford Town Library teaches patrons to access information in electronic and print formats and creates an environment in which they can find materials and become independent lifelong learners.

Objectives:

- *Educate patrons, in the library and with brochures about the online catalog.*
- *Instruct and direct patrons in finding the information that they want in a helpful and educational manner.*

The Boxford Town Library works with existing agencies to serve as a source of local history and to provide access to local archives in all formats.

Objectives:

- *Develop and maintain a local archival collection and develop finding guides to help patrons access information*
- *Assist patrons in genealogy research.*

The Boxford Town Library provides opportunities and encouragement for Boxford's children and young people to continually learn.

Objectives:

- *Continue to develop a current children's collection and build young adult collections that answer to the needs of the community's youth in school curriculum support and leisure.*
- *Maintain active programs for children and young adults to keep them involved in their community and library.*

The Boxford Town Library provides access to non-traditional materials for circulation through the development of a "Library of Things."

Objective:

- *Continue to develop a current collection that answer to the needs of the community.*

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Responsibility for Selection

Responsibility for all library policies is vested in the Board of Trustees of the Boxford Town Library. This Board delegates to the Library Director, as its professional expert, authority to operate within the policies determined by the Board. This Board defends the principles of the freedom to read and declares that whenever censorship is involved, no item of library material shall be removed from the Boxford Town Library unless under orders of a court of competent jurisdiction.

The Library Director oversees the selection of all materials. The selection of all Adult Fiction materials including large print, CDs, DVDs, and audio books is delegated to the Head of Circulation. All Adult Non-Fiction materials selection including reference, large print, DVDs, and audio books is delegated to the Head of Reference. All Juvenile and Young Adult materials selection including fiction, non-fiction, reference, and audiovisual materials, is delegated to the Children's Librarian. In addition, the Director may also designate other staff members to participate in selection and maintenance of the collections.

Allocation of Funds

The Director allocates the materials budget based upon the needs of the community and the Library. Allocation decisions are based upon an analysis of previous expenditures, collection building goals, and patron use of the collection. Allocation levels are reviewed each fiscal year.

It is the responsibility of the Board of Trustees, delegated to the Library Director, to ensure that the Library's municipal operating budget includes enough funding for materials purchase. The current percentage of the Library's total municipal operating budget that must be allocated for materials purchase is 19%. This is based upon the requirements of the Massachusetts Board of Library Commissioners. The Library is able to apply for flexibility with regards to this percentage when other levels of service are higher than required. It is the responsibility of the Library Director to ensure that all monies are expended according to Board policy and to prepare the annual income and expenditure reports required of the MA Board of Library Commissioners.

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Scope and Emphasis of the Collections

The Boxford Town Library exist to provide materials which meet the diverse information and personal enrichment needs of the community. Because the Library exists within a rapidly changing society, its collections evolve to meet those changes. Materials in newer formats are selected when they are suitable in content and effective in delivery. They are judged in terms of the criteria for selection.

General interest materials are collected on at least a basic information level. Basic information level collections serve to introduce and define a subject or author, to indicate the varieties of information available elsewhere, and to support the needs of the majority of library users. Occasionally, popular and often requested subjects or authors may be collected on a study or instructional support level. This level of collection is more extensively developed. All collections are frequently and systematically reviewed for currency of information and usefulness to the community.

The Library's collection is predominantly targeted to an English speaking audience. The popular collections for children, teens and adults highlight genres and topics in formats for which local interest and need is known to exist. These areas include current high-interest fiction and non-fiction, feature films, self-help, and how-to materials. In addition, the collections include newspapers, magazines, and print and online research resources to meet the local interests and needs of children, teens, and adults.

Some of the language and incidents in contemporary novels and informational materials for adults will offend some tastes, as might some content in classic novels, individual borrowers will want to be selective when choosing materials.

The children's and young adult collections strive to provide children and teens with library materials necessary to aid their personal education and development. Some items may be included that are not considered appropriate by all adults for all young people. While some materials may be too mature for one child, other children may be ready for them. Only the young person and his, her, or their parent(s)/guardian(s) can decide what materials shall be used by that child, and neither the Library staff nor other Library users shall make these decisions for other people's children or teens.

