



## **Collection Development Policy**

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## **Statement of Purpose**

The Nevins Library functions as a gathering place for the community as well as an information source as it provides a broad and relevant collection of materials for informational, educational, and recreational purposes and reflects the racial, ethnic, and cultural diversity of the community. The collection development policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of these library materials.

## **Responsibility Statement**

Ultimate responsibility for all library policies lies with the Board of Trustees. The Board of Trustees delegates to the Library Director the authority to select library materials. The Library Director, at his/her discretion, will work with the Assistant Director to carry out this policy. The Director has the final responsibility to select or reject items.

## **Community Profile**

The Nevins Library is located on Route 28 in the city of Methuen, Massachusetts, which is approximately twenty-seven miles north of Boston and on the New Hampshire state border. Surrounding communities include Haverhill, Dracut, North Andover, Andover, and Lawrence. The city encompasses approximately twenty-two square miles. Two major highways, Interstates 93 and 495, as well as State Routes 28, 213, and 113 run through the city.

As of the April 2020 US Census, Methuen has a population of 53,059. Residents are mostly white (58.2%) with a significant Hispanic or Latino population (30.2%) and smaller black or African American (5.2%) and Asian (4.7%) populations. 37.8% of families speak a language other than English at home. According to the 2022 American Community Survey 5 year Estimates, 23.4% of the residents are under age 18 while 17.1% are 65 years of age or older. 8.9% of the residents are living in poverty.

## **Material Selection**

For a well-rounded collection, librarians select materials based on local and national demand, professional and popular reviews, and recommendations from the public and other library staff, while also ensuring adequate availability of literary staples. Budget and space limitations require a focus on materials that appeal to a broad range of users, rather than the academic and highly technical works collected by universities and other research institutions.

Basic criteria for selection:

- Library mission
- Current usefulness or contemporary significance
- Popular demand
- Relevance to the needs of the community
- Availability of materials through the Merrimack Valley Library Consortium (MVLC)
- Format, durability, and usability
- Price and availability
- Importance as a historical record
- Local interest in subject or author

The collection is available to all residents and registered borrowers in the MVLC consortium or other Massachusetts library cooperative networks. While most materials are available to circulate, some

reference materials are for in-library use only. A number of items are irreplaceable and stored in a non-public area of the library to protect them from injury or theft.

We are happy to receive patron requests for consideration of purchasing materials, and we consider each one. We reserve the right to decline to purchase materials suggested under these conditions, and we will make every effort to obtain the material from another library. The Nevins Library participates in the statewide Commonwealth Catalog and can obtain materials through that system, and we will also search out of state for more specialized material.

Local authors seeking to have the Nevins Library add their books to the collection either through a donation or purchase request should refer to our local author and/or gift and donation policies (please refer to Appendices D and E). Solicitations from authors outside the local area may be considered, but we reserve the right to decline this consideration.

### Adult Collection

In the adult collection, the library aims to select materials that meet the mission statement of the library. Although emphasis is placed on print materials, non-print formats are acquired. The decision to add or discontinue a format is made after considering the following criteria:

- Appropriateness for a public lending collection
- Storage requirements
- Circulation procedures
- Significant public demand
- Costs to establish and maintain the collection
- Continued availability

Adult print:

- Fiction  
The fiction collection focuses on 20<sup>th</sup> and 21<sup>st</sup> century literature including classics, best sellers, graphic novels, and a variety of genres including mystery, science fiction and fantasy, romance, literary fiction, and westerns. Hardcover are preferred, however paperbacks may also be acquired. Mysteries, science fiction and fantasy, graphic novels, and mass market paperbacks are shelved separately for ease of patron use.
- Non-fiction  
The non-fiction collection allows patrons to meet their informational and educational needs. Retrospective purchasing is limited except in areas of timeless information. Where appropriate, materials intended for research by middle school and high school students may be purchased for addition to this collection.
- Large Print  
The library provides a collection of large print books for patrons who prefer this format. Large print books are acquired based on availability from publishers and popular demand. Large print books (both fiction and non-fiction) are shelved in a separate section for ease of patron use.
- Spanish Language Collection  
The growing collection of adult print materials in Spanish reflects the growing population of the

Latinx community in Methuen. Fiction and non-fiction titles are shelved together in a separate section for ease of patron use. Materials intended for a young adult audience are interfiled with adult materials. As we continue to build this collection, we encourage patrons to search the MVLC catalog for materials held by other libraries within the network.

