

Bushnell- Sage Library Collection Development Policy

1. RESPONSIBILITY FOR THE COLLECTION:

The Bushnell-Sage Library Board of Trustees delegate the responsibility of collection development to the Library Director. The director, in turn, may delegate certain areas of the collection to the staff or take recommendations from staff and/or patrons. All recommendations are subject to review by the Director; who must consider space, budget, and community need in all acquisitions.

2. THE SCOPE OF THE COLLECTION:

BSL is a member of the Central and Western Massachusetts Automated Resource Sharing (C/W MARS), a network of over one hundred and forty public, academic and special libraries in central and western Massachusetts. The Library recognizes the collections and resources of neighboring libraries, WMRLS libraries, and C/W MARS members, and participants in the statewide virtual catalog (1), and will not needlessly duplicate services or materials. Sheffield's participation in these networks provides our residents access to the collections of other participating libraries on a reciprocating basis. Every effort is made to locate and borrow from other libraries through C/W MARS or the regional interlibrary loan network.

The Library's collection is predominantly targeted to an English speaking audience and provides a broad range of materials to meet the varied needs of its patrons including books, large print books, periodicals and newspapers in print formats, paperback books, CD recordings of music and books, and DVD recordings; downloadable ebooks, audiobooks and videos. BSL also provides access to a variety of Online Databases through the State of Massachusetts. We will generally move format collecting in the direction of the predominant technologies used by the community, making decisions to retain, but not necessarily add to, superseded formats only as space and demand allow.

3. ORGANIZATION OF THE COLLECTION:

The non-fiction collections at the Bushnell-Sage Library are organized by the Dewey Decimal System. The Biography collection is located in the DDS designation for Biography (920s) and cataloged by subject's last name. The fiction collections are arranged alphabetically by author. Video is cataloged as either non-fiction, fiction or foreign and labeled with a DDS number or by title, respectively. Bibliographical control is achieved through the maintenance of C/W MARS computer files. Cataloging of materials is considered more of an art than a science at BSL; we strive to find the best shelf location for our community. We specialize in Agriculture and Gardening books as well as cooking, poetry and

crafts. These areas have been separated out from the non-fiction stacks for easier locating.

4. REVIEW PROCESS:

The selection of library materials to be acquired is generally made by library staff based on the following:

- 4.1. Library's mission statement and its accepted goals and priorities.
- 4.2. Staff judgment and expertise.
- 4.3. Published reviews from general mass-audience periodicals and from specialized library review sources
- 4.4. Recommendations from library users and general public.
- 4.5. Local relevance.
- 4.6. Use analysis of specific titles, authors and subject areas.
- 4.7. Availability at other libraries, most notably those in, C/W MARS and through the Virtual Catalog.
- 4.8. Availability in alternative formats, including on-line access.
- 4.9. Availability of similar material already in the collection.
- 4.10. Cost/benefit analysis.

5. SELECTION CRITERIA:

5.2. Adult Non-Fiction: Our principle role is to ensure the availability of information and materials for independent, self directed learning. All attempts will be made to provide current, accurate, and well-rounded material presented at a level appropriate to the majority of our patrons. All major divisions of the DDS will be represented and most subdivisions also.

5.3. Adult Fiction: BSL attempts to purchase a wide variety of fiction to satisfy the interests of all our borrowers. As some of the language and incidents in contemporary novels will offend some tastes, individual borrowers will need to be selective when choosing materials. Titles are chosen on the basis of reviews that consider, among other things, the appeal of a book for a specific audience, the artistic skill evident in its rendering, and the literary reputation of the author.

5.4. Large Print Collection: Bushnell-Sage Library maintains a collection of

large print books targeted to seniors and in general those with visual problems. We cannot duplicate ever fiction title in Large Print, but do try to keep it fairly up-to-date with interesting titles.

5.5. Mass Market Paperbacks: As a general rule, BSL does not purchase mass market paperbacks, but will add them to the collection if donated and fill a void in the collection; or provide an extra copy of a popular title.

5.8 Graphic Novels: Graphic Novels can be found in both the Children's and Young Adult Collections. Age appropriateness is a strong consideration when determining the collection location. We carry some Adult Graphic Novels, which are shelved among the regular fiction and non-fiction.

5.9. Periodicals: Bushnell-Sage Library maintains a strong collection of newspapers, magazines and journals for information and pleasure reading. We carry local and National newspapers and a variety of news magazines to give a well rounded perspective on issues. Writing, crafting, cooking and gardening round out our pleasure reading magazines and journals. BSL on occasion, receives gift subscriptions from various patrons and organizations, which must meet the same collection requirements of audience and space availability.

