

## Jones Library Collection Development Policy

### Mission Statement

The Jones Library will be a community hub to a diverse population of Amherst residents, where books are celebrated and all members of the community can enhance their educational, cultural, and lifelong learning pursuits.

### Introduction

The Jones Library acquires materials and resources that offer ideas, knowledge, and recreation for members of the Amherst-area community. With free and equal access to the collection, the Library helps to sustain the values of democracy and intellectual freedom. The Jones Library adheres to the American Library Association's *Library Bill of Rights*

[\[https://www.ala.org/advocacy/intfreedom/librarybill\]](https://www.ala.org/advocacy/intfreedom/librarybill) by providing materials and information that express varying points of view.

This *Collection Development Policy* guides staff decisions regarding selection and deselection of Library materials to ensure collections that are useful, relevant, current, and integral to residents. Library staff continually gather and analyze data, including circulation statistics, professional reviews, and patron requests, to anticipate demand for new materials and new formats and to improve the usefulness of the Library collections.

### Selection Criteria

Standards and criteria employed for selection decisions include:

1. Demonstrated interest, need, or demand by patrons
2. Individual merit of each title
3. Significance of the creators, including their popularity, authority, and competence
4. Representation of diverse points of view
5. Recent publication date or contemporary significance
6. Relationship and importance to the entire collection
7. Format, durability, and ease of use
8. Scarcity or availability of materials elsewhere
9. Physical space required for shelving and display
10. Local significance or interest
11. Locally produced or created content that meets standards and criteria outlined above
12. Financial resources

Materials need not meet all criteria to be selected. In particular, an item may be purchased if there is heavy demand, even though reviews may be unfavorable or other items on the same subject are in the collection.

### Scope of the Collection

The Jones Library seeks to maintain a collection that is of value to people of all races, cultures, religions, socioeconomic statuses, ages, visible and invisible disabilities, political and social viewpoints, sexual orientations, and gender identities. Library staff prioritize expanding our collections to meet the needs of previously underserved members of our community more fully.

Amherst is a racially, ethnically, and culturally diverse town. (Recent census data shows that more than 20% of its residents do not speak English at home.) Library collections will respond to community

demand for materials in world languages and for materials on learning to read, speak, and write in English.

More than 60% of adult residents age 25+ years have academic degrees at the Bachelor's level or higher, and local employment is concentrated in education and professional positions. Collections will reflect the fact that a majority of Amherst adults read at the college level.

The Jones Library does not sanction particular beliefs or views, nor is the selection of any given item equivalent to an endorsement of the creator's viewpoint.

The youth collections support learning and creativity for young people from birth through 12<sup>th</sup> grade, and are a source of information for caregivers and educators. The youth collections enable growth in literacy and lifelong learning by providing materials that stimulate creativity and encourage curiosity, as well as giving readers symbolic "[mirrors, windows, and sliding glass doors](#)" that develop their sense of identity and empathy. Materials are organized and displayed for ease of access given the various capabilities of children and young adults.

A collection of materials specifically selected for young adults is maintained by the Library. Materials are selected as a bridge between the juvenile and adult collections. Novels and recreational materials are selected because of their special appeal for this age group.

Children and young adults are not limited to the youth collections. They are encouraged to make full use of the entire Library collection to the extent that their interests and capabilities allow. We support the American Library Association's principle that caregivers have the right and responsibility to restrict access of their children-- and only their children-- to Library resources. Librarians and governing bodies have a public and professional obligation to provide equal access to all library resources for all library users.

The Jones Library, Munson Memorial Library, and North Amherst Library are all integral parts of the Jones Library system and must be viewed in relation to one another. The main Library houses the largest collection and includes reference materials, archival materials, and an extensive popular materials collection. It has a generally high level of subject strength intended to meet the varied needs of users. At the Branches the focus is on current and popular materials, including those reflecting diverse views. The Special Collections department has its own *Collection Development Policy*, which reflects its particular mission.

