

## **East Providence Public Library Collection Development Policy**

The Collection Development Policy provides a framework for decision making in management of materials which anticipate and meet the general educational and recreational needs of the public, and reflects the diversity of the East Providence community. This policy reinforces the library's mission and the principles set forth by the American Library Association in the Library Bill of Rights, Freedom to Read Statement, Freedom to View Statement, and Access to Library Resources and Services for Minors.

### **Objective and Mission**

The objective of our library collection is to fulfill the library mission. The East Providence Public Library (The Library) mission statement is: The East Providence Public Library empowers our community by providing equitable access to a wide range of resources, services, and equipment, to facilitate self education and to promote lifelong learning in a welcoming and inclusive environment.

Additional objectives of the Library of Things (LOT) collection are to promote environmental sustainability and provide the community an opportunity to try an item before making the decision to purchase.

### **Scope of the Collection**

The collection of the Library includes a wide range of circulating print and non-print materials selected to accommodate the diversity of tastes, reading levels, languages and interests of users of all ages. The Library also has a circulating collection of non-traditional library items. The Library of Things (LOT) collection includes equipment related to arts and crafts, technology, cooking and baking, outdoor recreation, DIY tools, games, musical instruments and adaptive devices. Items that would not be considered for the LOT collection include weapons or weapon-like devices and any items that pose an excessive safety risk.

### **Responsibility**

The Library Director is responsible for the entire collection and is accountable to the Library Board of Trustees. The Director delegates authority for materials management to the professional staff.

### **Access**

All patrons have access to all collections and each patron makes their own determination as to the suitability of their selections. Parents are responsible for what their children select. The Library does not act in loco parentis or in place of a parent.

The Library reserves the right to take library materials out of circulation temporarily to use for library purposes (workshops, demonstrations, or other programs).

### **Guidelines for Selection**

Professional staff, under the authority and direction of the Director, use their judgment and knowledge of the overall collection, physical space limitations, and the following criteria for collection development:

- Meets a stated objective of the collection
- Relevance to community needs and interests
- Accuracy and timeliness
- Diversity of viewpoint
- Literary merit
- Popular appeal
- Accessibility of material
- Representation by and of diverse individuals and groups (including racial, ethnic, religious, gender, and sexual orientation; disability)
- Cost and availability
- Suitability for library use
- Local, historical or cultural significance
- Contribution to the diversity and scope of the collection
- Availability of the material in the Ocean State Libraries (OSL) consortium

Additional guidelines for selection of LOT items:

- Practicality
  - The item is easily portable by both staff and patrons. We cannot guarantee assistance transporting items to or from patron's vehicles.
  - The item doesn't require unsustainable maintenance or replacement of consumable elements.
- Clear instructions for use are available or can be easily reprinted by library staff.
- The item can safely be used by patrons without extensive specialized training.

An item need not meet all criteria to be added to the collection.

The LOT is not intended to be comprehensive. Items may be located at Weaver Library or at the Riverside Branch Library. Things may be standalone items, or kits of related items.

Resources consulted in the selection process may include:

- Reviews in professionally recognized publications

- Popular book review publications
- Social media
- Popular magazines, television, and radio
- News media
- Literary awards
- Patron requests

Items that may be controversial will be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole, and the effectiveness of the Library's ability to serve the community.

The same guidelines for selection of traditionally published materials are used for self-published and independently published items. Materials of local interest, content not addressed by major publishers, titles by authors with proven credentials in their subject area, and materials with high demand by East Providence and Rhode Island residents will be considered for addition to the collection.

The library does not purchase or accept donations of books that are known to be entirely generated, authored, or narrated by artificial intelligence (AI).

Ocean State Library cardholders a title for purchase ~~in~~ through this [online form](#) provided by OSL.

Patrons are encouraged to submit LOT suggestions for new items to the Public Services Librarian.

### **Gifts**

The library accepts gifts for addition to the collection providing they meet the selection criteria in this policy. The library reserves the right to decline donations. Items not added will be passed on to the Friends of the East Providence Public Library to sell in their book sales. To donate Library of Things items, contact the Public Services Librarian.

### **Reconsideration of Materials**

East Providence residents requesting reconsideration of library materials must complete the Request for Reconsideration of Library Materials form in its entirety. Only signed, completed forms will be considered.

The Library Director will acknowledge receipt of the form within fourteen business days.

The relevant library staff will review the material to ascertain whether it meets the standards set forth in the library's Collection Development Policy, and will make a

written recommendation to the Library Director as to the validity of the request. During this process the material in question will remain on the shelf and available for circulation.

The Library Director, after reviewing the recommendation, will endeavour to render a decision on the requested action and will notify the patron of the decision within thirty days. This timeline allows the library staff time to evaluate an item in its entirety. An appeal may be made to the Library Board of Trustees.

- Decisions regarding materials that are part of a series may be applied to the entire series.
- The library does not accept lists of items for reconsideration. Each item must be accompanied with an individually completed reconsideration form.
- A title will only be considered for reconsideration once in a thirty-six month period.

Requests for reconsideration will be reported to the ALA Office of Intellectual Freedom and the Rhode Island Library Association (RILA) Intellectual Freedom Committee.

### **Collection Maintenance**

Library collections grow and change constantly. Discarding, replacing, or repairing materials is an ongoing and essential process. These practices keep the collection current, vital, in good condition, and accessible. LOT items will also be regularly evaluated relating to safety concerns, excessive repair costs, and/or obsolescence.

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