- Reference  
The reference collection consists of print materials that do not circulate outside the library. These materials include local directories, encyclopedias, and dictionaries. Retrospective collecting is kept to a minimum.
- Local history  
The Reference department maintains a small local history collection. It is not housed in a protective, climate-controlled environment. The Nevins Memorial Library is not the officially designated keeper of Methuen records; this is the province of the Methuen Historical Commission. Materials of historic nature are collected as they become available. Parts of the collection are available on a request basis only. Donations are accepted under the guidelines for gifts. Repair and preservation are based on an item's value to the collection and budgetary considerations.
- Adult language learners' collection  
Literacy Volunteers of Methuen (LVM) maintains a collection of resources primarily intended for tutors and students in that program. This collection comprises teacher and student guides, dictionaries, books on CD, United States citizenship preparation material, and books for pleasure reading. These materials circulate to all patrons regardless of participation in the LVM program.

#### Adult non-print:

- Audio  
The audio collection consists of books on CD, books on MP3, books on Playaway, and music on CD. Unabridged audio books are preferred, but abridged may be collected.
- Video  
The video collection consists of DVDs. The collection encompasses popular, award-winning, educational, historical, and general interest films.
- Online research and reference materials  
Online resources consist of online reference materials intended for a wide audience and to assist with elementary through high school-level research. Subjects include consumer reference, legal resources, and travel and language reference. These resources are made available through a combination of state-, and consortium-, and library-level purchases.
- Microfilm  
The microfilm collection is primarily used for historic purposes. The Nevins Library does maintain a collection of Methuen newspapers on microforms and in 2004, acquired the *Lawrence Eagle-Tribune* from 1890 to the present day on microfilm. Due to the fragility of the microfilm itself, some reels may be unavailable for research due to damage. There are several historical

publications available on microfilm; the following is a list of local Methuen newspapers available in this format:

- Early Methuen newspapers December 12, 1833 to December 12, 1834
  - *The Methuen Falls Gazette* February 6, 1835 to March 3, 1840
  - *Methuen Transcript* April 22, 1877 to December 31, 1961
  - *Methuen News* December 1972 to December 1981
  - *Lawrence Eagle-Tribune* 1890 to current
- Digital Collection  
Several collections previously held on microform or other physical format are now available digitally and can be accessed through the Library's website. These collections include, but are not limited to: Methuen High School Yearbooks, *MethuenLife* and other periodicals.

### Young Adult Collection

Materials in the Young Adult collection are selected to appeal to patrons in grades 6 through 12. The collection should bridge the gap between the children's and adult collections with emphasis on books centering on YA interests and informational needs. Varied reading and interest levels must be provided as there is a wide variation in sophistication and maturity levels in this group. Different formats, such as graphic novels, for both fiction and non-fiction books, are collected due to popular demand. Whenever possible, efforts are made to purchase multiple copies of titles on summer reading lists to ensure sufficient access. We recognize that there is a great range of maturity among young adults, and that all materials selected might not be equally suitable in subject or vocabulary for all patrons within this age group. Final responsibility for teenagers' choice of library materials rests with their parents or legal guardians. This collection is shelved separately.

Selection decisions for the YA print collections are based on review sources such as *Booklist* and *School Library Journal*; staff recommendation; patron requests; high-interest or high-demand titles; book discussions; and bestsellers lists.

#### Young Adult print:

- Fiction  
The Young Adult fiction collection is a transition from juvenile to adult material and must particularly relate to the interests and needs of patrons in grades 6 through 12. Some duplication of juvenile or adult fiction titles may occur as a result of this interest level. Emphasis is on popular material but less popular items which show excellence in content or style are also included, such as award-winning books. Paperbacks are purchased extensively to supplement the hardback collection.
- Non-fiction  
Non-fiction titles purchased for the YA collection should address topics of interest to this age group. These materials may also be duplicated in the adult or children's non-fiction collections. Non-fiction books should be accurate, current, clearly written, and attractive in format.