### **Formats and Access**

In order to meet the entire community's needs, the Jones Library acquires books and media in a variety of physical and digital formats. The Library also acquires other equipment and items (for example, musical instruments) in response to community demand. In some instances the same title may be acquired in several formats or with multiple copies. The Library also funds its patrons' free access to digital books and audiobooks, recorded music, and films.

### **Resource Sharing**

The Jones Library participates in several cooperative resource sharing networks, including CW MARS, a consortium of over 150 libraries with over 8 million items; the statewide Commonwealth Catalog; and a nationwide interlibrary loan program. Purchase of specialized materials already held by university or college libraries is avoided unless justified by recurring demand. No attempt is made to offer textbooks if those materials lack general interest.

### **Suggestions for Purchase**

The Library welcomes suggestions for purchases from members of the community. Suggestions may be made to Library staff or online via a form on our website. All suggestions are subject to the same selection criteria as any other materials.

### **Gifts and Donations**

All items become property of the Jones Library. The decision to retain items is made by designated Library staff who evaluate them by condition and other selection criteria. The staff does not provide a financial estimate of any gifts' worth for tax deductions or other purposes, but will provide a receipt of those items received if requested by the donor. Financial donations for materials are welcome. The Library will evaluate whether to accept funds in instances where additional restrictions have been placed upon them.

### **Retention and Withdrawal of Materials**

In order to maintain a collection of current and relevant Library materials that meet the needs of Amherst-area residents, Library staff assess materials for retention. The standards and criteria employed for retention decisions include:

1. Condition
2. Demand
3. Accuracy or currency of information
4. Availability elsewhere
5. Number of copies in the collection

The Library strives to ensure that discarded Library materials are handled in an environmentally responsible manner.

### **Responsibility for Selection**

The Jones Library Board of Trustees delegates to the Library Director the authority and responsibility for selection and management of all collections within the framework of this policy. The Library Director entrusts these responsibilities to professional staff who are responsible for collection management.

#### Reconsideration of Library Materials

Jones Library cardholders who are concerned about the appropriateness of a particular item in the collection are encouraged to speak with Library staff for more information about the item and its place in the collection. An official request for the Jones Library to reconsider materials must be made in writing using the Jones Library's *Request for Reconsideration of Library Materials* form, which is available in the office. The Director will review the title, meet with staff, and meet with the individual(s) to review the complaint, and then will make a written ruling that is in accordance with the *Collection Development Policy*. If unsatisfied, the individual(s) may pursue the complaint with the Board of Trustees by making a written request to the Board. A ruling by the Board of Trustees is final.

Library employees are protected by Chapter 322 of the *General Laws of Massachusetts*, which states that no employee shall be dismissed for the selection of Library materials under an approved policy that is in accordance with the standards of the American Library Association.





## **Jones Library Collection Development Policy for Special Collections**

### **Mission Statement**

The Jones Library will be a community hub to a diverse population of Amherst residents, where books are celebrated and all members of the community can enhance their educational, cultural, and lifelong learning pursuits.

### **Introduction**

The Special Collections consist of materials relevant to the history and culture of Amherst and Hampshire County, and the lives of Amherst Authors, particularly Robert Frost and Emily Dickinson, in a variety of physical and digital formats. They include printed books, manuscripts, maps, photographs, prints, periodicals, scrapbooks, original works of art, microfilm, audiovisual materials, memorabilia and other physical and digital objects.

As part of the history of Amherst, Massachusetts, the materials in Special Collections have permanent value to the community. They are intended for research on local, genealogical, and historical issues, and therefore do not circulate. Materials are acquired to document and record the community and its people and provide for future researchers, and not for monetary or investment value.