New titles are often available simultaneously in print, large print, paperback, and audio. Librarians choose between these media formats taking into account such considerations as anticipated shelf-life or long-term appeal, anticipated public demand, timeliness of content, and the necessity of multiple copies. The Library makes every effort to purchase items requested by residents. All requests for purchase are judged in terms of the criteria for selection set forth in this policy.

The Library recognizes that it is impossible for a small-sized public library to provide a comprehensive collection that will meet individual needs. As a member of an automated resource sharing network and the state supported regional library system, the Boxford Town Library supplements its resources with materials borrowed from other libraries. In

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addition, the Library recognizes the reciprocal obligation inherent in resource sharing and willingly loans items to other libraries as available.

Materials for Children

The children's collection serves children from infancy through grade six and their caregivers. The collection focuses on highly recommended board books and picture books for younger children; fiction and non-fiction books for newly independent readers; novels for school aged children and non-fiction materials and reference materials that meet the research, developmental, social and recreational needs for school aged children. Duplicates of popular novels, picture books and "easy readers", and non-fiction are planned as part of our collection development. In addition, the children's collection includes popular and educational movies, audio books, graphic novels, popular and educational digital games, and magazines. A small collection of parenting materials is also included in the children's collection.

Materials for Young Adults

The young adult collection serves pre-teens and teens from age 12 through 18 and serves as a bridge from the children's collection to the adult collection. The materials in this collection are designed to meet the educational, recreational, developmental, and social needs of teenagers. The collection focuses on highly recommended fiction and non-fiction for teens as well as popular series, graphic novels, and non-print media formats.

Materials for Adults

Adult Fiction: The fiction collection attempts to satisfy the broad range of interests in the community. Fiction collections contain hardcover and paperback formats in regular print and large print. Genres are interfiled as many authors publish books in more than one genre. This arrangement is for ease of library users to browse works by their favored authors. Large print is broken out to allow patrons with low vision to more easily browse. The collection also includes fiction in non-book formats.

Adult Non-fiction: The non-fiction collection attempts to satisfy the broad range of informational and self-educational needs of adults in the community. Because of limited resources, the relevance of material to the Library collection is especially important. Material that receives positive reviews may not be purchased if it duplicates material already owned. Materials that are too technical or so limited in scope as to appeal to only a few of our patrons will not be purchased. Efforts will be made, however, to acquire the item for temporary loan through interlibrary loan. Textbooks will not be purchased except when they provide the only source of available material. The collection also includes fiction in non-book formats.

Periodicals and Newspapers: The periodical and newspaper collections attempt to satisfy community need for timely information on a variety of topics. Periodicals are often the only non-electronic source for current information on social and political issues, consumer affairs, new developments in science and technology, personal finance, detailed information on hobbies and other special interests. The Library strives to collect

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local newspapers, newspapers from neighboring metropolitan areas, the two primary Boston newspapers, the *New York Times* and the *Wall Street Journal*.

Current copies of newspapers are available to read inside the Library. Back issues of newspapers are kept for no longer than a month, with the exception of Boxford's local newspaper: *Chronicle & Transcript* (formerly *The Tri-Town Transcript*) of which all issues are kept in storage.

Current copies of magazines are available to read inside the Library and for circulation. Back issues of magazines are kept for no longer than a year.

Online Databases: Many magazine and newspaper articles are available in full text through the Library's online databases. The Library accesses several of these databases through the Massachusetts Board of Library Commissioners and the Merrimack Valley Library Consortium. The Library also subscribes to databases in response to community need. These databases may be accessed in the library or remotely from any internet-enabled computer or mobile device. Selection of online databases follows the same criteria as other materials in the collection.

Reference: In addition to the many online databases that are available through the Library, a small, but comprehensive collection of general reference works is maintained. The collection focuses on providing relevant information for student research, consumer education, and ready reference resources.

Boxford History: The Library collects some local records of Boxford and works with the Boxford Historic Document Center to preserve and provide access to local history and genealogy materials. The Library makes no attempt to provide a comprehensive collection of Boxford history, but does maintain and provide access to local newspapers, annual town reports, and a few "classic" Boxford texts. In addition, the Library attempts to preserve items that existed in the original collections of the Boxford Town Library and the West Boxford Library when they were separate entities. Identification and preservation of those materials is ongoing.