#### Young Adult non-print:

- DVDs  
The young adult DVD collection consists of movie and television titles that are selected to appeal to patrons in grades 6 through 12.

- Audio  
The young adult audio collection consists of books on CD.

### Children's Collection

To encourage life-long learning the Youth Services Department offers developmentally appropriate materials that meet the informational and recreational needs of children ages birth through 11. Different formats, such as graphic novels, are collected in both fiction and non-fiction due to popular demand. The Youth Services Department also collects materials on child-rearing for parents and caregivers.

The Youth Services Department maintains a collection that is balanced, relevant, and of appropriate size, quality, and diversity to suit the needs of our users. To ensure that all parts of the collection are appropriate and well-chosen, the children's librarians consult professional review sources before purchase, and also consider the input of library patrons.

Some materials in the children's collection might not be considered appropriate by all adults for all children. While some books are too mature for one child, other children may be ready for them. Only each child and their parent or caregiver can decide what material is suitable for that child to read.

Children's print:

- Fiction  
Fiction is selected for a wide range of ages and reading abilities. The fiction collection is broken down into the following categories:
  - Board books for infants and toddlers
  - Picture books for preschoolers and children in early elementary school
  - Beginning reader books for those just learning to read
  - Middle readers for those children in transition from picture books and beginning readers to novels
  - Novels for children who are reading for enjoyment and personal fulfillment
- Non-fiction  
Non-fiction is also selected for a wide range of ages and reading ability. Timeliness, aesthetics, and developmental significance are considered. Materials are purchased with regard to appropriateness of reading level, interest level, and subject treatment.
- Non-English language collections  
Books in Spanish are currently collected and will grow based on the 30.2% Hispanic population in Methuen. Materials are collected in all children's collection areas and at all reading levels. While the titles in this collection are primarily in Spanish, other languages may be acquired based on patron interest.
- Parenting collection  
Some materials for parents and adults working with children (caregivers, teachers, child development and education students) are in this collection. Topics include: basic books about parenting, child development, activities to do with children, and literacy and learning.

Children's non-print:

- **DVDs**  
DVDs are selected to appeal to preschoolers and school age children as well as for family viewing.
- **Audio**  
Children’s audio consists of books on CD, music CDs, Playaways, and Wonderbooks which pair audio and print versions of books.
- **Tablets**  
The library has a number of circulating LaunchPads by Playaway.
- **Kits**  
The children’s department has a number of kits with themed materials related to a particular subject. These can include books, board games, DVDs, and other items to supplement children’s educational and recreational interests.

### Digital Resources

The Nevins Library subscribes to several digital platforms where patrons can find materials for their informational, educational, and recreational needs. Criteria for the selection of e-books and other electronic/digital resources follow the same guidelines as those for selection of print materials outlined in this policy.

The library contributes annually to MVLC for the management of the consortium-held Overdrive/Libby collection of e-audio, e-book, e-magazine, and downloadable films. The Nevins Library may choose to purchase additional titles for the consortium-wide collection within budgetary constraints. Please see the MVLC Collection Development Policy for Consortium Wide Digital Resources (Appendix F).

As each digital platform that the library may provide access to is different, Nevins Library may not have direct control over individual resource offerings on each platform.

The Library also supports a growing collection of digital local history materials, which can be accessed through the Library’s website.

### Library of Things

We also collect tools, equipment, and other non-traditional library materials based on budget and space constraints. The library will make every effort to obtain high-quality, durable material. Circulation of items purchased for this collection is limited to Nevins Library cardholders.

### **Deselection or weeding of materials**

Deselection or weeding is a process that is used to keep the library’s collection fresh, dynamic, appealing, and useful to the greatest number of library users. An evaluation process similar to selection materials is used to determine if materials should be weeded. At the Nevins Library, emphasis is placed on providing a collection that is current and updated for Methuen’s residents.

