BOYDEN LIBRARY'S COLLECTION DEVELOPMENT POLICY

1.0 **Introduction**

The purpose of this policy is to provide a framework for maintaining and growing the collection of materials to support the Library's mission to "provide the best materials, both contemporary and traditional, for all ages and all interests." Due to the ever-increasing volume of published materials and ever-present financial and space limitations, the library must have guidelines for selection.

1.1 The Boyden Library, Foxborough's public library, provides free access to all individuals regardless of age, race, religion, occupation, education level, financial position, orientation, gender identity, or physical ability. To serve the diverse population, the library assembles, preserves, and makes readily available a wide range of literary, cultural, historical, educational, informational, and recreational materials to help meet the needs of people of all ages. The collection reflects a wide array of views, expressions, opinions, and interests and includes popular and in demand materials, as well as special formats.

1.2 Ultimate responsibility for all library policy lies with the Board of Trustees. The Board of Trustees delegates to the Director of the Library the authority to select library materials. This authority is shared with other members of the staff, who operate within the framework of policies determined by the Board of Trustees. However, because the Director must answer to the Board and the general public for actual selections made, they have the authority to select or reject any item contrary to the recommendation of the staff.

1.3 In its selection of materials, the Boyden Library subscribes fully to the principles adopted by the American Library Association in its Library Bill of Rights and its Freedom to Read and Freedom to View Statements. Those documents are appended to this policy.

1.4 Anyone who wishes to formally challenge the acquisition or removal of an item in the collection must fill out a Request for Reconsideration of Library Material form. The

form may be obtained at the Circulation desk and is also attached to this policy. The completed form, however, must be submitted in person at the library. *Only challenges from Foxborough residents will be considered. *

The Director, in consultation with the appropriate staff member(s), will then re-examine the item in question. A decision on the inquiry around the item for inclusion in the library collection will be made on the basis of the Collection Development Policy. If the individual indicates dissatisfaction with the resolution, they may appeal to the Library Board of Trustees, who shall be the final authority.

After reconsideration, the specific item in question will not be reconsidered again for a period of five years.

1.5 Continuous examination of the community and its changing needs is necessary to give vitality and relevancy to the selection of materials. To meet the diverse needs, tastes, and interests of all residents the collection must be extensive in its range of subject, viewpoint, and reading levels.

1.6 Responsibility for the reading of children rests with their parents/legal guardians. Selection of materials for the collection is not limited by the possibility that children may obtain materials their parents/legal guardians consider inappropriate.

2.0 Guidelines

2.1.a **Selection Criteria**

'Materials' as used in this policy has the widest possible meaning and includes, but is not limited to:

- Print: books, documents, magazines, newspapers, pamphlets, and maps,
- Audiovisual media: videos on DVD and Blu-ray, books on CD and digital audio player, music on CDs,
- Electronic media: databases, software, electronic books, research tools, and downloadable audio books, videos and music,
- Other: art works, multimedia kits, microforms, educational toys, and other miscellaneous items of interest to the community.

'Selection' refers to the decision that must be made either to add material to the collection or to retain material already in the collection.

2.1. b The major considerations in selecting materials are the informational, recreational, educational, and cultural needs of the library's users. While budgetary and space limitations make it impossible for a library of this size to build collections which

achieve full and equal coverage of all subjects, the library does endeavor to offer collections which are well-developed in many areas and as balanced as possible.

2.1. c. Materials must be selected to suit a variety of tastes, with recognition that those which offend, shock, or bore one library user, may be considered meaningful or simply recreational to another. Materials are judged on the basis of the work as a whole, not as a part taken out of context. Inclusion of an item in the collection does not indicate library endorsement of its contents. Competent and authoritative reviewing media and standard works are consulted as an aid in selection. The lack of review or an unfavorable review shall not be the sole criterion for determining the selection status of a title which is in demand.

2.1. d. It is the function and duty of the library to provide objective material on controversial issues. The material should represent a variety of legitimate viewpoints so that individuals may have free access to thinking on various sides of an issue. Because no adequate criteria exist for judging controversial material, the professional staff exercises its professional judgment in determining which material will meet popular demand, and yet preserve the balance of the collection.

2.1. e. Specific criteria for selection of individual titles include:

1. Current usefulness or interest or contemporary significance.
2. Authority and competence of source
3. Importance as an historical record or of permanent value
4. Relevance to existing collections
5. Physical quality of format, binding, etc.
6. Presentation of various views of controversial issues
7. Requests from users of the library
8. Balance of special group interest with general demand
9. Cost in relation to the individual title and to the overall collection.

2.1. f. In selecting material, the library will pay due regard to the special, commercial, industrial, cultural, historical, and civic enterprises of the community.

2.1. g. Library materials are not marked or identified to show approval or disapproval of the contents. No item is sequestered except for the purpose of protecting it from injury or theft.