Material Selection Criteria

The Boxford Town Library collection seeks to provide the broadest available selection to readers who exercise their privilege of choice, to make available all recorded ideas for all people. Ideally each item for consideration in the collection should be examined in advance of being acquired. This is, however, neither possible nor practical in a library. Instead, staff members rely upon best judgment and expertise, reviews in library journals, book forecasts and announcements, and suggestions by community members.

“Selection” refers to the decision to retain as well as add to the collection. It is based upon awareness of the diverse needs and interests of individuals in the community, balanced against evaluation of the material and knowledge of the strengths and weaknesses of the collection. It is the goal of the Library staff to use objective criteria as guidelines for selection and retention. Evaluation of an item includes the whole work, not just individual parts of the work. It is the overall contribution of the work that is critical for acceptance or rejection. No single criterion can be applied to all materials.

Each resource must be considered for its value, its format, and the audience for which it is intended. No single criterion is applicable to all purchase and access decisions. Factors used in decision making include popular demand, community needs and interests as determined by library use, current interest and usefulness, cost, physical characteristics and quality of the item.

Librarians apply their judgment and experience in the selection of materials according to the criteria listed below

- Suitability of format for library use.
- Suitability of subject and style for intended audience.
- Present and potential relevance to local interests and needs.
- Number and nature of requests from the community.
- Historical significance.
- Importance as a record of time.
- Relation to existing collection, alternative formats, and other material on the subject.
- Reputation and/or significance of the author/artist or publisher/producer.
- Authority, competence, and purpose of the author/artist.
- Attention of critics, reviewers, and the public.
- Comprehensiveness and depth of treatment.
- Objectivity.
- Clarity, accuracy, logic of presentation, and/or ease of use.
- Representation of a minority point of view.
- Relevance to the experiences and contributions of diverse populations.
- Value of resource in relation to its cost.
- Available budget.
- Available space to house materials.
- Availability of items in other lending library collections.
- Published works by Boxford or local authors/artists.

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Selection Aids

Selection decisions are made based on a variety of evaluative activities performed by the professional staff. Purchases for the library are made on the basis of recommendations in professional and literary magazines, library journals, publishers' announcements and catalogs, trade periodicals, newspaper review selections, and recommendations from the public. The most important tools used in the process are professional journals including *Publisher's Weekly*, *Library Journal*, and *Booklist*. Juvenile and young adult selection tools include *School Library Journal*, *Horn Book*, and *VOYA*. However, the process is not limited to such journals. Other popular reviewing media include *National Public Radio*, *The Boston Globe*, and *The New York Times Book Review*. Other sources used are local bookstores, popular magazines, the media and electronic interest groups. Collection development and general circulation statistical data, retrieved through the library consortium, offer a quantitative evaluative measure on which to make collection decisions.

Gifts and Donations

The Boxford Town Library accepts donations of most materials excluding textbooks and encyclopedias. Gift materials are judged by previously noted material selection criteria and are accepted or rejected by these standards. The Library staff will determine whether these materials can be added to the library collection. Materials may be kept when the library does not already own the item, when the Library's copy is long overdue or not easily borrowed through the consortium, or as a multiple copy of a very popular title. Should the donated materials not be needed for circulation, attempts will be made to sell the items. The Library reserves the right to refuse any gift.

Donations of money are also accepted. They are deposited in a special account – “The Library Gift Account.” Such donations may be used to purchase previously agreed upon library materials. The Library will make every attempt to comply with a donor's wishes regarding purchases as long as they are in keeping with the selection policies of the library.

The Library cannot make cash assessments of donations, but will present the donor with a receipt acknowledging the quantity of items donated.

Evaluation of Collection

Each staff selector will systematically evaluate the collection in order to ensure collection vitality, usefulness to the community, and to meet users' needs. Subject areas and format choice may require more frequent review. Evaluation tools such as Consortium-generated circulation reports, collection turnover rates, reference fill rates, statistical samplings, new materials counts will be used to determine how the collection is being used and how it should change to meet patron needs. The quality of subject area will be measured using standard bibliographic tools and recommended subject lists.

