

# **Mattapoisett Free Public Library**

## **Collection Development Policy**

### **Purpose**

The purpose of the Collection Development Policy of the Mattapoisett Free Public Library is to provide guidelines for acquisition and withdrawal decisions, allocation of resources, and long-range collection development in accordance with the library's mission.

### **Library Mission Statement**

The mission of the Mattapoisett Free Public Library is to select, organize, maintain and make available to the entire community those materials and services necessary to assist and support all its citizens in the pursuit of their educational, informational and recreational interests and needs.

### **Role of the Public Library**

Public libraries play a unique role in the preservation of democracy by providing an open, non-judgmental institution where individuals can pursue their interests and gain an understanding of diverse subjects and opinions. Libraries must continue to play an essential role in safeguarding the intellectual liberty of the public, and they must recognize, understand and support freedom of access.

### **Intellectual Freedom and Access**

The Library Board of Trustees, the Library Director, and the library staff recognize the responsibility of the Mattapoisett Free Public Library to provide materials that support diverse points of view on different topics. The library subscribes to the Library Bill of Rights and its several interpretations: The Freedom to Read Statement and the Freedom to View Statement (see Appendix).

Selection is made solely on the merits of the work in relation to collection development and in relation to the needs and interests of the local community. The presence of an item in the library's collection does not indicate an endorsement of the item's content.

Selection cannot be restricted by the possibility that certain materials might be considered objectionable by some users on moral, religious, political, or other grounds. Well-intentioned individuals or groups may occasionally question the inclusion of an item in the collection. Neither an individual, nor a group, nor library staff has a right to decide what others may or may not read. The library assures free access to its holdings for all patrons, who can select or reject for themselves any item in the collection.

Children are not limited to children's collections, which are kept separate from other library collections to facilitate use. Responsibility for a child's reading, listening, or viewing of library materials must rest with the parent or guardian, not with the library staff.

### **Resource Sharing**

The Mattapoisett Free Public Library is a member of the SAILS Library Network, an automated resource sharing network of public, academic, school, and special libraries covering a wide geographic area in the south coast area of the Commonwealth. Online access both within the library and remotely provides access to the collections of the network libraries, and a weekday delivery system ensures availability of the physical materials. For patrons with needs beyond the local library and the SAILS system, interlibrary loan allows access to materials in libraries throughout the Commonwealth and the rest of the United States through cooperative interlibrary loan agreements.

### **Responsibility for Collection Development**

The Library Director has responsibility for collection development, operating in accordance with policies set by the Library Board of Trustees. Selection of material is made by the Library Director as well as by professional library staff, who are qualified by reason of education, training, and experience. Other staff members and the general public are encouraged to recommend materials for consideration.

### **Definition of Materials Selection**

"Selection" refers to the decision that is made to either add materials or to retain materials already in the collection. It can also refer to items to be removed from the collection.

### **Goals of Materials Selection**

- To maintain a well-balanced and broad collection of materials in all formats for information, reference, and research.
- To provide recreational resources, including for reading, listening, and viewing

### **Selection Criteria**

Selection is based on recommendations in authoritative reviewing media and on requests from the public. The major considerations in selecting materials are the informational, recreational, and educational needs of the Mattapoisett Free Public Library community. While budgetary and space limitations make it impossible for a small library to build a comprehensive collection in all subjects and interest areas, the library

does endeavor to offer a collection which is diversified, well-developed, current, and as balanced as possible.

The following criteria provide a general framework for selection:

- Whenever possible, material should receive favorable reviews from professionally recognized review sources. When reviews are unavailable, a judgment is made by a trained staff member.
- Material should contribute to the balance and variety of the library's collection as a whole.
- Materials are evaluated with regard to artistic worth, authority, competence of presentation, comprehension by the intended age level, and contribution to the total collection.
- Other considerations include: contemporary significance, usefulness or interest of local community, importance as a historical record, availability through the SAILS Library Network or through interlibrary loan, requests from users of the library, and physical quality of format and binding.
- Non-fiction material is evaluated with regard to authority, authenticity, accuracy, and timeliness. Presentation of ideas should be logical and clear, and the material should be well edited and free of errors.
- Material is selected to meet the needs and interests of the general public, and is not intended to duplicate research items or special collections found elsewhere.
- Materials are selected in various formats, both print and non-print, to meet the needs of library users of all ages and abilities.
- The relative permanent value of material is taken into consideration. Some items are selected knowing use will be short lived while other materials are selected for long term significance.

