

Collection Development Policy
of the
Attleboro Public Library

Approved November 2022

Table of Contents

Library History, Mission and Value Statement	1
Demographics	1
General Statement and Selection Criteria	2
Collection Priorities.	4
Acquisition Procedures.	5
Deselection Procedures	6
Gifts.	6
Consortial Agreements	6
Challenges/Reconsideration Procedures	7
Approval Process	8
Appendices	9

History

The Attleboro Public Library was founded in 1907 after Joseph Sweet donated land and provided a permanent endowment. Renovations took place in 1992 that expanded the building and made it more accessible. The library is located next door to The Literacy Center, a nonprofit organization that provides tutors, ESL, GED and other assorted classes. There are several community colleges in the city and surrounding towns, as well as a branch of Bridgewater State University . The library's downtown location, across from the YMCA and next to a city park, make it a destination for Attleboro's residents. Attleboro is also home to 2 MBTA commuter rail stations, with one just blocks from the Library. Many local civic and cultural organizations use the Library as a meeting space and to promote their commitment to the community.

Mission Statement

The Attleboro Public Library serves as a learning and educational center providing access to resources and services for the information, recreation, intellectual development, and enrichment of our community and its members.

Vision Statement

The Attleboro Public Library will be the gateway to life-long learning, offering a full spectrum of services, materials and programming.

Library Values and Goals

The Attleboro Public Library states in its 2022-2027 Strategic Plan that its staff, board, and volunteers value access, excellence, service, inclusion and collaboration. These values guide decision making in daily work and future planning. To express these values to the community the library has chosen as its goals to encourage lifelong learning and community connecting, create user-friendly facilities and engage in meaningful marketing.

Demographics

The Attleboro community is a diverse group of people that reflects many of our national averages. Tabular statistics comparing Attleboro to the entire United States can be found in Appendix A.

Collection Development Policy

The Attleboro Public Library provides materials, services, and programs for the information, entertainment, intellectual development and enrichment of our patrons. Materials are chosen according to the guidelines set by the Collection Development Policy.

The purpose of the Collection Development Policy is to further the mission, vision and goals of the Attleboro Public Library, to guide librarians in their selection of materials for the Library, and to inform the public about the principles upon which these selections are made.

Collection Priorities

Each year various collections are expanded and updated with the result of increased circulation statistics. Collection development meetings are held as needed to determine fiscal year priorities. Analysis of usage statistics and statewide recommendations will affect the Director's allocation of funds each fiscal year. Priority will be given to patron preference in the selection of material format.

General Selection Criteria

The following general criteria are taken into consideration when making selections for new materials or for determining to deselect existing material in the collection. Determination is based on the material meeting several of the general or specific criteria in this policy as well as budgetary constraints.

- Support of library's missions, values and goals
- Current and anticipated needs and interests of the public
- Accuracy of material content
- Timeliness of the information
- Ability to meet the reading and comprehension level of the intended audience
- The author/artist/publisher's qualifications and/or reputation as it applies to the material
- Evaluations in review media
- Contribution to the diversity or breadth of the collection
- Inclusion of the material in standard bibliographies or indexes
- Receipt of or nominations for major awards or prizes
- Quality of production
- Affordability and cost of the item
- Format availability, manageability and usability

Acquisition Procedures

The library acquires materials through several mechanisms in order to provide quality service to patrons in as many formats as possible.

- The Library utilizes several buying options to best meet goals and objectives for the development of its collection
- Staff must follow the city and state's purchasing requirements, vendor buying agreements, and other specified guidelines in the buying of materials.
- Acquisition staff is responsible for placing orders, checking on back orders, keeping staff informed of the status of their orders, and general follow up to requested materials.
- Technical Services staff process all materials
- The staff member responsible for library bookkeeping provides monthly budgetary department reports which include the tally sheet of collection monies spent and unencumbered funds.
- Each staff member in charge of buying for the collection is responsible for keeping their own records of items ordered, outstanding invoices, monies spent and funds available.
- Orders are placed on a July through May calendar, with one quarter of the funds to be expended by each FY quarter's end. In May all outstanding orders are canceled, with existing funds spent on an item's current availability status.

Deselection Procedures

Maintaining the collection is an ongoing process of collection analysis. This analysis takes into consideration general selection criteria as well as the need for older items to be repaired, withdrawn or replaced based on the following:

- Number of circulations, requests and reserves
- Accuracy of information
- Availability of similar materials in the collection
- Physical condition and age of the item
- In-print status of the item
- Appearance in standard lists
- Available space
- Availability at other libraries
- Availability of the information in more appropriate formats

This process helps maintain the quality of the library collections and is not intended to sanction removal of items due to controversy of any kind. Decisions about collection maintenance are made by the staff member responsible for that particular aspect of the collection, often in conjunction with other staff members and library administrators.