Evaluation Criteria

Selection of materials for the Library collection is an ongoing process which includes the removal of materials no longer appropriate, and the replacement of lost or worn materials that are still of value for their informational or recreational needs. Materials are regularly withdrawn from the Library collections because they are out of date, so badly worn or damaged that they cannot be mended, because it is cheaper to replace them, or because they are once-popular materials that are no longer used. Space, the cost of replacement, and the appearance of the collection are also factors in making these decisions.

In evaluating the collection, weeding decisions will be based on some combination of the criteria outlined in the CREW method which is the standard guide for weeding library collections. CREW is an acronym for Continuous Review, Evaluation and Weeding. Its purpose is to keep library collections relevant to the Library's mission and the community. Weeding is essential as it saves space, improves the collection, enables Library staff to find books that need repair or replacement, and saves the time of the patrons by increasing the potential that on any given shelf a browser will find a book she or he wants.

The CREW method uses an acronym, MUSTIE, to indicate when an item should be removed from the collection. MUSTIE stands for:

Misleading and/or factually inaccurate

Ugly (worn out beyond mending or rebinding)

Superseded by a new edition or a better source

Trivial (of no discernable literary or scientific merit)

Irrelevant to the needs and interests of one's community

Elsewhere (the material may be easily borrowed from another source)

Additional Evaluations Criteria

Condition: If a book is in poor condition, it may be considered for removal depending on our ability to repair it. Problems to watch for include a broken spine, fragile or brittle paper or bindings, bent corners, torn or missing pages, defaced pages or covers, insect or mildew infestations and books that are just plain worn-out.

Age: If the book is so fragile that it can't withstand normal library use and does not have lasting local historical value.

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Multiple Copies: If the library has multiple copies of a very popular subject or best-seller and demand has lessened.

Currency/Accuracy: When evaluating currency, the key issue is relevance. History books may not be especially current, but if they are still relevant they are kept. Materials on computers, law, science, technology, health and travel on the other hand, need to be current to be useful. Other items likely to be out of date quickly are travel guides, atlases, subjects that change frequently such as college entrance exams, guides to elected officials and anything related to fashion or fads.

Weeding of Material

000s-General: Materials on computers and computer programming are seldom useful after three years. Materials in this area are weeded and or replaced at this frequency.

100s-Philosophy and Psychology: Some philosophy, popular psychology and self-help titles quickly become updated and are replaced after 5-8 years. Classics in these areas may remain as part of a core collection.

200s-Religion and Mythology: The collection reflects the interest of the community. The Library strives to have something current on each of the major religions.

300s-Social Sciences: Law, government, education materials, and information on social issues may have lasting value; however, outdated information is removed.

400s-Languages: Patrons are increasingly using databases to learn foreign languages. Dictionaries are replaced when superseded or worn out.

500s-Pure Sciences: Basic, historical works on science are retained as long as they are useful to the community. Scientific materials are continuously being updated and are replaced every 3-5 years.

600s-Applied Sciences: Current medical information is of utmost importance and is replaced frequently. Popular “Do it Yourself” materials are retained as long as they are useful to the community.

700s-Arts and Recreation: Histories of art and music are kept until they wear out or as long as they are useful to the community. Weeding is based on use.

800s-Literature: Classic literary works and criticisms of classic writers are retained or replaced based on usefulness to the community.

900s-History, Travel and Geography: History collections are evaluated for demand, factual accuracy, and a balanced perspective. Travel and geographical collections are kept up to date. The Library strives to provide access to histories of all cultures.

B-Biography: The library’s biography collection represents people of interest and historic value. Unless the biographical subject is of permanent interest or importance, biographies are weeded as soon as demand decreases.

Adult Fiction: Works with enduring appeal are kept. More ephemeral fiction titles are retained as long as there is community demand. The library does not attempt to retain all

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titles in a series. The library collects and weeds paperback and hardcover titles using the same criteria.

Children's Fiction: Outdated topics and or authors are removed from the collection. Multiple copies of picture books, series or classics are kept until worn or demand lessens, and are replaced as needed.

Young Adult Fiction: Young adult fiction is replaced when worn, demand lessens or is outdated.

Children's and Young Adult Non-fiction: Materials in these collections are retained by the same criteria used in assessing the adult non-fiction collection.