Objectives for weeding:

- Provides feedback on a collection’s strengths and weaknesses

- Removes items that are worn or damaged
- Removes items that circulate poorly
- Removes items that are outdated

Standards for weeding:

- All items will be reviewed every 18 months to make recommendations for continued use or inclusion in the collection.
- Any item that has not circulated in 3 years, depending on classification, will be considered. Alternate timelines based on classification may be used at the Library Administration's discretion.
- All items that are damaged or worn beyond repair. If the items are still in demand and fits selection criteria, it will be considered for replacement.
- Any item that is the last copy in MVLC will be granted extra consideration
- CREW (Continuous Review Evaluation and Weeding) Method guidelines are to be used. This is a widely practiced standard for collection management among libraries.
- Anything in a disc format will be discarded after attempts to repair have failed.
- Items with multiple pieces will be considered if incomplete.
- Periodicals are considered annually. The library keeps one year plus current issues.
- Newspapers are kept for 2 weeks.

### **American Library Association (ALA) policies**

The Nevins Library fully supports and follows the American Library Association's Library Bill of Rights and the Interpretations of the Library Bill of Rights from the ALA's Intellectual Freedom Committee. These documents can be found here: <https://www.ala.org/advocacy/intfreedom/librarybill>, and attached to the end of this document as Appendices A and B.

### **Reconsideration of Materials**

Although materials are carefully selected based on the criteria outlined above, there can arise differences of opinion regarding selected materials. Methuen Residents wishing to voice an objection to an item in the Library's collection may obtain a Request for Reconsideration of Material Form (Appendix C) from a library staff member. This form may be submitted to any staff member, who will forward it to Library Administration. Library Administration, together with the Board of Trustees, will discuss and respond to the concern directly and via written communication. Once an item has been thoroughly examined by the full Reconsideration Process, it will not be open to reconsideration again for a period of 5 years.



## **Appendix A: American Library Association 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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

"Library Bill of Rights", American Library Association, June 30, 2006.  
<http://www.ala.org/advocacy/intfreedom/librarybill> (Accessed June 18, 2021)  
Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952

## **Appendix B: Interpretations of the Library Bill of Rights**

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices.

Following are those documents designated by the Intellectual Freedom Committee as Interpretations of the *Library Bill of Rights* and background statements detailing the philosophy and history of each. For convenience and easy reference, the documents are presented in alphabetical order. These documents are policies of the American Library Association, having been adopted by the ALA Council.

**Access to Digital Resources and Services:** Digital resources and services allow libraries to significantly expand the scope of information available to users. Like all resources and services provided by the library, provision of access to digital resources and services should follow the principles outlined in the *Library Bill of Rights* to ensure equitable access regardless of content or platform. Amended 2019

**Access to Library Resources and Services for Minors:** Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users. Amended 2019

**Access to Library Resources and Services Regardless of Sex, Gender Identity, Gender Expression, or Sexual Orientation:** The American Library Association stringently and unequivocally maintains that libraries and librarians have an obligation to resist efforts that systematically exclude materials dealing with any subject matter, including sex, gender identity, or sexual orientation. Amended 2020

**Access to Resources and Services in the School Library:** The school library plays a unique role in promoting intellectual freedom. It serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem-solving skills needed in a pluralistic society. Although the educational level and program of the school necessarily shapes the resources and services of a school library, the principles of the Library Bill of Rights apply equally to all libraries, including school libraries. Amended 2014

**Challenged Resources:** ALA declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined written policy for collection development that includes a procedure for review of challenged resources. Amended 2019

**Diverse Collections:** Collection development should reflect the philosophy inherent in Article I of the *Library Bill of Rights*: “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.” A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences. Amended 2019

**Economic Barriers to Information Access:** All resources provided directly or indirectly by the library, regardless of format or method of delivery, should be readily and equitably accessible to all library users. Imposing any financial barrier may disadvantage users, and libraries of all types—public, school, and academic—should consider eliminating barriers that limit access to library resources and other services. Amended 2019

**Education and Information Literacy:** Libraries and library workers foster education and lifelong learning by promoting free expression and facilitating the exchange of ideas among users. Libraries use resources, programming, and services to strengthen access to information and thus build a foundation of intellectual freedom. In their roles as educators, library workers create an environment that nurtures intellectual freedom in all library resources and services. Amended 2019