Disposition of materials will be done in an appropriate and professional manner, with the best interests of the Library in mind.

Gifts

The Attleboro Public Library welcomes gift materials to the Library or to the Friends of the Library for their annual book sale. Gifts to the Library are accepted under the same scrutiny and must meet the same criteria as items considered for purchase by the Library. The Library will not determine the value of a donation. The individual should fill out a donation of materials agreement form to use for tax purposes. This form is available from circulation desk staff.

The Library Board of Trustees accepts monetary donations towards materials, programs, or services deemed to meet the Library's goals. Individuals wishing to make such a donation will be given a gift selection form or suggestions of titles based on Library needs. The form and/or list will assist with selecting a suitable use for the donation.

Consortial Agreements

The Attleboro Public Library is a member of the SAILS Library Network.

Challenges and Reconsideration Procedures

The Attleboro Public Library preserves and enhances the people's right to a broader range of ideas than those held by any one librarian, publisher or government. Materials selected under this Collection Development Policy are considered to be protected under the First Amendment of the United States Constitution.

The Board of Trustees believes that anyone is free to reject for themselves library materials of which they do not approve. However, the individual cannot restrict the freedom of others to read, view or hear.

Parents or legal guardians have the responsibility to guide and direct the reading, viewing or listening of their own minor children. The Library does not and will not take the place of the parent or guardian.

Patrons who wish to initiate comments or complaints should review the American Library Association's Library Bill of Rights, Freedom to Read statement, Libraries: an American Value and the Collection Development Policy of the Attleboro Public Library. The Library form, Statement of Concern about Library Materials, should be completed by the patron wishing to do so. The Library Director will contact the patron to review their written concern as it applies to the Collection Development Selection Criteria in a conversation. Patrons whose concerns are not satisfied by the Director may request to appear before the Board of Trustees. The Board's decision will be final. During the process of reviewing the complaint, the material in question will remain part of the collection

Approval Process and Timeline for Review

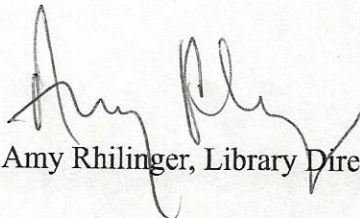
Collection development policies will be reviewed every three years to determine their applicability to the current Library, information access environment and user needs. If at any time it is deemed necessary by the Director to review a policy, such review will be held.

The Director or person in charge of Collection Development will request input from collection development staff, trustees and/or patrons as part of the compliance with regularly scheduled reviews.

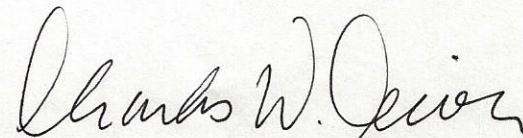
Such review will look into changing trends within the community and the library field in order to determine if the policies and procedures are still applicable in meeting the mission, values, goals and objectives of the Library.

Changes will be presented for review and initiated as determined acceptable by the members of the review team, Director, and when necessary, the Board of Trustees.

Approval signatures:


Amy Rhilinger, Library Director

2/8/23
Date


Charlie Oliver, President, Library Board of Trustees

2/8/23
Date

Appendix A

2020 Census data

Gender & Age

			Attleboro (1)				United States (2)	
Total Population			46,461				331,449,281	
Male *			22,016				160,818,530	49.2%
Female*			23,007				165,750,778	50.8%
	Total	%	Female		Male	%	Total	%
Under 5	3,504	7.8%	2,001	8.7%	1,503	6.8%	19,650,192	6.0%
5-9	2,122	4.7%	1,067	4.6%	1,055	4.8%	19,979,039	6.1%
10 - 14	2,531	5.6%	1,163	5.1%	1,368	6.2%	21,107,910	6.5%
15 - 19	2,445	5.4%	1,011	4.4%	1,434	6.5%	21,174,955	6.5%
20 - 24	2,327	5.2%	1,190	5.2%	1,137	5.2%	21,820,378	6.7%
25 - 29	2,973	6.6%	1,503	6.5%	1,470	6.7%	23,262,155	7.1%