### **Selection Tools**

Selection tools include, but are not limited to:

- Reviews in professional journals or periodicals which specialize in a particular subject
- Readers' Advisory tools
- Individual subject expertise of staff or community members
- Suggestions from Mattapoissett Free Public Library patrons
- Coverage in area bookstores and media
- Publishers catalogs
- Standard bibliographies

## **Scope of the Collection**

The Mattapoisett Free Public Library considers all types and formats of media in the realm of human expression and part of the human record. The library will provide materials in non-book format when it is believed they will fulfill the collection's role and mission. This includes non-traditional materials and equipment, as well as all types of audiovisual and digital media.

The popular adult collection highlights genres and topics for which local interest and need is known to exist.

In the development of its collection, the library recognizes that it is impossible for a small-sized public library to acquire a balanced comprehensive collection that is strong enough to meet all community needs. As a member of an automated resource sharing network and the state-supported resource sharing system, the Mattapoisett Free Public Library supplements its resources with materials borrowed from other libraries throughout these larger entities.

## **Formats**

Because the Mattapoisett Free Public Library functions in a rapidly changing society, it keeps a flexible attitude towards changes in communicative material, in relation to both new forms and new styles of expression. It must, for example, be responsive to the increased output and improved quality of such forms as audio/video formats, electronic formats, print designs, and other new and emerging or non-traditional technologies/formats. Materials in these forms are selected when they are suitable in content and effective in treatment.

## **Collection Development for Adult Materials**

### **Fiction**

Every attempt is made to provide a wide selection of the various types of fiction and to include the best works of the past and present. Each work is judged on individual merit and the needs of the collection as a whole as it relates to community need.

The number of copies purchased is determined primarily by anticipated demand or by the number of patron reserves requested for the title. Also taken into consideration are the number of network copies available and whether the author is likely to remain in demand over time.

### **Nonfiction**

Selection often involves striking a balance between demand for current highly requested titles and the need to maintain and develop a collection of standard works of lasting

value. Occasionally, a work may be added despite an unfavorable review or in a format not generally chosen (i.e., a textbook) if it fills a gap in the collection where a better work is unavailable, or if the library has received patrons requests. Works are selected to provide a range of viewpoints on issues, recognizing the individuals' right to read controversial opinions.

The library cannot normally support, except through interlibrary loan, the professional needs of individuals whose interests require highly technical or very specialized information. The library cannot take the place of an academic facility as a source for a wide range of highly academic materials.

### **Paperbacks**

Mass market paperbacks are generally purchased only when it is the only available format for an item in demand, or when budgetary constraints warrant a less expensive acquisition. The library maintains a small mass market collection of popular fiction titles for patrons who prefer not to use a heavier hardcover for travel or leisure use. Many of these items have been donated to the library.

Both children's and young adult paperback collections fall under the selection criteria for those respective collections. Trade paperback titles are, for collection development purposes, not considered separate from other formats.

### **Large Print**

The library selects books printed in large type format to provide a range of materials designed to meet the needs of patrons with vision challenges. The library orders titles that have been newly published, both fiction and non-fiction, as well as reprints of classics.

### **Periodicals and Newspapers**

The library provides periodicals in a wide range of subjects of reference value and recreational interest, as the budget allows. Periodicals are selected according to the following criteria:

- Whether the periodical has local or regional interest
- Inclusion in or exclusion by standard indexing sources
- Cost and budget
- Requests by patrons
- Whether a subject area needs to be expanded upon to help balance the collection

Periodicals are typically kept for 6 months due to space constraints.

The library maintains a current file of major newspapers of local, regional, and national interest, with consideration to cost and budgetary constraints. Newspapers are discarded weekly, except for local newspapers which are kept in hard copy or in digital format.

A small periodicals collection is kept in both the young adult and the children's department, in addition to those kept in the collection for adults.