### **Collection Development Goals**

An active effort is made to add to the recognized strengths of the collections in the Local History and Special Collections Departments. We collaborate with community partners such as the Amherst Historical Society, Amherst College, University of Massachusetts Amherst, and other local history institutions to avoid duplication and competition for collections. Library staff solicit gifts, consult with dealers, online vendors, and examine publishers' catalogs and book review publications for the purchase or acquisition of the following types of material:

- Materials that record the history, development, and current life of Amherst and the greater Hampshire County area. Materials that record the history and ancestry of Amherst area families.
- Materials that contribute to a better understanding of the area's geography, climate, demographics, culture and built landscape.
- Materials by and about Emily Dickinson, her family, and her work.
- Materials by and about Robert Frost, his family, and his work.
- Materials written by Amherst Authors, which we define as an author who is or was a resident of Amherst for at least 2 years whose work is not collected by one of the Five Colleges.
- Materials representing the creative life of the community, including artists' interpretations of local places and works by local artists (limited as to display and storage space)
- Materials with Amherst or Hampshire County as a subject.
- Materials created by or representing the experiences of historically underrepresented members of our community.

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- Materials that provide instruction relating to genealogy, local history, preservation, oral history and similar topics (“how to”) will be added to the collection as resources for patrons, but will not become a part of the permanent collection.

### **Selection Criteria**

Acceptance of additions to the permanent collections shall be made based on the following conditions:

- The acquisition must meet the Library’s mission statement and the purpose of Special Collections
- Collections will maintain authority, authenticity and reliability
- Materials should have educational, interpretive, and/or exhibit value
- Donated materials must be clean of mildew and mold, and be physically stable
- The Library must have the resources to properly house and preserve the acquisition
- All possible efforts must have been taken to ensure that the present owner has clear title and no conflict of interest with the Library
- The donor must be willing to sign the Library’s Deed of Gift, with no restrictions concerning use or further disposition of the acquisition
- If an item is being purchased, staff must arrange and verify funding before purchase
- The Library shall not authenticate an item or provide an appraisal of its monetary value

### **Limitations On The Addition Of Materials**

Gifts to the Library are evaluated under the same conditions as purchased materials. The Special Collections Department may decline to accept any gift of material that seems inappropriate to the collections or that would be more appropriate in another repository. In such cases, the would-be donor should be informed of the scope of the Local History Department collections and, if possible, put in touch with an institution that might wish to accept the offered gift.

The Library may refuse to accept materials that are:

- Outside the library’s mission and scope;
- Deteriorated or lacking in physical integrity;
- Inauthentic;
- Duplicate;
- Irrelevant.

The Library may also decline to accept gifts that are too large to be accommodated in the climate controlled Special Collections spaces. Similarly, the availability of staffing to process a sizeable addition to the collections may be a factor.

### **Collection Maintenance**

In keeping with the purpose, nature and scope of the Special Collections, weeding of these collections does not follow the same guidelines as those set out for the Circulating collections. As part of the heritage of Amherst, these collections have more permanent historic and cultural value.

However, physical space limitations combined with the ongoing need to add new materials, and changes in technology and archival practices, make it necessary to periodically reevaluate the composition of the collections.

## Deaccessioning Criteria

The first consideration in applying a weeding policy to these collections is the recognition of three distinct categories of materials and the nature of each category.

These categories can be defined as follows:

1. Permanent Historical Value:
  - o First editions of local histories
  - o Items signed by, or from the collections of Amherst Authors
  - o Original documents, pamphlets, maps and manuscripts;
  - o Original photographs, portraits and other works of art;
  - o Other materials deemed to be of a similar nature.

All items of permanent intrinsic value are valuable to the cultural heritage of Amherst in and of themselves. These materials should be preserved and permanently retained. Little to no deaccessioning is expected in this category.