30 - 34	3,508	7.8%	1,792	7.8%	1,716	7.8%	22,223,010	6.8%
35 - 39	3,050	6.8%	1,230	5.3%	1,820	8.3%	21,346,055	6.5%
40 - 44	3,074	6.8%	1,792	7.8%	1,282	5.8%	20,000,622	6.1%
45 - 49	2,870	6.4%	1,412	6.1%	1,458	6.6%	20,569,969	6.3%
50 - 54	3,158	7.0%	1,819	7.9%	1,339	6.1%	20,970,767	6.4%
55 - 59	3,480	7.7%	1,766	7.7%	1,714	7.8%	21,785,721	6.7%
60 - 64	2,847	6.3%	1,460	6.3%	1,387	6.3%	20,315,718	6.2%
65 - 69	2,530	5.6%	1,116	4.9%	1,414	6.4%	17,301,772	5.3%
70 - 74	1,616	3.6%	977	4.2%	639	2.9%	13,246,178	4.1%
75 - 79	974	2.2%	569	2.5%	405	1.8%	9,113,714	2.8%
80 - 84	947	2.1%	479	2.1%	468	2.1%	6,079,337	1.9%
85 and over	1,067	2.4%	660	2.9%	407	1.8%	6,621,816	2.0%

*Estimates

1. <https://data.census.gov/cedsci/table?q=Attleboro%20city,%20Massachusetts&tid=ACSST5Y2020.S0101>

2. <https://data.census.gov/cedsci/table?q=united%20states&tid=ACST5Y2020.S0101>

Population by Race

	Attleboro (1)		United States (2)	
	46,461		331,449,281	
White alone	35,842		204,277,273	
Black or African American alone	2,704		4,110,4200	
American Indian and Alaska Native alone	160		3,727,135	
Asian alone	2,196		1,988,049	
Native Hawaiian and Other Pacific Islander alone	14		689,966	
Some Other Race alone	2,100		2,7915,715	
Population of two or more races:	3,445		33,848,943	

(1) <https://data.census.gov/cedsci/table?q=Attleboro%20city,%20Massachusetts&tid=DECENNIALPL2020.P1>

(2) <https://data.census.gov/cedsci/table?q=United%20States&tid=DECENNIALPL2020.P1>

Housing Tenure

	Attleboro (2)		United States (1)	
Occupied Housing Units	17,491		122,354,219	
Owner Occupied	11,901		78,801,376	
Renter Occupied	5,590		43,552,843	

(1) <https://data.census.gov/cedsci/table?q=United%20States&tid=ACSST5Y2020.S2502>

(2) <https://data.census.gov/cedsci/table?q=Attleboro%20city,%20Massachusetts&tid=ACSST5Y2020.S2502>

Marital Status - Men

	Attleboro (1)		United States (2)	
Males age 15 and over	1,8090		129,777,799	
Never Married	6,268	34.6%	47,510,293	36.6%
Now Married (except separated)	8,927	49.3%	64,543,861	49.7%
Separated	244	1.3%	2,052,984	1.6%

Widowed	737	4.1%	3,408,813	2.6%
Divorced	1,914	10.6%	12,261,848	9.4%

(1) <https://data.census.gov/cedsci/table?q=Attleboro%20city,%20Massachusetts%20MARITAL%20STATUS&tid=ACSDP5Y2020.DP02>

(2) <https://data.census.gov/cedsci/table?q=United%20States%20MARITAL%20STATUS&tid=ACSDP5Y2020.DP02>

Marital Status - Women

	Attleboro (1)		United States (2)	
Females age 15 and over	18,776		136,054,368	
Never Married	5,070	27.0%	4,1518,358	30.5%
Now Married (except separated)	9,151	48.7%	63,348,809	46.6%
Separated	248	1.3%	2,859,442	2.1%
Widowed	1,849	9.8%	11,821,660	8.7%
Divorced	2,458	13.1%	16,506,099	12.1%

(1)

<https://data.census.gov/cedsci/table?q=Attleboro%20city,%20Massachusetts%20MARITAL%20STATUS&tid=ACSDP5Y2020.DP02>

(2) <https://data.census.gov/cedsci/table?q=United%20States%20MARITAL%20STATUS&tid=ACSDP5Y2020.DP02>

School Enrollment

	Attleboro (1)		United States (2)	
Pop. 3 years & over enrolled in school	9,102		80,497,960	
Nursery school, Preschool	933	10.3%	4,879,858	6.1%
Kindergarten	291	3.2%	4,003,118	5.0%
Elementary: grade 1 to grade 4	1,814	19.9%	15,900,533	19.8%
Elementary: grade 5 to grade 8	1,774	19.5%	16,606,090	20.6%
High School: grade 9 to grade 12	2,356	25.9%	16,879,255	21.0%
College or Grad School	1,934	21.2%	22,229,106	27.6%

(1) <https://data.census.gov/cedsci/table?q=Attleboro%20city,%20Massachusetts%20school%20enrollment>

(2) <https://data.census.gov/cedsci/table?q=United%20States%20school%20enrollment&tid=ACSST5Y2020.S1401>

Attleboro has 12 public schools; a high school, a virtual school, and alternative school, 3 middle schools, 5 elementary schools and an early learning center. It also has 4 private schools; a high school and 3 schools for grades K-8.

