

WOONSOCKET HARRIS PUBLIC LIBRARY
GENERAL MATERIALS SELECTION POLICY AND PHILOSOPHY

A. LIBRARY MISSION, VISION AND VALUES

B. MATERIALS SELECTION

1. Responsibilities, general and specific

2. General criteria for selection

A. Purpose

B. Scope

C. Measures

D. Selection tools

E. Materials not selected

F. Formats

G. Replacements

H. Weeding

3. Gifts Policy

4. Patron Requests

C. SPECIAL COLLECTIONS

D. LIBRARY NETWORK

E. PLAN EVALUATION

F. INTELLECTUAL FREEDOM ISSUES

Library Bill of Rights, Interpretations of the Library Bill of Rights, Freedom to Read Statement, Freedom to View Statement, Access to Library Resources and Services for Minors

A. LIBRARY MISSION, VISION AND VALUES

The Woonsocket Harris Public Library's role is to make aware of and provide access to informational, educational and recreational materials and information to all residents of Woonsocket in order to meet their varied needs. Access may be in the form of print and emerging technologies to help residents continually educate themselves in a changing world. It is the responsibility of the library to address the community's needs as a whole rather than what any one person/group or staff member deems appropriate for the library's collection.

The Woonsocket Harris Public Library is committed to providing exceptional, personalized service and resources to the communities we serve seeking access to the world of information. We are committed to our patrons and our community. We value integrity, inclusion, learning and fun. We act with strength, compassion, respect and enthusiasm.

Our intention is to transform lives by meeting the shared and individual needs of our community through two core objectives:

We will increase literacy empowerment – by preparing our young to learn to read and empowering others to evolve and thrive in all transitions of their lives.

We will build community connections – by connecting people as resources for each other, virtually and in person.

B. MATERIALS SELECTION

The goals and objectives of the library are outlined in the library's 5 year plan, which is pragmatic and specific, centering on collections for and services to the library's clientele in all departments. Collection development is to specifically obtain those goals to enrich and support the mission of the library. The library recognizes the various needs of users, taking into consideration their varied interests, abilities, learning styles and differing viewpoint.

1. Responsibilities

It is the responsibility of the Board of Trustees to insure that the administration of the library carries forward a collection development policy in accordance with the needs of the community. It is the responsibility of the administration to implement the plan and to see that it is carried forward by assigning tasks to professional staff to that end.

2. General Criteria for Selection

A. Purpose

The purpose of the collection is to carry forward the goals of the 5 year plan which in turn supports the mission of the library.

B. Scope

The collection development plan establishes the scope or level that will support each clientele.

C. Measures

Measures are used to determine the collections current conditions and needs and help establish acquisition goals. Measures include community needs surveys, patron suggestions, circulation statistics, discard rates, patron interlibrary loan requests, and reference statistics.

D. Selection Tools

Materials purchased will have favorable reviews by noted publishers, in library journals, newspapers, and media. Other criteria used in the selection of materials include, but are not limited to:

- Availability and suitability of format, subject, style and level for intended audience
- Reputation of publisher or author
- Timeliness or permanence
- Relevance to community needs
- Library budget
- Availability of same materials on the subject within the library or through the RI library network

E. Materials not selected

Materials that fall into special collections or research, such as textbooks, are not purchased by the public library. Such items may be requested through interlibrary loan if they are available for circulation. Interlibrary loan requests are made through the reference department.

F. Formats

The library purchases a variety of formats for the collection that include hardcover, paperbacks, movies, audiobooks and music on compact discs, and online resource databases and emerging technologies such as eReaders and computers to access information.

G. Replacements

Replacement copies of damaged materials will be determined by professional staff, historical usage and timeliness of the material, and library budget.

H. Weeding

Weeding is ongoing and considered vital to keep a fresh, contemporary collection. Generally, any item in poor condition, outdated or misleading, or has a low circulation rate will be a candidate for discarding.

3. Gifts Policy

Book donations are accepted but must meet the library's [donation guidelines](#), which include accepting books that have been published in the last 10 years, popular authors, items free of odor and mold, and in good condition. Other items accepted in good condition are movies, unabridged audiobooks and music recorded on compact discs. Items not accepted are textbooks, newspapers and magazines, VHS and audio cassette tapes, encyclopedias, condensed books, and items showing signs of mold or odors. Items not added to the library collection will be forwarded to the Friends of the Library book sale. Money from the sale supports library programming.

Monetary gifts are accepted and acknowledged. A special bookplate is placed in the book for memorial dedications if requested. The appropriate professional staff member will work with the donor to select a suitable book. Gifts with stipulations are generally not accepted unless the library administration and Board of Trustees concur.

4. Patron Requests

Patrons may suggest a purchase for the library collection. Requests will be considered using the selection measures and tools listed in 2C and 2D above. Patrons may file a request to reconsider a book purchased for the collection. This form can be obtained in person or [online](#).

C. SPECIAL COLLECTIONS

The library has several collections that are deemed "special" in that they may be classified and highlighted in a special area of the library. Such collections include books written in the French, Spanish and Vietnamese language which are available for circulation. Other special collections include federal and state documents and local history materials, which may be cataloged as library use only but may be available for home use by special arrangement if requested.

D. LIBRARY NETWORK

The library belongs to a network of Rhode Island libraries called a consortium. The library is able to meet the demand for materials that we do not own through the consortium. The library may be able to obtain books through interlibrary loan both in-state and out-of-state. The library also networks with local schools to purchase books on reading lists.

E. PLAN EVALUATION

This plan has been approved by the Board of Trustees. It will be reevaluated as changes in the library profession and community evolve. In order to maintain a strong, relevant, up to date

collection, staff members will monitor the collection in accordance with financial considerations to see whether or not the material continues to serve the needs and interests of the public.

F. INTELLECTUAL FREEDOM ISSUES

The following American Library Association documents are available as handouts or online to the public. These documents have been reviewed and updated periodically by the American Library Association. The library updates the handouts when changes are made. All have been approved by the Board of Trustees for display and distribution. Parents or legal guardians are responsible for what their children select from the library to read or view. The library does not act in loco parentis or in place of a parent or guardian. Permission for minors checking out any library materials is assumed when a parent or guardian signs their child up for a library card.

- [Library Bill of Rights](#)
- [Interpretations of the Library Bill of Rights](#)
- [Freedom to Read Statement](#)
- [Freedom to View Statement](#)
- [Access to Library Resources and Services for Minors](#)