2.1. h. Non-print materials are an integral part of the library's holdings and will be provided as far as possible within the budget.

2.1.i. Boyden Library recognizes an emerging trend of works created using generative Artificial Intelligence (AI) and will make reasonable efforts to not purchase works that are entirely created or narrated by AI.

2.2 **Selection for Children**

2.2. a. The above principles (2.1 Selection Criteria) are also used in the selection of materials for children. Materials are chosen which will provide pleasurable reading and information, and which represent a wide range of knowledge and perspectives that will satisfy the child's natural curiosity, stimulate their imagination, and widen their interests.

2.2. b. Since the responsibility for the provision of curriculum-related materials belongs properly to the schools, materials which are strictly school curriculum oriented are not generally purchased. The Boyden Library cooperates with the Foxborough Public School libraries so that the services of the two agencies may complement each other. The Boyden Library does provide supplementary materials to enrich the resources available to students.

2.2. c. The library recognizes that in its selection of materials for children and young adults, the decision about which item is suitable for a particular child cannot be based on age alone. Some children may be ready for information which is too adult for another of the same age. Only a child's own parents/legal guardians can decide with what information a child can cope at his/her stage of development. Neither the library nor anyone else has the right to make these decisions for other people's children.

2.3. **Selection for Young Adults**

2.3. a. The above principles (2.1 Selection Criteria) are also used in the selection of materials for young adults. Young adult materials are chosen for patrons of approximately age 12 and older, with awareness of the variety of interests, backgrounds, reading skills, and development levels within this age group. The young adult material must be kept current and attractive. The collection is for browsing, rather than for reference and is designed primarily to meet the young adult need for recreational reading. The resources of the adult collection are conveniently available to meet other young adult needs for material.

2.4 **Maintenance of the Collection**

2.4. a. The collection should be regularly examined for the purpose of discarding or repair of materials to maintain a balanced, attractive collection. Systematic continued removal of lost, damaged, worn, or out-dated materials which are no longer useful to the collection is essential in maintaining the purposes and quality of resources. Frequency of circulation, community interest, and availability of newer and more valid materials are of prime consideration. Local history is an exception. Discarding of materials is as important to the original selection, and the same criteria are applied.

2.5 **Duplication**

2.5. a. Duplication of items is determined by popularity, importance, space restrictions and by budget.

2.6. **Scope of the Collection**

2.6. a. The library takes cognizance of the collections and resources of neighboring libraries, other members of the SAILS Library Network, the Commonwealth Catalog, and of the Massachusetts Library System. Every effort is made to locate and borrow from other libraries, through automated networks and interlibrary loan, those specialized materials which are beyond the scope of the library's system.

2.7. **Gifts**

2.7. a. Gifts accepted by the library are judged upon the same basis as purchased materials. They are accepted with the understanding that they may not necessarily be added to the collection. The library does not provide monetary appraisals of gifts or any other materials.

2.7.b. Gifts that include content generated through use of Artificial Intelligence (AI) will not be added to the collection.

2.8. **Revision of Policy**

2.8. a. This statement of policy will be revised as times and circumstances require.

2.9. **Conclusion**

2.9. a. By following this policy, and by its judicious application by library personnel, it is anticipated that the library will develop and maintain library collections designed to meet the needs of all Boyden Library patrons.

Revised and Approved 11/10/2026 by the Boyden Library Board of Trustees

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.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community of the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation

2. 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.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment

4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.

5. A person's right to use the library should not be denied or abridged because of origin, age, background, or views.

6. 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.

Adopted June 18, 1948.
Amended February 2, 1961; June 28, 1967; and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of

limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

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.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

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.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

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.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

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.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

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.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

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.*
It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by:

American Library Association
Association of American Publishers
Subsequently endorsed by:
American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

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

Boyden Library Foxboro MA

Request for Reconsideration of Library Material

Please identify the material being suggested for reconsideration:

1. Author/Performer/Speaker:
   _____

   Title: _____

   Edition/Version: _____

2. Type of material (book, magazine, DVD, music CD, etc.)

   _____

3. Collection in which work located: adult____ young adult_____ children's ____

4. What is it about this item or program that concerns you? Please be specific.

5. Can you suggest another item or program on the same topic that would make a better addition to the library's collection?

6. Have you read/listened to/seen the entire work?_____
   - If no, which parts have you read/listened to/seen:

7. Have you read/heard reviews of this work?_____
   - If yes, where:

If more space is needed for any answer, please use back of this form.

Please list your contact information:

Name_____

Address_____

City_____State_____

Telephone _____

Email address_____

Do you represent an organization or group?_____

- If yes, please identify:

Signature_____ Date_____

Thank you for your interest. Your comments will be carefully considered

Action taken:

Library Director Signature:_____Date_____

Revised and Approved 01/10/2023 by the Boyden Library Board of Trustees