School and District profiles: <http://profiles.doe.mass.edu/search/map.aspx?mode=g&county=Bristol&town=53>

Educational Attainment

	Attleboro (1)		United States (2)	
Population 25 years and over	32,094		222,836,834	
Less than 9 th grade	1,176	3.7%	10,923,030	4.9%
9-12, no diploma	1,895	5.9%	14,639,650	6.6%
High School grad (includes equivalency)	9,851	30.7%	59,421,419	26.7%
Some college (no degree)	5,926	18.5%	45,242,162	20.3%
Associate's degree	3,067	9.6%	19,254,254	8.6%
Bachelor's degree	6,946	21.6%	45,034,610	20.2%
Graduate or Prof. degree	3,233	10.1%	28,321,709	12.7%

(1) <https://data.census.gov/cedsci/table?q=Attleboro%20city.%20Massachusetts%20school%20enrollment&tid=ACST5Y2020.S1501>

(2) <https://data.census.gov/cedsci/table?q=United%20States%20educational%20attainment&tid=ACST5Y2020.S1501>

Income (population 16 and over)

	Attleboro	United States
Median household income (dollars)	\$77,107	\$64,994
Unemployment rate	4.2%	3.9%
Families under poverty level	6.9%	9.1%
Average household size	2.54	2.60
Average family size	3.13	3.21

Place of Birth

	Attleboro (1)		United States	
Native born	40,525		28,2443,680	
Foreign born	4,498		4,412,5628	

(1) <https://data.census.gov/cedsci/table?q=Attleboro%20city.%20Massachusetts%20place%20of%20birth&tid=ACSDT5Y2020.B05002>

(2) <https://data.census.gov/cedsci/table?q=place%20of%20birth%20&tid=ACSDT5Y2020.B05002>

Language (population 5 years and over)

	Attleboro (1)		United States (2)	
English only	35,796	86.2%	240,826,040	78.5%
Spanish	1,953	4.7%	40,537,337	13.2%
Other Indo-European languages	2,625	6.3%	11,270,634	3.7%
Asian & Pacific Island	842	2.0%	10,800,470	3.5%
Other	303	0.7%	3,484,635	1.1%

(1) <https://data.census.gov/cedsci/table?q=Attleboro%20city.%20Massachusetts%20language&tid=ACSST5Y2020.S1601>

(2) <https://data.census.gov/cedsci/table?q=united%20states%20language&tid=ACSST5Y2020.S1601>

1

Updated 9/22 LB

Appendix B

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.

Freedom to Read statement (in part):

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*
2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*
3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*
4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*
5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*
7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

Freedom to View statement:

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. Endorsed January 10, 1990, by the ALA Council

and Libraries: an American Value

Libraries in America are cornerstones of the communities they serve. Free access to the books, ideas, resources, and information in America's libraries is imperative for education, employment, enjoyment, and self-government.

Libraries are a legacy to each generation, offering the heritage of the past and the promise of the future. To ensure that libraries flourish and have the freedom to promote and protect the public good in the 21st century, we believe certain principles must be guaranteed.

To that end, we affirm this contract with the people we serve:

- We defend the constitutional rights of all individuals, including children and teenagers, to use the library's resources and services;
- We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve;
- We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services;

- We connect people and ideas by helping each person select from and effectively use the library's resources;
- We protect each individual's privacy and confidentiality in the use of library resources and services;
- We protect the rights of individuals to express their opinions about library resources and services;
- We celebrate and preserve our democratic society by making available the widest possible range of viewpoints, opinions and ideas, so that all individuals have the opportunity to become lifelong learners - informed, literate, educated, and culturally enriched.

Change is constant, but these principles transcend change and endure in a dynamic technological, social, and political environment.

By embracing these principles, libraries in the United States can contribute to a future that values and protects freedom of speech in a world that celebrates both our similarities and our differences, respects individuals and their beliefs, and holds all persons truly equal and free.

Adopted February 3, 1999, by the Council of the American Library Association