**Equity, Diversity, Inclusion:** Libraries are essential to democracy and self-government, to personal development and social progress, and to every individual's inalienable right to life, liberty, and the pursuit of happiness. To that end, libraries and library workers should embrace equity, diversity, and inclusion in everything that they do. Adopted 2017

**Evaluating Library Collections:** Libraries continually develop their collections by adding and removing resources to maintain collections of current interest and usefulness to their communities. Libraries should adopt collection development and maintenance policies that include criteria for evaluating materials. Amended 2019

**Expurgation of Library Materials:** Expurgating library materials is a violation of the Library Bill of Rights. Expurgation as defined by this interpretation includes any deletion, excision, alteration, editing, or obliteration of any part(s) of books or other library resources by the library, its agent, or its parent institution (if any). Amended 2014

**Internet Filtering:** The negative effects of content filters on Internet access in public libraries and schools are demonstrable and documented. Consequently, consistent with previous resolutions, the American Library Association cannot recommend filtering. However the ALA recognizes that local libraries and schools are governed by local decision makers and local considerations and often must rely on federal or state funding for computers and internet access. Because adults and, to a lesser degree minors, have First Amendment rights, libraries and schools that choose to use content filters should implement policies and procedures that mitigate the negative effects of filtering to the greatest extent possible. The process should encourage and allow users to ask for filtered websites and content to be unblocked, with minimal delay and due respect for user privacy. Adopted 2015

**Intellectual Freedom Principles for Academic Libraries:** A strong intellectual freedom perspective is critical to the development of academic library collections and services that dispassionately meet the education and research needs of a college or university community. The purpose of this statement is to outline how and where intellectual freedom principles fit into an academic library setting, thereby raising consciousness of the intellectual freedom context within which academic librarians work. Amended 2014

**Labeling Systems:** Prejudicial labeling systems assume that the libraries have the institutional wisdom to determine what is appropriate or inappropriate for its users to access. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The American Library Association opposes the use of prejudicial labeling systems and affirms the rights of individuals to form their own opinions about resources they choose to read, view, listen to, or otherwise access. Adopted 2015

**Library-Initiated Programs and Displays as a Resource:** Library-initiated programs and displays utilize library worker expertise for community interests, collections, services, facilities, and providing access to information and information resources. They introduce users and potential users to library resources and the library's role as a facilitator of information access. Concerns, questions, or complaints about library-initiated programs and displays are handled according to the same written policy and procedures that govern reconsiderations of other library resources. These policies should apply equally to

all people, including, but not limited to, library users, staff, and members of the governing body. Amended 2019

**Meeting Rooms:** Many libraries provide meeting rooms and other spaces designated for use by the public for meetings and other events as a service to their communities. Article VI of the Library Bill of Rights states, “Libraries which make ... 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.” Amended 2019

**Minors and Online Activity:** The online environment offers opportunities for accessing, creating, and sharing information. The rights of minors to retrieve, create, and interact with information posted on the Internet in schools and libraries are extensions of their First Amendment rights. Amended 2019

**Politics in American Libraries:** The Library Bill of Rights specifically states that "all people" and "all points of view" should be included in library materials and information. There are no limiting qualifiers for viewpoint, origin, or politics. Adopted 2017

**Prisoners' Right to Read:** ALA asserts a compelling public interest in the preservation of intellectual freedom for individuals of any age held in jails, prisons, detention facilities, juvenile facilities, immigration facilities, prison work camps, and segregated units within any facility, whether public or private. Amended 2019

**Privacy:** All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. The American Library Association affirms that rights of privacy are necessary for intellectual freedom and are fundamental to the ethical practice of librarianship. Amended 2019

**Rating Systems:** Rating systems are tools or labels devised by individuals or organizations to advise people regarding suitability or content of materials. Rating systems appearing in library catalogs or discovery systems present distinct challenges to intellectual freedom principles. The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read or view. Amended 2019

**Religion in American Libraries:** The First Amendment guarantees the right of individuals to believe and practice their religion or practice no religion at all and prohibits government from establishing or endorsing a religion or religions. Thus the freedom of, for and from religion, are similarly guaranteed. Adopted 2016

