

## **Collection Development Policy Statement**

The Dighton Public Library strives to provide library materials that reflect the needs and interests of the Dighton community. Materials and services are chosen to reflect the diverse educational, information and recreational needs of its users. In addition to the collection's subject content, the Dighton Public Library recognizes that all types and formats of media, including, but not limited to print, non-print and digital resources, are an important part of the collection. As the library and its users function in a rapidly changing society, it is flexible about changes in communicative material, both in form and style of expression.

In accordance with MGL Chapter 78, Section 11, the Board of Trustees of the Dighton Public Library has custody and management of the library and contents within. The Board authorizes the Library Director to administer the function of enforcing the collection development policy.

### **Selection**

Dighton Library staff use a variety of tools to aid in awareness and selection of materials, including sources such as professional review journals, popular print and broadcast media, bookstores, electronic interest groups, publishers' catalogs, purchase alerts and recommendations from patrons and staff.

Staff exercises judgment and local experience in the application of Materials Selection Criteria, including an assessment of the work's overall contribution to the collection. Factors such as budget, space availability and interlibrary loan availability also shape selection decisions.

Criteria:

- Level of funding for materials
- Relevance to Library's mission and service roles
- Local demand
- Current usefulness or interest
- Informational and recreational needs of community
- Authority and accuracy
- Importance as a record of the times
- Relevance to existing collection's strength and weaknesses

- High standards of quality in content and format
- Price and availability
- Suitability of format, durability and ease of use
- Relevance to the history of Dighton

In the development of the collection, the Library recognizes that it is impossible for a small-sized public library to provide a balanced, comprehensive collection that is strong enough to meet all community needs. As a member of an automated resource sharing network (SAILS) and a state supported library system (MLS), the Dighton Public Library supplements its resources with materials borrowed from other libraries through these larger entities.

### **Collection Maintenance**

In order to maintain a collection that is current, reliable, useful, in good condition, well used and relating to the needs and interests of Dighton residents, materials are withdrawn on a systematic and continuing basis. This function is necessitated by limitations of space and acquisition of new materials.

Materials are withdrawn when they are seldom used, in poor condition, dated, inaccurate, superseded by a new edition or better resource on the subject, or in opposition to the selection criteria, as allowed by Massachusetts General Law. Each title is judged individually, and it is considered from the standpoint of its value to the community as well as in relation to other items in the collection.

The Board of Trustees of the Dighton Public Library approves the disposal of library surplus or unwanted property as permitted under MGL Chapter 78, Section 11 and MGL Chapter 30B, Section 15.

### **Disposal of Library Property**

Massachusetts General Law allows the library to donate items at less than fair market value to non-profit organizations. Print and non-print materials that are withdrawn from the collection according to the Collection Maintenance guidelines are offered to the Friends of the Dighton Public Library [a 501(c) (3) organization] for re-sale. The Board authorizes the Library Director to administer this function as permitted under

MGL Chapter 30B Section 15 (g). The Director is also authorized to develop and enforce rules and procedures to dispose of this property.

The Board of Library Trustees shall vote at their last meeting of the fiscal year to renew this authority for the subsequent fiscal year.

**Approved: Thursday, November 10, 2011**

**Updated: Thursday, January 12, 2017**