

## **Peabody Institute Library of Danvers Collection Development Policy**

The Peabody Institute Library of Danvers Trustees and staff members believe that learning and information seeking are indispensable tools for ensuring an educated and responsible citizenry. The Library aims to present a balanced collection on all topics. The Library seeks to provide materials in a wide range of formats, as well as the physical space, technology, programs and staffing essential to providing 21st century public Library service.

The Library provides equitable service to all Library users, regardless of age, race, color, religion, national origin, ability, gender identification or sexual orientation.

The Library Director, acting with the guidelines laid out in this collection development policy established by the Board of Library Trustees, is ultimately responsible for materials selection. The Library Director delegates this responsibility to professional librarians and other staff members who are qualified via education, experience and training. These persons are hereafter referred to as “selectors.”

### **General Selection Criteria**

The Library attempts to acquire a broad range of materials in a variety of formats for general use. New formats are always considered for inclusion; such items must also meet the selection criteria in this policy.

Selectors consult new item reviews, bibliographies and collection tools written by experts in the subject field.

Patron usage is the most powerful influence on the Library’s collection. Circulation and requests are all closely monitored and may result in the purchase of new items and additional copies of high demand materials. The Library enthusiastically attempts to provide our patrons with the materials they want and request.

Materials should offer the opportunity for:

- Lifelong learning
- Maintaining an informed citizenry
- Improving occupational performance
- Entertainment
- Developing creative abilities and pursuits
- Keeping abreast of new ideas and information

Personal taste is subjective and selectors guard against allowing their personal views and preferences to influence their selections to form a useful collection for the diverse tastes and opinions of the community. The collection includes items representing a wide range of viewpoints, some of which may be objectionable to others. An item will not necessarily be excluded from the collection due to frank or offensive content.

The following standards apply to items considered for selection, whether purchased, requested or donated. An item does not have to meet all of the criteria in order to be acceptable.

- Appropriateness of subject and format for intended Library users
- Relevance to present and future needs of the community
- Popularity and user demand
- Currency and accuracy of the information
- Representation of trends, subjects, or genres of local or national interest
- Favorable reviews and inclusion in reputable resources, such as bibliographies, catalogs, and professional and trade publications
- Comparison to the strengths and weaknesses of the existing collection
- Consideration of the work as a whole
- Durability and sustainability of the format for Library use
- Space requirements and processing requirements
- Availability of materials at other area libraries or via electronic resources
- Availability of materials for purchase by the Library

Requests for purchase of materials are given careful consideration and these items may be added to the collection providing they meet the same criteria as all other Library materials.

### **Donations and Gifts**

The Peabody Institute Library of Danvers recognizes the potential value that donations may add to the Library's collections. Donations to the Library can be in the form of materials or money.

Donations are evaluated according to the same selection criteria as purchased Library materials. Donations to the Library may be added to the collection, discarded or given to the Friends of the Library for their book sale at the sole discretion of the Peabody Institute Library of Danvers. All or part of a donation may be kept or discarded. Donations must be in excellent condition to be considered for acceptance.

Once an item has been donated, it is the property of the Library.

Library staff are not qualified to assess the value of any donated item and therefore can only acknowledge, upon request of the donor, a brief written description using the Donation Receipt Form (Appendix A).

### **Collection Maintenance**

In order to maintain a vital, current collection which meets the needs of our community, the examination of materials is an ongoing process. Without a well-managed collection, the usefulness of the Library declines. Collection management ensures that materials are appropriate to the Library's objectives, easy to locate, and attractive to users.

The ongoing process of Collection Management accomplishes several purposes:

- **Analysis** provides feedback on the collection's strengths and weaknesses. Usage data is consulted on a regular basis, including whether items are being requested frequently. Patron requests inform the selectors.
- **Inventory control** allows selectors to assess the collection, identify lost materials or damaged materials, and consider whether replacement is needed.
- **Deselection**, also known as weeding, creates a stronger collection by systematically replacing worn materials, materials that are no longer appealing, and inaccurate materials.

Materials that no longer meet the collection management objectives of the Library are identified, withdrawn, and discarded according to accepted professional practices.

Selectors practice deselection under the general guidance of the Library Director in accordance with established policy summarized below. The CREW Method is the primary criteria used to assist selectors in weeding. Circulation statistics and other online resources are also consulted.

Some other criteria considered for weeding the collection includes when the material is:

- Damaged or worn
- Superseded
- Replaced
- Outdated
- Multiple copies are no longer needed
- No longer useful
- No longer in demand
- Trivial or no longer trending

## **Local History Collection**

Please refer to the Danvers Archival Center for information that describes the scope of the Archival Center's collection.

## **Reconsideration of Library Materials**

The Library is willing to re-examine items in its collection at any time. A procedure has been established to deal with objections to materials owned by the Library. No item is to be removed or restricted because of a complaint except in accordance with this procedure.

Upon request for reconsideration, this procedure will be followed:

The patron will be directed to the Library Director, Assistant Director or Department Head, who will explain the Collection Development Policy to them. Please note that only residents of the Town of Danvers are able to request reconsideration of any materials in the Library's collection.

- A copy of the policy may be given to the patron if requested
- After speaking to one of the above mentioned staff, the patron may fill out and submit a Request for Reconsideration of Library Materials Form (Appendix B) if they wish to. The form must be filled out completely.

The completed form will be reviewed by the Library Director and one or more Department Heads. The material will be evaluated to ascertain that the selection criteria outlined in this policy were applied to the selection of this material. The Library Director will deliver a written response to the patron within 14 days of the date that the Reconsideration Form was submitted.

If the patron is not satisfied with the decision, they may appeal in writing to the Library Director within 14 days of their receipt of the written response. The Library Director will then convene a Reconsideration Committee which will consist of two Library Trustees and two members of the Library staff. The Reconsideration Committee will review the material in full and employ the selection criteria in the policy, reviews of the item, and the objection of the patron. The material will NOT be removed from the Library during the review process. The committee will recommend a course of action to the Library Director within 30 days of the formation of the committee and the Library Director will inform the patron in writing of the final decision.

Once a title has gone through the reconsideration process, then the item may not be reconsidered again for a period of three (3) years from the date of the decision.

*This policy was approved by the Board of Library Trustees on May 11, 2022*

*This policy was amended and approved by the Board of Library Trustees on December 11, 2024*

**Appendix A:  
Donation Receipt**

Donator's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Items donated to the Peabody Institute Library of Danvers  
15 Sylvan Street  
Danvers, MA 01923

\_\_\_\_\_ number of hardcover books

\_\_\_\_\_ number of paperback books

\_\_\_\_\_ number of media items

**Thank you for your donation.**

Donation accepted by \_\_\_\_\_  
(staff initials)

**Appendix B:**

**Request for Reconsideration of Library Materials Form**

(Please return this form to the front desk of the Library. Form must be filled out completely.)

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

Author(s): \_\_\_\_\_

Publisher: \_\_\_\_\_ Copyright date: \_\_\_\_\_

Format (i.e. book, DVD, etc.): \_\_\_\_\_

Please state the action you would wish to be taken on this item: What is your objection to the material? Feel free to use the back of this form if needed.

Have you read/viewed/listened to the entire work? If not, then which parts (please specify page numbers, chapters, scenes, song titles, etc.)?

How was this material brought to your attention?

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

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_