**Restricted Access to Library Materials:** Libraries are a traditional forum for the open exchange of information. Attempts to restrict access to library materials violate the basic tenets of the Library Bill of Rights. Amended 2014

**Services to People with Disabilities:** Libraries should be fully inclusive of all members of their community and strive to break down barriers to access. The library can play a transformational role in helping facilitate more complete participation in society by providing fully accessible resources and services. Amended 2018

**Universal Right to Free Expression:** Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedoms of speech, press, religion, assembly, and association, and the corollary right to receive information. Amended 2014

**User-Generated Content in Library Discovery Systems:** Libraries offer a variety of discovery systems to provide access to the resources in their collections. Such systems can include online public access catalogs (OPAC), library discovery products, institutional repositories, and archival systems. With the widespread use of library technology that incorporates social media components, intelligent objects, and knowledge-sharing tools comes the ability of libraries to provide greater opportunities for patron engagement in those discovery systems through user-generated content. These features may include the ability of users to contribute commentary such as reviews, simple point-and-click rating systems (e.g. one star to five stars), or to engage in extensive discussions or other social interactions. This kind of content could transform authoritative files, alter information architecture, and change the flow of information within the library discovery system. Amended 2019

**User-Initiated Exhibits, Displays, and Bulletin Boards:** Libraries may offer spaces for exhibits, displays, and bulletin boards in physical or digital formats as a benefit for their communities. The use of these spaces should conform to the American Library Association's *Library Bill of Rights*. Amended 2019

**Visual and Performing Arts in Libraries:** Visual images and performances in the library should not be restricted based on content. Librarians and library staff should be proactive in seeking out a wide variety of representational and abstract artwork and performance art, with limitations or parameters set only with respect to space, installation, fiscal, and technical constraints. Adopted 2018

"Interpretations of the Library Bill of Rights", American Library Association, July 30, 2007.  
<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations> (Accessed June 18, 2021)  
Document ID: 066677f2-3938-cbb4-7dba-2edff70d279b

**Appendix C: Request for Reconsideration of Material Form**



**Request for Reconsideration of Material Form**

The Trustees of Nevins Library have established a Collection Development Policy. Included in that policy is a procedure for Methuen Residents to request reconsideration of any material currently held within the library’s collection. Completion of this form is the first step in that procedure. Please complete this form and return to any staff member, who will forward it to Library Administration.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you represent an organization? Yes No Name of Organization \_\_\_\_\_

1. Resource on which you are commenting:

Book       Magazine       Downloadable Item       Newspaper  
 Movie       Audio Recording       Game       Other: \_\_\_\_\_

Title & Author/Producer \_\_\_\_\_

2. What brought this resource to your attention?

\_\_\_\_\_  
\_\_\_\_\_

3. Have you examined the entire resource? If not, what sections did you review?

\_\_\_\_\_  
\_\_\_\_\_

4. What are your concerns about the resource?

\_\_\_\_\_  
\_\_\_\_\_

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

\_\_\_\_\_  
\_\_\_\_\_

6. What action are you requesting Library Administration and Trustees consider? -

\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

## **Appendix D: Local Author Policy**

**Approved by Trustees: March 2, 2021 / Reviewed November 6, 2024**



### **Local Author Policy & Form**

The Nevins Library wishes to recognize the literary efforts of local/regional authors, and authors whose works take place in or are about the Merrimack Valley, by including their works in the collection whenever appropriate.

The Nevins Library will review donations of/purchase requests for material, but does not guarantee their inclusion in the collection. Once donated, items become the property of the Library and will not be returned. Items not added to our collection will be repurposed in accordance with our gift policy.

#### **Donation Guidelines**

The Nevins Library welcomes the opportunity to support and promote the creative and literary expression of our community. The following guidelines apply to works created in any format:

- Authors must reside in the Merrimack Valley, or their work must take place in or be about the Merrimack Valley.
- The author represents and warrants full ownership/and or legal rights to publish all material, including artwork.
- The Library will accept one copy of each title. Authors may donate up to three titles per year.
- Materials must be bound and formatted in a way that enables circulation, ease of use, and durability.
- If you are submitting a book, please make sure that the title and author are clearly visible on the spine.
- The Library will only accept physical formats, i.e., books, CDs, and DVDs. (We do not consider works submitted in electronic format).
- Items must be in new condition.

