



Lynnfield Public Library Collection Management Policy

This policy serves as a guide to staff members and to provide information to the public on the selection and retention of materials at the Lynnfield Public Library. It is designed to support the library's mission to "facilitate townspeople of all ages in the meeting of their personal, professional, informational, educational, recreational and cultural needs by providing both current technologies and traditional means of access to materials, programs, and services". In addition, the Collection Development Policy outlines the Library's policies for donations and reconsideration of materials.

The Library provides free and equitable access to materials in a variety of formats, for all ages, that are responsive to the needs and interests of the community, including, but not limited to: print, electronic, audiovisual, and digital formats. Libraries have a profound responsibility to promote access to information by making it possible for patrons to choose freely from a wide range of offerings.

Intellectual Freedom

The Lynnfield Public Library endorses the American Library Association (ALA) Library Bill of Rights and the Freedom to Read Statement, which include the statements: "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."

The Library values the power of books and other media to convey a wide diversity of thought and expression. We strive to provide a collection that enriches the lives of our community by providing many voices and views, and we select a wide variety of materials to satisfy the many interests of our community. We uphold the right of the individual to secure those resources, even if the content may be controversial, unorthodox, or unacceptable to some. The Library's varied collection is available to all, though it is not expected that all of the collection will appeal to everyone. The inclusion of any particular perspective in the collection is a representation of the Library's commitment to intellectual freedom and does not represent an endorsement of any particular point of view.

We believe that reading is an individual, private matter. Anyone is free to select or reject materials for themselves, but may not restrict the freedom of others to read and inquire. The Library does not limit access to resources for minors. Parents and guardians have the

responsibility to guide their children's – and only their children's – use of library resources.

Scope

Within budgetary and space limitations, the collection serves to enhance the cultural, literary and educational pursuits, and personal enjoyment of the community and furthers the mission and vision of the Lynnfield Public Library.

The Lynnfield Public Library supplements the collection through resource sharing within our consortium (NOBLE), as well as state-supported regional sharing and a mediated national inter-library loan system.

Materials are purchased by designated staff members with the appropriate training and experience under the direction of the Library Director, who operates within the framework of the policies, goals, objectives, and budget of the Library. The Director allocates an annual materials budget based on Town appropriations and state-mandated budget formulas and requirements.

A number of different tools and considerations are used by selectors to acquire materials: professional review journals, popular print and broadcast media, publisher's catalogs, consortium-generated purchase alert reports, and patron and staff requests and recommendations. The following criteria may be used by librarians to determine the suitability of an item for purchase:

- Relevance to the interest, demand, and needs of local community
- Popularity
- Price and availability
- Ability to support the existing collection
- Long-term benefit to the overall collection
- Relevance to early literacy
- Representation of diverse viewpoints
- Relationship to youth interest, scholastic support, and enrichment
- Literary merit and contribution to the field of knowledge
- Availability through other libraries in the NOBLE network

Multiple copies of titles (in print format) may be purchased based upon the number of Lynnfield patrons waiting for the title; an additional print copy is typically purchased for every five Lynnfield patrons on hold.

Not all materials are subject to the same purchasing criteria. It is expected that some popular fiction and non-fiction will not be maintained in the collection indefinitely (see weeding policy and criteria), while some materials (both fiction and non-fiction) are purchased to support our collection over the long-term.

Non-fiction

We collect subject-specific non-fiction materials at an introductory or generalist level. We tend not to purchase materials that are highly specialized or of limited general interest. Materials of current and/or popular interest are purchased based upon patron interest and requests, strength of reviews, vendor catalogs, and mention in popular print and broadcast media. Materials may be purchased in a variety of formats - print, audiovisual, electronic – to support the learning and access preferences of our patrons.

Fiction

Materials are purchased based upon patron requests, strength of reviews, well-known and best-selling authors, and local interest. Materials may be purchased in a variety of formats - print, audiovisual, electronic – to support the access preferences of our patrons.

Children's and Young Adult

Materials are purchased based upon a variety of criteria: mention in review journals and vendor catalogs, patron requests, best-selling authors and series, award-winning materials, local interest, the support of local primary and secondary school curriculum and special author promotions. Materials are purchased in a variety of formats – print, audiovisual, electronic, kits – to support the learning and access preferences of our patrons.

Weeding

Materials may be removed (weeded) from the collection for a variety of reasons. Materials that are in poor or unusable condition, outdated, duplicated, or no longer circulating may be considered for removal from the collection. Space constraints may be taken into account while reviewing items for removal. Reports are routinely run to identify materials that are no longer circulating; these reports also help us determine which topics/subjects may no longer be of interest to our patrons. The library attempts to replace outdated material with newer materials to maintain a sufficient level of subject coverage in the collection. We consider replacement of lost or worn materials that are still of value for informational or recreational needs based upon price and availability.