2. Permanent Informational Value: Other materials in the collections are of permanent value for their informational content, but are not intrinsically valuable. Items that fall into this category are candidates for replacement and/or reformatting should space considerations or the condition of the material make it desirable to do so. Informational value can be preserved by replacing items in poor condition with reprints or micro formats, although digital versions of materials with permanent informational value should not be the only medium retained. Management of materials in this category is an ongoing process within the department.
3. Temporary Informational Value: Time sensitive materials, current informational reference sources, how-to books of a technological nature and some periodicals have a finite period of usefulness. Items that fall into this category should be routinely evaluated and removed or replaced as appropriate. Systematic review of materials in this category should be conducted on an ongoing and rotating basis, with all areas of the collection receiving attention every two years.

Materials in the collection may also be deaccessioned because they are:

- Outside the library's mission and scope;
- Deteriorated or lacking in physical integrity;
- Inauthentic;
- Duplicate;
- Irrelevant

## Deaccession Procedure

Items withdrawn according to the deaccession criteria are offered to other libraries or museums if possible. Items that cannot be disposed of this way will be sold at public auction or offered through reputable dealers. If rare, valuable items are withdrawn and sold, funds from the sales go to the Special Collections Fund to be used for the care and maintenance of the collections or acquisition of new special collection materials that fit current criteria. Archival collections are not to be viewed primarily as capital for reinvestment or collateral. This procedure is in keeping with the American Alliance of Museums' Code of Ethics which states that special collections "are organized as public trusts, holding their collections and information as a benefit for those they were established to serve" and "disposal of collections through sale, trade or research activities is solely for the advancement of the museum's mission. Proceeds from the sale of nonliving collections

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are to be used consistent with the established standards of the museum's discipline, but in no event shall they be used for anything other than acquisition or direct care of collections."

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Jones Library will not allow materials from its collections to be acquired privately by any library employee, officer, or volunteer, unless they are sold publicly and with complete disclosure of their history.

## **Policy Statement: Artwork in Town Libraries**

### **Mission Statement**

The Jones Library will be a community hub to a diverse population of Amherst residents, where books are celebrated and all members of the community can enhance their educational, cultural, and lifelong learning pursuits.

### **Purpose**

The purpose of the Fine Arts Collection is to develop and maintain a distinctive collection of fine art; to enhance the environment for library patrons, staff, and visitors; and to expose this audience to an aspect of the cultural life of Amherst with which they may not be familiar.

### **Collection Policy**

As part of its Special Collections, the Jones Library contains a collection of original artwork, including oil paintings, drawings, watercolors, sculpture, and antique furnishings. Most of the pieces came from the thousands of items collected by Amherst businessman William A. Burnett from 1900-1926. At the time of Mr. Burnett's death in 1926, the Burnett family donated over 100 pieces of art for display and for interior decoration in the Jones Library, thereby partially fulfilling Burnett's hope to establish a public art gallery for residents of the town. Over time the Burnett collection has increased in monetary and educational value.

John W. Burgess and Ruth Payne Burgess also hoped to sponsor a fine arts wing for the Jones Library; however, their actual bequest was insufficient to carry out their plans. Artwork by Ruth Payne Burgess, a cousin of the library's benefactor Samuel Minot Jones, forms part of the library's art collection.

In addition, a large canvas and eight original children's book illustrations by local artists were added in the 1990's during the expansion of the library. In 2004, the Library Trustees adopted a policy on Artwork in Town Libraries, to be implemented over time as funding permits.

### **Acquisition Policy**

Gifts and bequests of fine arts may be accepted at the discretion of the Director only when the object would be worthwhile for library purposes and exhibit under the terms listed below, or when the donor agrees that the materials eventually may be sold in fund-raising to benefit the library's programs. The library does not provide art appraisals for tax deduction purposes. Gifts of artifacts and fine arts that are not accepted will be referred to appropriate museums and historical associations. Fine artwork and photographs will not be purchased, unless there is a strong documentary link to the literary or local history collections.