As with all library materials, the Library will apply the same inclusion and retention guidelines as stated in the general collection development policy. The Library reserves the right to include or exclude any title from the collection for any reason. Materials provided to the Library may be removed for any reason, at any time.

All donated materials become the property of Nevins Library and cannot be returned to the donor for any reason.

#### **Submission Process**

Your work may be submitted in person at the library during open hours, or mailed and must include a completed submission form (found below).

Once your material and completed form have been received, you will receive an email from the appropriate department (Youth Services, Fiction, or Non-Fiction) selector acknowledging receipt of your work; please allow five (5) business days for this notification.

Works received for consideration will be reviewed by the selector responsible for the collection in which your book will be placed. The selector will consider the material in relation to the Library's collection development criteria in addition to industry standards. Please allow thirty (30) business days for this evaluation.

You will be notified by email regarding the selector's decision thirty (30) business days after the date of the acknowledgement email. Please note, we cannot meet with individuals to discuss their work or results of this decision.

If your work is chosen for inclusion in the collection, we cannot guarantee a specific time frame for addition to the library. Many times, self-published, or small publisher materials need specialty processing.

The Nevins Library will not provide professional reviews, promotion, or marketing of an author's work.

Please understand that if your donated material is chosen for inclusion in the Library's collection, library staff are under no obligation to purchase additional copies for the collection. If the Library chooses to buy additional copies, they may not be directly purchased from you, but from other library purchasing sources.

If the Nevins Library accepts your material for inclusion in the collection, there is no implied understanding that a Library sponsored program will take place. The Library uses its own discretion regarding programming.





## Local/Regional Author Submission Form

Please submit this completed form along with your material for consideration.  
Submission of this form implies your agreement to the above guidelines.

*Please note: If you are requesting that the library purchase this item please fill out this form to the best of your ability. Complete information will help with your request.*

**Circle One:**    I am donating material    OR    requesting a library purchase

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

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

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email (Reminder: this will be our primary method of contact regarding your submission):

\_\_\_\_\_

Type of Material: (please circle one)    **Book**    **DVD**    **Audiobook**    **Music CD**

Title of Material: \_\_\_\_\_

\_\_\_\_\_

Genre: \_\_\_\_\_

Intended Audience: (please circle one)

**Adult Fiction**

**Adult Non-Fiction**

**Children's**

**Teens**

If your material is being considered for the Non-Fiction Collection, please include a list of your professional credentials or expertise in the area (Including this information will aid in our review process):

If your material has been reviewed or covered in any publications, please list them below:

*(If you are requesting a library purchase, please note in this box if the author or material has a connection to the Merrimack Valley)*

If your material has Cataloging in Publication Data (CIP), please include it below (Including this information will aid the cataloging process if your material is chosen for addition to the collection):

Materials may be submitted directly to library staff during open hours or mailed to:

Local/Self-Published Author Submission  
c/o Nevins Library  
305 Broadway  
Methuen, MA 01844

## Appendix E: Gifts and Donation Policy

Approved by Trustees: February 5, 2019, Reviewed November 7, 2024



### Gifts and Donation Policy

The Nevins Library welcomes gifts of library materials, money or personal property that enrich and improve Library resources. The Library reserves the right to refuse any gift that the Library Trustees, in its sole discretion, deems to be not in the best interests of the Library to accept. If a gift is accepted, the gift shall be final; no restrictions on the Library's ownership, possession, use, or disposition of the gift shall be effective.

#### Books and Materials

Gifts of library materials (books, magazines, DVDs, etc.) donated to the Library are examined by library staff to determine if they will be added to the collection. Materials will be accepted and withdrawn subject to the same criteria as purchased material. The cost of processing, availability of space, and the physical condition of the item are also factors in the selection process.

Books and other materials will be accepted with the understanding that the Library reserves the right to add them to the collection, donate them to the Friends of the Library, distribute them to other libraries, or discard them. Donated materials will not be returned to the donor. The Library does not accept responsibility for notifying donors of withdrawal or replacement of gift items.