## **Reference**

Reference materials are those designed by the arrangement and treatment of their subject matter to be consulted for definite items of information rather than to be read consecutively. They can provide quick, concise, and current information, or they may serve as an index to other materials in the collection. Because of their type of use and also often their cost, reference resources are designated for use within the library. In selecting for the reference collections, the primary concern is the information needs of Mattapoissett Free Public Library's patrons. Reference collections are located in the adult/young adult and children's departments.

In addition to the general selection criteria mentioned above, the following criteria are considered in acquiring materials for the reference collection:

- Usefulness of the publication, considering the existing collection
- Favorable reviews or inclusion in basic reference collection guides
- Reputation of author, editor, or publisher
- Currency of the topic
- Date of publication
- Cost and budget constraints
- Expense for ongoing maintenance, if the title in question is a serial publication which will require updating.

Duplicate copies of reference materials may be purchased for the circulating collection if the price is not prohibitive.

## **Local History**

The library makes an effort to collect and maintain materials having to do with the history of Mattapoissett. The Howard Stillman Bates Marine Room is the area of the library where most of the local history collection is housed.

The collection is meant to be used by beginning and experienced researchers alike, as well as persons using the collection for informational, leisure, or recreational purposes.

There are materials in this collection whose age, character and/or rarity makes special handling and separate security measures necessary. In order to balance the dual goals of preserving historical material while providing maximum access to the information contained the library will provide access through means best suited to both goals. This may include multiple copies, photocopies, and/or digitization. Supervision of the original works when being used is customary.

At least one copy of every title is kept permanently for reference and research in the Howard Stillman Bates Marine Room. Duplicate materials are provided when possible in the circulating collection.

### Books of Local Relevance

An attempt is made to acquire all published works about Mattapoisett. In addition, books on Bristol and Plymouth counties and Massachusetts resources and history are acquired, according to their relevance to the Mattapoisett area and the research interests of local patrons. Town histories and genealogical research materials are selectively acquired.

Multiple copies are acquired by purchase and donation according to availability, demand, and value. Duplicate copies may be housed in the Marine Room, in the reference collection, and/or in the circulating collection.

Materials generated by other town departments are also housed in the Marine Room. These include street lists, voter lists, maps, studies, and reports. These items do not circulate.

Some rare and valuable books which are not part of the local history collection may also be housed in the Marine Room for safe keeping. These may also include works by local residents.

Ephemera relevant to the town of Mattapoisett and its related industries will be kept in the Marine Room. Art is also displayed in this location.

### **Collection Development for Children**

The principles which guide the selection of materials for children are fundamentally the same as those for adult materials. The collection is carefully chose for children of all ages and abilities with emphasis on materials which entertain, stimulate the imagination, develop reading ability, and enable children to learn about the world around them in all its diversity.

In choosing materials for this age group, the staff uses age appropriateness as a determining selection principle. Materials are evaluated for reading level, interest level, and treatment of the subject for the age of the intended audience.

Materials are chosen to assure a well-rounded representation of all points of view as with adult and young adult books.

The library staff members making selections do not assume that all children and young adult materials will be suitable for every individual. Responsibility for overseeing a child's reading choices rests with parents or guardians.

The collection does contain materials to be used in completing school assignments. These materials are purchased to complement, not take the place of, school resources. Textbooks are not purchased unless they contain better subject coverage than other books. Some duplication of materials is found between the adult, young adult, and children's collection when appropriate.

A wide variety of books for infants, toddlers, and preschoolers is a high priority for the collection. These include board books, picture books, and beginning readers that are well reviewed and in demand. Selection includes both fiction and non-fiction titles.

The same high standards apply to materials for lower and middle grade readers. It is understood that materials are needed of high quality at all reading levels for youth.

### **Children's Nonfiction**

The children's nonfiction collection is broad based with an emphasis on multiculturalism, science, biography, and the creative arts. Regular units of study in the school curriculum also influence selection.

### **Children's Fiction**

The fiction collection includes popular authors and well-reviewed titles with particular emphasis on mystery, fantasy, adventure, historical fiction, science fiction, sports, and classics.

### **Children's Paperbacks**

The paperback collection provides a format for second copies of popular hardcovers as well as books that are not available in hardcover. Series books may also be purchased in this format.