Curriculum changes at the local primary and secondary school levels may influence weeding in the children's and young adult collection as well as certain areas of the adult non-fiction collection.

Weeded materials that are not damaged or outdated beyond use are donated to the Friends of the Lynnfield Library or other organizations for sale or re-use. Proceeds from the Friends of the Lynnfield Library book sales are used for library programming, our museum pass program, and publicity.

Gifts

The library welcomes gifts of needed materials or funds for the purchase of such material in support of other library services, such as programs. The library reserves the right to evaluate and to dispose of gifts in accordance with the criteria applied to purchasing material. The use of the gift is at the library's discretion.

Gifts which do not comply with the library's objectives and policies will be declined and, when possible, referred to a more appropriate recipient.

Request for Reconsideration of Materials

Patrons are able to voice their objections and request the removal or reclassification of material(s) currently owned by the Lynnfield Public Library

Procedures for Requests for Reconsideration

Any Lynnfield resident may file a Request for Reconsideration. The Lynnfield Public Library is willing to re-examine its position on any item in the library's collection. No item shall be removed or restricted because of a complaint unless it is in accordance with the following procedures. According to our policy, items requested for reconsideration will remain in the Library's collection until the process is complete. If, at the end of these procedures, the item is determined to fit the Collection Development policy and remains in the collection, that item shall not be requested to be reconsidered again for 2 years from the date of the Library's final decision regarding said item.

1. **Initial Complaint.** Complainants who come in person or submit complaints via phone, email, or letter will be offered a copy of the Request for Reconsideration form. on which their complaint must be submitted. To activate the reconsideration procedures, a complaint must be in writing on the approved forms. Anonymous telephone calls, oral requests, and rumors are not sufficient to initiate a complaint. The official complaint is

only initiated once the Request for Reconsideration form is returned. Complainants will also be offered a copy of the Lynnfield Public Library Collection Development Policy to review.

2. Preliminary Review. Shortly after a complaint is filed, the objections will be reviewed by a committee of professional staff appointed by the Director. The item will be read, viewed, or listened to in its entirety by the committee, the original reasons for purchase should be evaluated, and objections should be considered in terms of the Library's Collection Development Policy, the principles of the ALA Library Bill of Rights, and the opinions of the various reviewing sources used in materials selection. The Lynnfield Public Library Board of Trustees will also be notified of the complaint within 7 days of the complaint being filed.
3. Preliminary Response. Within 30 days after the complaint is filed, the objections and preliminary response should be forwarded to the Library Director, who will review the response and either add relevant comments or return the response to the committee for further classification, following which the Director will make a written response to the complainant. This response will also be sent to the Lynnfield Public Library Board of Trustees. It is critical that the review process be as objective as possible. If the challenged item does not meet the Library's selection criteria, then the Library should be ready to acknowledge that the material is unsuitable and withdraw it from the collection. If, on the other hand, the material does meet the selection criteria and is deemed suitable for the collection, the Library will respond to the complainant clearly and precisely. The response will also inform the complainant how to pursue the matter further.
4. First Appeal. If the complainant is not satisfied with the preliminary response, the Library Director is the person to whom an initial appeal is made. When the complainant contacts the Director, the Library's decision will be explained, and further discussions welcomed.
5. Second Appeal. If the complainant still feels that the problem has been dealt with inadequately, a final appeal to the Lynnfield Public Library Board of Trustees can be made. The appeal should be submitted in writing and will be placed on the agenda of the next regularly scheduled Board meeting, at which time the Board will conduct a challenge hearing to provide the forum for the complainant to air objections to the title in the collection and the recommendation of the Director. The patron will be notified of the date and time of the meeting. It should be announced at the beginning of the hearing that the Board will issue its decision at the following regularly scheduled meeting, and that the hearing is simply to hear all sides of the issue. The decision of the Board is final.



Acknowledgements

The Lynnfield Public Library would like to acknowledge the [Peabody Institute Library, Peabody](#) and the [Chicopee Public Library](#), as their policies were instrumental in the updates to this document. Additionally, the [American Library Association Selection & Reconsideration Policy Toolkit](#) provided helpful resources.

The library supports the following documents:

* The [Library Bill of Rights](#) – Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of “age” reaffirmed January 23, 1996 by the ALA (American Library Association) Council.

* The [Freedom to Read Statement](#) – 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, by the ALA Council and the AAP (Association of American Publishers) Freedom to Read Committee.

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