

Materials Selection and Review Policy

Approved August 2003

Revised July 2007, July 2009, Aug. 2010, Sept. 2012, Sept. 2013

Reviewed 2004

The Groton Public Library endeavors to maintain a balance in its materials for the community. The Library Trustees and the Library Staff are responsible for providing equal access to library materials and services for all library users. All materials are selected with the diverse needs of the community in mind. Selections are based on demand, current content of the collection, recommendations, and professional review sources.

In accordance with Massachusetts General Laws Chapter 78 Section 33 and the standards adopted by the American Library Association, the Library Trustees of the Groton Public Library have adopted the following statements regarding materials selection.

General Collection

1. The selection of books and library materials is the responsibility of the Library Director and other qualified staff members and supported by the Library Trustees.
2. Selection of books and/or other library materials shall be made on the basis of their value of interest, information, and enlightenment of library users. No book and/or library material shall be excluded or included solely because of the race, nationality, religion, political or social views, or sexual orientation of the author.
3. The Library Trustees believe that censorship is a purely individual matter and declares that anyone is free to not select books or other materials that he/she does not approve of. He/she cannot exercise this right of censorship to restrict the freedom of others to read, listen, or view.
4. Any specific concerns regarding library materials should be brought to the Library Director and ultimately the Library Trustees. A "Request for Review of Library Materials" form should be completed and returned to the Library Director. The Library Director will inform the Library Trustees of the "Review Request" by their next scheduled meeting.
5. The Library Trustees defend the principles of the freedom to read (including the freedom to listen and to view) and declares that whenever censorship is involved no book and/or library material shall be removed from the library save under the orders of a court in competent jurisdiction.
6. The Library Trustees adopt and declare that it will adhere to and support the Library Bill of Rights and its interpretations including but not limited to the Freedom to Read and Freedom to View Statements adopted by the American Library Association.
7. In an interpretation of the Library Bill of Rights, entitled "Restricted Access to Library Materials," the American Library Association holds, ". . . that it is parents - and only parents - who may restrict their children - and only their children - from access to library materials and services. Parents who would rather their children not have access to certain materials should so advise their children."

The standards and procedures used in the selection policy apply to gifts and donations to the library.

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Historical Collection (see also Mission Statements)

In establishing and implementing these guidelines, it is important to coordinate with the mission and collection guidelines with the Groton Historical Society and Commission, Groton Historic Districts Commission, Town Archives Committee, and Town Clerk.

Priority order for the selection and preservation of materials for the Historical Room:

1. The focus of the collection is printed items. This includes books, pamphlets, postcards, maps and photographs in original and/or in microfilm, microfiche, or electronic format. Memorabilia, paintings, or sculpture may be considered.
2. Information on the Town of Groton, including the Towns in the original Town boundary. The priority for acquisitions is items that are unique to Groton such as the Town Diaries. The collection will include items (in descending priority order) on surrounding towns, Middlesex County, and selected materials on the Commonwealth of Massachusetts.
3. The history of houses, churches, schools (including records and yearbooks), and all dwellings and land in Groton are a high priority. Many people coming to the library are seeking information on their house or family. This collection should include a copy of the Groton Historical Commission's survey of houses for the public's use. Information will include books, maps, photographs and records of natural resources such as weather logs, bird and animal observations, etc., of Groton.
4. Information on inhabitants includes, but is not limited to: family genealogies, Native American records, Town vital records (i.e. births, deaths, marriages), and genealogical materials related to Groton families including locally produced materials.
5. Some town government documents are by law maintained by the Town Clerk. The Groton Public Library maintains some annual reports and street lists.
6. General collection of Groton newspapers, newspaper clippings that are also available at Boston Public Library, and the original and only copy of the Town Diaries from and about Groton.
7. The Historical Room includes a collection of books by Groton authors. This is generally defined as anyone from Groton or living in Groton when the book was published and the book has relevance to the Historical Room collection guideline.
8. The Library acquires a sampling of items from current times that fall within the established guidelines.
9. The Groton Library welcomes all donations in good condition that fall within the established guidelines. Library Staff will evaluate the items and gratefully accept enhancements to the Historical Room's collection.

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