## **The Parent Collection**

The Parent Collection in the Children's Department contains books and audiovisual materials on topics that are of interest to parents, grandparents, and professionals. Consideration will be given to purchasing titles that are in the adult collection if demand merits an additional copy for ease of access. Books on sensitive issues which are written for children are shelved in the general collection and also in this designated section where families may browse them together..

## **Collection Development for Young Adults**

Young adult materials serve as a bridge to the adult collection and are aimed at addressing the interests, needs, and concerns of young adult patrons, which often differ in type and intensity from those of adult users. Young adult patrons often look to the library for materials and resources to meet academic demands. Materials are selected using the same general criteria that are used in the selection of adult material but with the focus on the experiences, maturity, and interests of young people.

In general, young adult service and the collection is geared to students in grades 7 through 12, overlapping somewhat with children's services at one end of the range and those for adults at the other.

## **Young Adult Fiction**

The themes in young adult fiction generally center on the struggle to develop an identity and set of values and to find a place in the larger community. The young adult fiction collection consists of materials written for and/or appealing to this particular age group regardless of genre. Every effort is made to provide teenagers with fiction that deals with their concerns in open, honest ways, and which meets their recreational and academic reading needs. Diversity of content is a priority along with the quality standards mentioned earlier in this policy. Paperback format is selected where possible since this is the preferred format for this age group.

## **Young Adult Nonfiction**

Young adult nonfiction is selected in all subject areas presented in the adult non-fiction collection. Young adults read nonfiction to gain information on topics of concern to them such as relationships, crisis and coping, sex education, identity issues, school assignments, careers, and current issues in the news. As there are many potential users for this material, young adult nonfiction is chosen with all library users in mind, and the material is shelved alongside the adult nonfiction. Titles are chosen for their timeliness and appeal. The staff makes every effort to purchase factual books which are clearly written and attractive in format.

The general reference, audiovisual, and periodical collections include materials for young adults. The resources of the entire library are available to this age group.

## **Collection Development for Audio/Visual Materials**

### **Audiobooks**

The library purchases unabridged versions of both fiction and nonfiction titles. Occasionally, abridged titles may be added to the collection to meet the needs of some users. An attempt is made to provide titles in the most popular formats: CDs, MP3s, and digital audiobooks. Availability and budgetary constraints may dictate one format over another. Selection is made on the basis of favorable reviews and demand. Technical quality is an important criterion.

### **Foreign Language Materials**

The library purchases foreign language instructional CDs and MP3s in many languages. Emphasis is on beginning levels, but an effort is made to purchase advanced materials for the most commonly used languages.

### **Compact Discs**

The library maintains a small representative collection of the most significant and widely-known music in the following genres: classical, jazz, blues, popular, rock, folk, new age, soundtracks, and musical theatre. Selection is based on artistic and technical quality, inclusion in standard discographies, favorable reviews, and recommendations by library users.

### **Juvenile Audiovisual Kits, MP3s and CDs**

The Children's Department maintains a small collection of book and CD kits, books on CD and on MP3s, and music CDs. Selection criteria in this area follows that of the adult collection.

### **Video Formats**

The Mattapoissett Free Public Library maintains a DVD collection in each of the three departments. DVDs are considered for the collection based on favorable reviews, patron demand, and the reputation of the makers and distributors.

Video programs are evaluated as a whole and not on the basis of particular scenes or segments. A work will not be excluded from the collection just because it represents an aspect of life honestly or because it exhibits frankness of expression. An item need not meet all of the selection criteria to be acceptable. In some instances, materials may be judged primarily based on artistic merit, or because of scholarship, or as valuable

historic records, or as critical to the information needs of the community. In some instances, criteria may be substantial demand.

### **Nonfiction Videos**

Nonfiction videos are purchased when the format provides a useful way of providing information to library patrons. All general subjects will be acquired. Documentaries, plays, dramatizations of classic literature, local and regional topics, how-to, travel, the arts, science and medicine are considered important to the collection.

### **Feature Film Classics**

Motion pictures considered to be classics by film critics will be added to the collection as budget and demand allow. The collection will include important works by acclaimed producers, directors, and actors.