The acquisition of a work of art should be made without conditions or restrictions. There can be no commitment to permanent display, nor can the library be committed to retain ownership in perpetuity. The gift of objects or works of art needs to be formalized in a deed of gift agreement, which includes statement of transfer of legal title and where applicable, copyright and literary

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rights and signature of the donor. The deed of gift or a copy of the deed of gift will be kept on file in Special Collections, even if the artwork will be housed in another department or branch library.

Criteria for Acceptance: All potential art acquisitions will be evaluated by the Curator whose recommendation will be forwarded to the Director, using the following criteria:

- A. The quality and condition of the object, aesthetic value and appropriateness to the library department where it will be housed. The value of the object for scholarly purposes also should be considered.
- B. The library's ability to properly care for and maintain the object to acceptable professional standards.
- C. The object's relationship to Western Massachusetts and, especially, to Amherst.
- D. The security and physical appropriateness of the location for installation of the object. Considerations for protection of the object through security systems and insurance restrictions should also be considered.

### **Management of the Collection**

The Curator of Special Collections oversees the management of the art collection and maintains an inventory of objects valued over \$1,000 for insurance purposes.

Display: Fine artwork will be on public display as space permits at the Jones Library and branch libraries. Stored items may be examined with prior notice in the Special Collections Reading Room. Fragile condition or rarity may limit access to individual pieces of artwork. Due to the lack of adequate security systems, works of art over \$50,000 in value may not be suitable for public display, but may be displayed in more secure office areas.

Storage: The library has limited storage for works of art in the climate-controlled Special Collections area. Pieces that are extremely large cannot be stored with adequate protection in a professional manner.

Care of Collection: Art appraisals are conducted every five years to ensure adequate insurance coverage for the art collections and antique furnishings. The Curator reviews each piece for general condition every two years. The Curator will recommend consultation with professional conservators to analyze specific preservation needs. Cleaning and conservation work is conducted, as funds permit.

Copyright: The Jones Library seeks, whenever possible, to acquire copyright with the gift or purchase of material. In all cases, the library reserves the right to charge a fee for publication or reproduction of items in the collection. Special Collections staff will determine status of copyright, set terms of use, and monitor the compliance process.

### **Lending Policy**

Loans are made only to professionally run galleries and museum spaces for public exhibition and/or research purposes. The borrowing institution will be responsible for wall-to-wall insurance

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coverage and any damage up to the appraised value of the item. All shipping costs must be paid by the borrower, using a qualified shipper. Requests for loans are directed to the Curator of Special Collections who will evaluate the status of the piece. The Director of the Library has final approval for all loans of artwork. The Jones Library reserves the right to recall any or all items within thirty (30) days after notice.

The library may choose to provide a reproduction instead of loaning the requested item.

### Deaccession Policy

Criteria for Deaccession of materials will be the reverse of the criteria for new acquisitions, e.g. poor quality and condition; lacks relationship to western Massachusetts and especially to Amherst; or no appropriate location for installation or storage.

Disposition of Objects selected for deaccession: The manner of disposition chosen will be in the best interest of the library and its collection and in consideration of any previous terms of gift. Consideration is given first to placing the object through loan or exchange in another tax-exempt public institution. Second, if the object is offered for sale, preference should be given to sale at public auction or in the public marketplace. Library staff and Trustees and their families will be considered ineligible to purchase or otherwise acquire deaccessioned objects from the library collection. Objects with mandatory restrictions may not be deaccessioned prior to expiration of the time limit, if any exists. Any proceeds from the disposition of artwork will be applied to acquisitions and/or maintenance of the art collection. This procedure is in keeping with the American Alliance of Museums' Code of Ethics which states that special collections "are organized as public trusts, holding their collections and information as a benefit for those they were established to serve" and "disposal of collections through sale, trade or research activities is solely for the advancement of the museum's mission. Proceeds from the sale of nonliving collections are to be used consistent with the established standards of the museum's discipline, but in no event shall they be used for anything other than acquisition or direct care of collections."

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