#### Monetary Donations

Unrestricted monetary gifts will be used at the discretion of the Library Director or Trustees to purchase materials or equipment, support Library programs, or in other ways deemed appropriate.

Monetary gifts offered with specific restrictions, including endowment funds, require Trustees approval of such restrictions before the gifts are accepted. Restricted donations will be accepted on the condition that the specific use requested is consistent with the goals and objectives of the Library.

If the donor wishes to make a substantial gift, please contact the Library Director.

#### Personal Property

All personal property, art objects, paintings, prints, maps, antiques and other collectibles, if accepted, are accepted only on the condition that they may be sold, kept, given away or discarded at the discretion of the Trustees and/or Library Director. An appropriate deed of gift or similar document transferring sole and exclusive ownership of the item(s) to the Library will be required. Any proceeds derived from the disposal of a gift may be used by the Library as determined by the Trustees and/or Library Director consistent with the goals and objectives of the library.

Income tax regulations leave the determination of the gift's monetary value to the donor. Donors wishing to have an appraisal of their gifts for income tax purposes should have that done prior to donation.

#### Acknowledgements

*Approved by Trustees: February 15, 2019  
Reviewed: November 7, 2024*

The Library attempts to acknowledge each gift with a letter or receipt. Gifts will be formally acknowledged if requested by the donor. A book plate will be placed in or on an item at the donor's request, with wording as specified by the donor.

**Gifts to Library Staff:**

Individual Library staff cannot accept valuable gifts or any form of currency (ie: tips, gift cards, etc.) for the services they provide as library staff. Patrons are encouraged to make contributions to the library as a whole, or provide a gift that all staff can enjoy equally. This policy is to ensure that staff will treat all members of the public equally, and that no preferential treatment is shown or expected.

**Future disposition of gifts**

Libraries used extensively by their patrons sustain losses through theft, mutilation, and ordinary wear. Resources with obsolete and/or misleading information may be discarded with time. The Library also must consider the availability of shelf space and usage of the material when determining to keep or discard items. The Library, therefore, cannot guarantee that any gift will be part of the collection permanently.

## Appendix F:



### **MVLC Collection Development Policy for Consortium-Wide Digital Resources**

#### **Introduction**

The Merrimack Valley Library Consortium (MVLC) is a member-driven and member-governed library network serving 36 public libraries in the greater Merrimack Valley region of Massachusetts.

This policy provides a framework for the collection of consortium-wide digital resources that help member libraries effectively serve their communities. It covers collections of a variety of digital formats including eBook, eAudio, streaming video, reference databases, and more.

#### **Selection Criteria**

Consortium-wide digital collections, and the specific content within them, are carefully selected to reflect the diverse demographics, interests, and viewpoints of the communities served by MVLC member libraries. MVLC strives to provide a balanced collection of quality sources that represent many perspectives, within the limits of budget and content availability.

Specific selection criteria may include: quality (based on published reviews and professional judgment), accuracy, timeliness, local interest, balance, cost, and format accessibility.

MVLC adheres to the American Library Association [Library Bill of Rights](#), the [Freedom to Read Statement](#), and the [Freedom to View Statement](#).

#### **Responsibility for Selection of Materials**

As a member-governed organization, decisions regarding the purchase, renewal, or cancellation of a particular consortium-wide digital collection are approved by MVLC Membership.

Curation of materials within a collection, when applicable (for example, titles purchased within OverDrive), is primarily handled by MVLC's Member Services staff, with input from a Selections Committee comprised of representatives from each member library. Individual libraries also may purchase content independently for inclusion in the shared collection.

#### **Community Input**

MVLC welcomes input from the communities its libraries serve. Anyone with a valid library card from an MVLC library can recommend titles for purchase in the OverDrive digital collection of eBooks and eAudiobooks.

While MVLC purposely selects materials for a diverse readership, patrons of MVLC member libraries may share any concerns or requests for reconsideration in accordance with the policy of the library in the community where they reside.

*Approved by MVLC Membership, 3/15/2022*