### **American Feature Films**

Features will be purchased to satisfy the public's demand for recreational viewing and to serve different tastes and interests. Due to budgetary constraints, it is impossible for the library to satisfy public demand for high-interest feature films, but every effort will be made to acquire popular and high quality films. Priority will be given to favorably reviewed award winners.

### **Foreign Films**

The library will endeavor to acquire foreign films that have won a major award in their country or in the United States and have received critical acclaim.

### **Children's Videos**

The Children's Department will acquire DVDs of high quality, whether they are classic films, currently popular feature films for children, informational/educational films, or DVDs intended for parents and/or professionals. DVDs will be acquired to fulfill patron interests and requests. DVDs that are designed specifically to sell a product are not added to the collection.

### **Web Links**

The Mattapoisett Free Public Library's website has been created to advance the library's mission. It is a means to inform the public of library programs and services, to offer remote access to the collection, and to provide access to materials beyond the local collection. The website also offers links to additional information that the library staff believes will be helpful to patrons of all ages.

## **Responsibility for Web Link Collection Development**

Library staff members select and evaluate links to other websites that have proven useful in answering patron questions, or that provide useful information from the public related to the library's mission.

## **General Web Link Selection Guidelines**

The major considerations for selecting links are the informational, recreational, and educational needs of the Mattapoisett Free Public Library community. Sites are selected to enrich, broaden, and complement material in the library's collection. Link selection is based on relevancy, quality, authority, currency, and navigability. While the library cannot control the accuracy or availability of information accessed on the Internet, library staff members attempt to select sites noted for reliability, authority, and accessibility.

## **Specific Selection Guidelines**

The following criteria provide selection guidelines for Internet resources:

- Content
- Accuracy
- Factual information
- Substantive information
- Relevant information
- Current information

## **Design**

- User friendly interface
- Well-organized and well presented
- Easy to navigate
- Multimedia links are properly labeled
- All links work properly
- Requires a minimum of additional hardware or software

## **Access**

- Accessible through major browsers
- Site uses standard formats
- Site loads easily
- Site is freely accessible; does not require registration
- Site is consistently available

- Site has a static URL
- If specific software is required, instructions are easy to follow and application is easy to install

### **Authority**

- Creator(s) clearly identified
- Sources of information clearly documented
- Contact information clearly stated
- Ability to ascertain status, affiliation, qualifications and reputation of creator(s).

### **Currency**

- Regularly maintained and up-to-date
- Changes and evolves to reflect new information

### **Scope**

- Purpose of the site is clearly stated
- Appropriate for the intended audience
- Subject breadth, depth, and currency clearly stated

### **De-selection of Web Links**

Selected links may be removed from the library's website if they change or become outdated and no longer meet the above criteria.

### **Withdrawal of Materials**

The systematic removal of materials no longer useful is an essential part of maintaining an effective, relevant library collection. A withdrawal policy insures that the collection remains vital and useful by: discarding and/or replacing items in poor physical condition; eliminating items with obsolete, misleading, or superseded information; and reducing the number of copies of titles whose relevance to the community has lessened.

The library professional staff will evaluate the materials collection for repair, replacement, and/or discard on an ongoing basis, using the CREW method of evaluation developed by Joseph P. Segal. This process (Continuous Review, Evaluation, and Weeding) uses the following criteria to evaluate a title's current usefulness to the collection:

- Is the content misleading or factually inaccurate?
- Is the item soiled, damaged, or worn out and beyond mending?

- Has the item been superseded by a new edition or a better book on the subject?
- Is the item trivial or of no lasting literary or scientific merit?
- Is the material irrelevant to the needs and interests of the local community?

The date of publication, last date circulated, and average number of circulations per year are some of the useful indicators of the above criteria. For a description of the CREW guidelines, see the Appendix.

Materials withdrawn from the Mattapoisett Free Public Library will be disposed of in a manner consistent with their quality and condition. Disposition includes, but is not limited to: offered to another library, school or institution; discarded or recycled; for Better World Books sale. Materials removed because of dated content and poor condition will be recycled/discarded.

### **Gifts Policy**

The library accepts gifts of materials, but reserves the right to evaluate them in accordance with the criteria applied to purchased materials. The library may choose not to accept gifts which do not meet the library's objectives and policies.