5.10. Local Document Repository: To promote an informed citizenry, the BSL acts as a document repository for specialized materials including engineering studies, maps, detailed professional reports, and other documents of a highly specialized nature. They can be found behind the circulation desk or the Local History section for in-library use only.

5.11 Local History Collection: The Local History Collection may contain items in a variety of formats of historical interest to Sheffield and its residents past, present, and future. Space is limited; so inclusion into the collection is at the discretion of the Librarian working in tandem with the Sheffield Historical Society. For in-depth research, the Berkshire Athenaeum in Pittsfield is recommended.

MATERIALS FOR INCLUSION:

1. Materials that record the history and development of Sheffield.
2. Materials that record the history and ancestry of Sheffield families.
3. Materials that record the cultural heritage of past and present ethnic and religious groups in the community.
4. Materials that contribute to a better understanding of the area geography, demographics and architecture.
5. Materials written by or attributed to past local authors; contemporary local authors will remain in the stacks.
6. Materials that provide instruction relating to genealogy, local history, preservation, oral history and similar topics.

7. A complete inventory of the Sheffield Times, Town Reports and other newsworthy materials related to the town.

5.12. Audio-Visual Materials: The Library purchases audio-visual materials targeted to all age groups as part of its collection development, and has a presence in all of the library's circulating departments.

Audio - Recorded music, plays, poetry, fiction, non-fiction, and foreign language materials, are acquired in compact disc format. While we no longer purchases recordings on cassette, it will maintain a collection of materials in the cassette format as long as condition, patron demand, and space allow.

Video - BSL carries a growing collection of popular and classic film for Adult and family viewing in DVD format. We specialize in foreign film, British drama and popular TV series, with a budding collection of non-fiction and documentary films. The Children's Collection includes feature length films, animation, and educational programs. The Children's DVD collection will only contain materials with a "G" rating; but parents are still advised to monitor their children's choices. A limited selection of streaming video is becoming available through CW/MARS.

6. REQUESTS FOR PURCHASE:

The Library welcomes requests for purchase of materials, however, it is to be understood that such requests will be subject to the same criteria for selection as other considered materials.

7. GIFTS:

Gifts of books and other materials in good condition are welcomed by the library, however, material is accepted with the understanding that they may be used or disposed of as the library sees fit. Donated material will be checked to see if it meets the Library's criteria for selection and if it helps maintain the Library's need for balance on matters of opinion. Sincere proponents of various causes or beliefs may offer the Library materials espousing their special viewpoints. The Library can utilize only a small proportion of such material. The Library cannot make cash assessments of donations, nor does it assume the responsibility of returning any items to donors not added to the Library collection (see GIFT POLICY & PROCEDURES).

8. FREEDOM TO READ, SEE AND HEAR:

8.1. Overview: The Bushnell-Sage Library subscribes to the principles of intellectual freedom and the "Library Bill of Rights" (appended) and their interpretations issued by the American Library Association. Included in these

statements is the commitment to honor the rights of an individual to use the Library regardless of age, race, religion, national origin, or social or political views. Well intentioned persons or groups occasionally question the inclusion of items in library collections. Although we understand and appreciate their fears and doubts about the effects of materials on impressionable persons, the Board takes the position that the risk of not providing access to information and ideas is greater than the risk of providing it. Sometimes suggestions are made regarding the restriction or removal of certain library materials, and the Board, therefore, wishes to establish the following principles:

8.2. Controversial Materials: In an effort to provide patrons with diverse sources of information and the widest possible range of ideas and viewpoints, the Library may acquire some controversial materials. Some of these materials may be offensive to individuals or groups because of perceived profanity, social, economic and political ideas, religious viewpoints, the background of the author, the kinds of information provided, illustrations, or other reasons. Acquisition or use of any item does not imply approval or endorsement of the contents. Indeed, it cannot, since such a variety of ideas is collected. The Board believes it is essential to provide such materials if the American ideal of freedom is to be retained.

8.3. Age: Judges, legislators, educators, and others are giving increased recognition to the fact that young people need access to all the information and ideas that are essential to their growth. Limitations to be placed upon the reading and viewing materials of young people are left to the discretion of the parents. If parents wish to deny their children access to certain materials they must take responsibility themselves.

8.4. Reconsideration: 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. A reconsideration form must be filed with the director, before the Board of Trustees will consider the matter.