The Reference Collection: Weeding the reference collection requires some special considerations, especially as more reference collections include electronic resources. As in other libraries, the physical Reference Collection is smaller than it was in the past. Printed materials are expensive and quickly outdated, so there is a greater reliance on reputable online sources. Some printed sources are considered reference "classics" and may be valuable for many years. Others, especially scientific, medical and technological works, are quickly outdated.

Boxford Materials: This is one area where the library will weed lightly, with an eye for new editions or updated information. The Library retains as much as it can. Local history, materials by local authors or with local settings, memoirs, directories and oral histories are not weeded.

Storage Collection

The development and maintenance of the storage collection adds a layer of complexity to the Library's overall collection development

Adult Fiction: Items including general fiction, mystery, sci/fi-fantasy, large print, audiobooks, DVDs, and CDs are moved from the main Library to Storage using consortium generated reports on circulation activity when their popularity dwindles. This is determined using consortium generated usage reports for circulation activity for the past 18 months. Similarly, titles where we have purchased multiple copies are moved to Storage once demand has decreased and the Library no longer needs multiple copies in the main Library to fulfill holds. Seasonal items, such as holiday CDs, are moved to Storage and returned to the main collection each year.

Works at the Storage collection are weeded from the adult fiction collection when there is no longer a demand for the items. This is determined using consortium generated usage reports for circulation activity for the past two years. Items that are considered classics or books by popular authors are kept as these may have an increase in demand when a new movie is released as a remake of a book or when a popular author releases a new novel.

Adult Non-Fiction and Reference: The most recent and popular nonfiction titles are kept in the main circulating collection, along with some classic titles that are essential to
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the nonfiction collection. Items are moved from the main Library to Storage using consortium generated reports on circulation activity when their popularity decreases. Space also plays a role in determining when items are moved, especially for Reference materials. Reference materials can be retrieved from storage for in-library use or photocopy them upon request.

Adult Non-fiction and Reference items are moved over to the Storage Collection due to a decrease in circulation activity. Even though these items are no longer in the main circulating collection, they still retain their relevance. As items lose relevance, they are deleted from the storage collection. This is also true of Reference materials. Items are evaluated for relevancy based upon the guidelines in the Weeding of Subject Areas section of this policy. Travel and timely medical titles tend to be deleted more frequently.

Children's and Young Adult: Items moved to the Storage include duplicate copies, summer reading and holiday items with seasonal demand, and items which are checked out less frequently, but are still occasionally sought. All of these items should be in good condition, as they can be requested through our online catalog at any time. Storage materials which are seldom requested, or which become outdated, may eventually be removed from the collection. This is determined using consortium generated usage reports for circulation activity.

Controversial Materials: Intellectual Freedom

The Library does not promote particular beliefs or views. Rather, it provides a resource for the various opinions, which apply to important, complex, and controversial questions, including unpopular and unorthodox positions. Language, situations, or subjects that may be offensive to some community members do not disqualify material which, in its entirety, is judged to be of value.

The library does not mark or identify materials to show approval or disapproval of contents. The library also does not mark materials to restrict their use by ages, or sequester them except to protect valuable items from injury or theft. The library does not rely on private advisory codes or rating services in developing collections, nor does the library remove such ratings if they are an integral part of the item or its packaging.

The library recognizes parents and legal guardians as the parties responsible for the reading and viewing habits of children. The selection of materials for the adult collection is not restricted by the possibility that children may obtain materials their parents or guardians consider inappropriate.

Concerns about materials in the library's collections may be directed to any staff member. If a concern over an item remains after consulting with a Library Staff member, a Citizen's Request for Re-evaluation of Library materials may be submitted. Since materials in the library collection belong to the Town of Boxford, only Boxford residents may submit a Citizen's Request for Re-Evaluation of Library Materials. This request form is obtainable from any of the library's public service desks or from the Library Director's Office. Each item requested for re-evaluation shall be reviewed by the Library Director and decisions shall be based upon the individual merits of the item. If the patron still does not feel the issue has been adequately addressed after meeting with the Library Director, they may address their concerns to the Library Board of Trustees.

In the interest of protecting the individual's right to have access to materials, the Library supports the following documents:

- The First Amendment to the U.S. Constitution.
- The Library Bill of Rights - Adopted June 18, 1948, amended February 2, 1967, and June 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.
- The Freedom to Read Statement - Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

Policy voted and adopted on: 11/30/66, 4/10/2008

Policy last reviewed and amended on: 2/15/2022, 10/16/2023

Revisions of the Policy

This statement of policy will be revised as times and circumstances require.