Upon request, the donor may be provided with a receipt includes a general description of the material and the date of donation may be provided. However, the library will not provide monetary appraisal of any gift for income tax or other purposes. Gifts of materials intended for the Friends of the Mattapoisett Library used book sale will be passed on to the Friends. The organization may wish to offer its own acknowledgement.

The library retains unconditional ownership of any gift of materials and makes the final decision on the use or disposition of the gift. The library reserves the right to decide the conditions of processing, display, housing, and access of gift materials. Items with restrictions necessitating special handling or that may not be integrated into the general collection will be accepted at the discretion of the Library Director.

### **Review of the Policy**

In order to maintain a dynamic selection program which reflects the current needs of the community, this policy will be reviewed whenever necessary by the Board of Trustees of the Mattapoisett Free Public Library. Revisions should be developed by the professional staff and presented to the Board for acceptance at least once every five years.

Adopted by the Board of Trustees on August 17, 2017

## **APPENDICES**

### **CREW Method of Collection Evaluation** (Continuous Review, Evaluation and Weeding)

The CREW Method, explained by Joseph P. Segal in *Evaluation and Weeding Collections in Small and Medium-Sized Public Libraries: The CREW Method* (Chicago American Library Association, 1980) involves judging materials using the following criteria:

Misleading, factually inaccurate

Ugly, worn out, past repair

Superseded by a new edition or other material

Trivial, having no lasting merit

Your library collection has no use for this item—some other library may be able to use it.

Worn out

Out of date

Rarely used

System can supply (Interlibrary loan)

Trivial or faddish

### **Library Bill of Rights**

#### **Freedom to Read Statement**

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the books 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 books should be published or circulated.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book 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 with any book the prejudgment of a label characterizing the book or the 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.

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**

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 guarantees 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.

## **Requests for Reconsideration Policy and Form**

### **Reconsideration of Materials in the Library's Collection**

Policy Statement: The library's collection reflects a variety of viewpoints on a variety of subjects. Because a collection of diverse materials may result in complaints about materials or requests for reconsideration of materials, the library has a process for the reconsideration of library materials to assure that concerns are handled in an attentive and consistent manner.

Definition: Reconsideration request: a request to remove or reclassify an item in the library's collection.

1. The Collection Development Policy governs the addition or withdrawal of items in the collection.
2. The selection of any item does not imply endorsement of any expressed viewpoint. Library material will not be identified to show approval or disapproval of the content, nor will items be sequestered, except for the purpose of protecting them from damage or theft.
3. Library staff is available to discuss concerns and comments about the suitability or classification of an item in the library's collection and will try to assist patrons in finding materials that are suitable for their use.
4. If patrons wish to pursue their concerns further than discussion with staff, they may fill out a Request for Reconsideration of Library Materials form.
5. The director will inform the Board of Trustees of all requests for reconsideration of library materials and their disposition in a timely manner.
6. The ALA Library Bill of Rights and the Freedom to Read and Freedom to View statements are endorsed by the Mattapoissett Free Library Board of Trustees.

Mattapoisett Free Public Library  
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Mattapoisett, MA 02571

508-758-4171  
www.mattapoisettlibrary.org

## REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES

The Mattapoisett Free Public Library Board of Trustees has established a reconsideration policy and set of procedures to address concerns about library resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please complete the entire form and return it to the Library Director in person or to the above address, to the attention of the Library Director.

Name : (please print)

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Address:

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Telephone: \_\_\_\_\_

Cell or work #, if desired \_\_\_\_\_

Email address: \_\_\_\_\_

Do you represent yourself? \_\_\_\_\_ Yes or No

or an organization? \_\_\_\_\_

Name of Organization

1. Resource(s) on which you are commenting:

Book \_\_\_\_\_

Magazine \_\_\_\_\_

Newspaper \_\_\_\_\_

DVD \_\_\_\_\_

Sound recording \_\_\_\_\_

Electronic Resource/Database (please specify)

\_\_\_\_\_

Ebook \_\_\_\_\_

Author(s) or Creator

Library Program \_\_\_\_\_

Display \_\_\_\_\_

Other \_\_\_\_\_

2. What brought this resource to your attention?

\_\_\_\_\_

\_\_\_\_\_

