

## **Randall Library Collection Development Policy**

### **Introduction**

The Randall Library of Stow's selection of books and other materials is intended to satisfy the informational, intellectual, cultural and literary needs of the Stow community. The staff of the Randall Library has an historic commitment to enhance and enrich all patrons' life-long reading, learning and educational development. The Library collects materials in many formats and the scope of the collection is inclusive and strives to present differing points of view. The collection is available to all Massachusetts residents and is not marked or identified to show approval or disapproval of content. The Library Director and Board of Library Trustees asserts their right and duty to keep on the Library shelves books on all subjects of interests to readers that are not prohibited by state and federal law.

### **Responsibility for Materials Selection and Collection Development Policy**

Because of space and budget considerations, the collection of the Randall Library cannot strive to be comprehensive in any particular subject area; instead the collection development policy is committed to providing a strong, balanced collection. If a patron wishes to obtain materials that reflect a more in-depth development on a subject that is not available in the Randall Library collection the Randall Library staff will attempt to provide those materials via the Minuteman Library Network or other inter-library loan networks in a timely manner.

Collection development policy criteria will include but are not limited to acquiring materials that have recognized merit, are of permanent or timely interest, are authoritative in scope, have clear presentation and readability, and are of social, political and community interest and cover a wide range of information and opinions.

### **Censorship**

The Board of Library Trustees and the Randall Library Director are committed to a censorship free environment within the Library's collection development. Therefore, if a material meets the criteria of selection, it will not be restricted or removed from the collection due to pressure by any individual or group.

### **Weeding and Deacquisition of Materials from the Collection**

In order to maintain a collection that is current, of interest to the community, is well-used and in good condition as well as allowing for the free circulation of patrons using the Library materials are withdrawn from the collection on a systematic and continuing basis. Materials are withdrawn if they are judged to be dated, inaccurate, seldom used, in bad condition or otherwise no longer appropriate. Great care is taken to ensure that materials removed from the Randall Library collection are available in some other format from other libraries within the Minuteman Library Network and no materials of significance to Stow History will be removed or destroyed.

## **Collection Development for Children and Young Adults**

All efforts are taken to ensure that the collection of materials that reside in the Children and Young Adult section of the Randall Library are age appropriate. The emphasis of the collection development policy of these library materials is intended to entertain and stimulate the imagination as well as the intellectual development of the children and young adults using the collection.

A collection of materials marked "YA" are for young adults and these materials might have passages within them that might not be appropriate for all children. The Randall Library Director and Board of Trustees are committed to the belief that the responsibility for what children read rests with their parents or legal guardians. Selection of materials for the adult collection as well as the young adult collection is not restricted by the possibility that children may obtain materials that their guardians may consider inappropriate.

## **Gifts**

Gifts of books and materials are welcomed and accepted with the understanding between the Library and the Donor that these materials are added to the collection upon the discretion of the Library Director as appropriate to collection development policy, timeliness of materials, and space restrictions.