

MASSACHUSETTS LIBRARY SYSTEM COLLECTION DEVELOPMENT POLICY

I. PURPOSE OF THE PROFESSIONAL COLLECTION

The purpose of the Professional Collection is to provide information and research services to the Massachusetts Library System Staff which will enable them to fulfill their responsibilities.

The Professional Collection also provides services to the staff of the member libraries of the Massachusetts Library System.

The MLS Professional Collection is built in consultation with the MA Board of Library Commissioners. Though some overlap of content is planned, other content areas are complimentary.

II. COMMUNITY SERVED BY THE PROFESSIONAL COLLECTION

The community served by the Professional Collection is the MLS Executive Director, and members of the MLS staff.

The Professional Collection also provides services to the professional community served by the Massachusetts Library System. This includes:

- Academic, public, school and specialized libraries
- Those participating in the administration of library services including library directors and library trustees
- Librarians, library assistants, technical specialists, and clerical staff members
- Professional organizations affiliated with or related to library services
- Individuals enrolled in programs of study in library science or in other programs related to library service

III. CRITERIA FOR SELECTION OF LIBRARY MATERIALS

The criteria used for the selection of library materials are:

- Material will provide current and timely information
- Material is factually accurate and authoritative
- Material is relevant to the programs and services of the Massachusetts Library System
- Material is purchased in the format most appropriate for its use. This includes DVD and other visual formats as well as electronic content

IV. PROCEDURES FOR SELECTION

The advisory staff is responsible for the selection of materials related to their areas of expertise for the Professional Collection.

Professional literature and resources are reviewed on a continual basis.

Requests and suggestions from MLS staff or our member libraries are actively encouraged. These requests are given careful consideration in relation to the selection policy for the Professional Collection.

V. SUBJECT FOCUS OF THE PROFESSIONAL COLLECTION

The subject orientation of the collection is as follows:

Library administrative issues:

- Library standards, library planning, library financial issues, library development, library evaluation, etc.
- Library organization and management
- Statistical surveys pertaining to library services
- Library cooperation, resource sharing
- Trusteeship, Friends of library organizations, etc.
- Continuing education for librarianship
- Library leadership
- Strategic and long range planning
- Library personnel issues
- Volunteer management
- Library fund raising
- Library automation and technology
- Library space planning and related topics
- Public relations and marketing for libraries
- Library services and contemporary social issues
- Intellectual freedom and censorship of library materials
- Copyright
- Computer hardware and software

Library services:

- Reference services, information & referral services, collection development, electronic information services, community services, conservation of library materials
- Cooperative activities among libraries
- Library services to special groups (physically handicapped, institutionalized, non-English speaking, multi-cultural services, etc.)
- Literacy programs in libraries

- Archival programs for libraries
- Children's and young adult services

Material pertaining to the following subjects are purchased on a more basic level as the MLS does not provide direct advisory services in these areas:

- Library technical services (cataloging, acquisitions, etc.)
- Digitization and digital collections

VI. REPLACEMENT OF LOST OR DAMAGED ITEMS

If an item from the Professional Collection is lost by a member library, replacements may be made without charge for material.

VII. COLLECTION MAINTENANCE

The Professional Collection is reviewed on a continual basis. Materials no longer suitable for the collection are withdrawn.

Criteria employed in withdrawing library material:

- Material has become obsolete
- Material contains inaccurate or outdated information
- New editions of the work have been published
- Material is no longer relevant to the MLS's program responsibilities
- Material has not been used by MLS staff or other constituents of the MLS
- Material is damaged

VIII. PROCEDURE FOR REVIEW OF LIBRARY MATERIALS

Questions, suggestions, or complaints regarding library materials or services should be addressed to the Assistant Director of the MLS.

IX. REVIEW OF THE POLICY

The selection policy will be reviewed every 5 years. Any changes to the policy will be approved by the Executive Board of the Massachusetts Library System.

Adopted by the MLS Board on October 22, 2012