Policy voted and adopted on: 11/30/66, 4/10/2008
Policy last reviewed and amended on: 2/15/2022, 10/16/2023

Appendices

Appendix A: Public Library Emergency Checklist

(Massachusetts Board of Library Commissioners)

This checklist is used for the preservation and maintenance of irreplaceable historical works.

- Consult the disaster plan.
- Contact library's insurance agent through the Town Administrator's Office.
- Ensure that we have been given permission to access the building by the fire and/or police department(s) for safety reason [if applicable].
- Assess the extent of damage with the insurance agent unless we are given permission to proceed without the agent.
- Determine what action should be taken to recover the affected materials and what supplies are needed.
- Decide whether we can handle the situation alone or whether we need outside assistance.
- If the amount of affected materials is not large, and we feel able to handle the salvage ourselves, contact Memorial Hall Library, Andover 978-623-8400 for recover supplies (Rescubes and ReactPaks).
- Contact designated regional or MBLC staff for telephone and/or on site assistance.
- Using the supplies, library staff should proceed according to the advice from the designated region or Board staff.
- If neither regional nor MBLC assistance is available, call the Northeast Document Conservation Center at 978-470-1010 (collect calls accepted) 24-hours-a-day for telephone and/or on-site assistance.
- If the amount of damaged materials is substantial and beyond the capabilities of the library's staff, then designated MBLC or NEDCC staff can authorize a call to Munters Moisture Control for packing, freezing, and drying the materials.

Policy voted and adopted on: 11/30/66, 4/10/2008

Policy last reviewed and amended on: 2/15/2022, 10/16/2023

Appendix B: Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.

We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

We recognize and respect intellectual property rights.

We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.

We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted June 28, 1995, by the ALA Council

Policy voted and adopted on: 11/30/66, 4/10/2008

Policy last reviewed and amended on: 2/15/2022, 10/16/2023

Appendix C: Library Bill of Rights

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.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

Appendix D: The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We

Policy voted and adopted on: 11/30/66, 4/10/2008

Policy last reviewed and amended on: 2/15/2022, 10/16/2023

believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help

Policy voted and adopted on: 11/30/66, 4/10/2008

Policy last reviewed and amended on: 2/15/2022, 10/16/2023

them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; those ideas can be dangerous; but that

Policy voted and adopted on: 11/30/66, 4/10/2008

Policy last reviewed and amended on: 2/15/2022, 10/16/2023

the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Policy voted and adopted on: 11/30/66, 4/10/2008
Policy last reviewed and amended on: 2/15/2022, 10/16/2023

Appendix E: Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.

To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Policy voted and adopted on: 11/30/66, 4/10/2008
Policy last reviewed and amended on: 2/15/2022, 10/16/2023

Appendix F: Citizen's Request for Re-Evaluation of Library Materials
Boxford Town Library
Citizen's Request for Re-Evaluation of Library Materials

Name: _____

Telephone: _____

Address: _____

Email: _____

Are you a Boxford resident? Yes or No

| |
|---|
| Material Questioned: Title: Author or creator: Material Format <input type="checkbox"/> Book <input type="checkbox"/> Movie or TV Series <input type="checkbox"/> Music |
|---|

1. Have you seen, read, or heard this material in its entirety? Yes No

2. To what do you object? Please cite specific passages, pages, scenes, etc.

3. What do you believe is the main idea of this material?

4. What do you feel might result from use of this material?

5. What reviews of this material have you read?

6. What value do you find in this work?

Policy voted and adopted on: 11/30/66, 4/10/2008

Policy last reviewed and amended on: 2/15/2022, 10/16/2023

7. For what other age group might this material be suitable?

8. What action would you recommend that the library take on this material?

9. In its place, which work of equal literary, cultural, or cinematic quality would you recommend that would convey as valuable a picture or perspective of the subject treated?

(Signature)

(Date)

.....
For Library Use Only:

Signature of Library Director's Receipt of Re-evaluation Form:

(Signature)

(Date)

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Policy voted and adopted on: 11/30/66, 4/10/2008

Policy last reviewed and amended on: 2/15/2022, 10/16/2023