

Salem Public Library Collection Development Policy

Library Mission Statement

To provide quality public library service at the Salem Public Library in a reliable, caring, and cost-effective manner; to satisfy Salem Public Library patrons by delivering a level of library service that exceeds our patrons' expectations and to achieve consistent upward growth in the total quality of our Salem Public Library services and collections.

Objectives

The library's collection is developed to meet the cultural, informational, educational, and recreational needs of our community. The library strives for inclusiveness by cultivating diverse collections in a variety of formats for all ages and audiences. The [American Library Association's Freedom to Read Statement](#) and the [Library Bill of Rights](#) are guiding documents for the collection development policy and are endorsed by the Board of Trustees.

Materials Selection

Librarians select materials based upon professional reviews in, but not limited to: Publishers Weekly, Library Journal, School Library Journal, Horn Book. Titles from the New York Times and Washington Post best seller lists, trade publications, and award lists are also purchased. The general criteria for selection include price, suitability of the format for public use, popular demand, accuracy, relevance, reputation of the author and publisher, and how the title supplements the existing collection. Selection of a resource for the library's collections is not an endorsement of a particular viewpoint.

Requests for purchase and purchase suggestions from active patrons with registered library cards are considered. Requests for materials with older publication dates will be pursued through interlibrary loan.

Donations

Gifts and donations of materials become the property of the Salem Public Library and are reviewed using the same criteria as purchases. Materials not added to library collections may be placed on the book sale cart, donated to other organizations, or recycled.

Online Resources

The library offers online databases that are peer-reviewed, updated regularly, maintain security standards, and protect the privacy of users. General websites do not fit this criteria, and will not be added to the library's online resources. The library's online resources are curated to supplement the collection and to give users access to collections from home.

Collection Maintenance

The library withdraws items from the collection based on the date of publication, frequency of circulation, community interest, condition, and availability of newer or more valid materials. Materials containing outdated or inaccurate information will be

withdrawn. Withdrawn materials in good condition may be sold in book sales or donated to other organizations. Materials in poor condition will be recycled if possible.

Salem Collection

The Salem History Collection includes records, writings, and accounts of historic events. The purpose of this collection is to collect and preserve materials that document the history of the City of Salem, Massachusetts and its citizens. A committee of Reference Librarians selects materials for the collection and maintains a vertical file and the Salem Links & Lore wiki. The materials in the collection do not circulate.

Reconsideration of Library Resources

All public libraries offer resources or services that some patrons may find objectionable and may omit others that some patrons feel are important. Patrons may fill out the Salem Public Library's Library Materials Reconsideration Form if they have concerns about specific titles. The resource will be reviewed by a team of librarians and the Library Director, and the patron will be contacted with the final decision.

Approved by the Board of Salem Public Library Trustees 2/17/2023