

Brooks Free Library Board of Trustees
Wed. Feb. 2, 2022
739 Main St., Harwich MA 02645

Agenda

This meeting will be held VIA REMOTE PARTICIPATION and recorded for later broadcast. The public can access the meeting online at <https://global.gotomeeting.com/join/372359685> or by telephone by calling +1 (571) 317-3122 and using Access Code: 372-359-685.

1. Call to Order/Attendance
 - A. Act Allowing Remote Meetings of Public Bodies
 - B. Roll Call of Attendees
 - C. Vote on Motion for Automatic Adjournment Until Next Scheduled Meeting on March 2, 2022 Should Technical Difficulties Arise That Prevent Completing This Meeting
2. Vote to Approve Regular Session Minutes of Dec. 1, 2021 Trustees Meeting
3. Public Comment
4. Reports:
 - A. Chair
 - B. Library Director
 - C. Assistant Director
 - D. Review of Other Staff Reports or Information in Meeting Packet
 - E. Building & Grounds Committee
 - F. Liaison from Board of Selectmen
5. Correspondence
 - A. Email from MBLC Suspending Open Hours Requirement for part of FY22
6. Old Business:
 - A. Update on Pandemic Effects on Operations
 - B. FY23 Budget Submission and Update- Review and Possible Vote
7. New Business
 - A. Draft Collection Management Plan - Review and Possible Vote
 - B. Vote to Accept Monetary Donations
8. Trustee Reports and Requests for Next Meeting's Agenda
9. Upcoming Meetings/Events
 - A. Library Board of Trustees – 7 pm on March 2, 2022 and April 6, 2022
 - B. Friends of Brooks Free Library - February 17, 2022 at 10 AM
 - C. Selectmen/Finance Committee Joint Budget Hearings - TBD
10. Adjournment

Authorized posting officer
Virginia A. Hewitt
Brooks Free Library

Posted by

Town Clerk's Office

Agenda submitted electronically to Town for posting. The full packet - Agenda, Minutes & Reports – will be posted on the Town website, www.harwich-ma.gov/brooks-free-library-board-of-trustees, and Library website, www.brooksfreeibrary.org/brooks-free-library-board-of-trustees on the Friday preceding the meeting.

** Per the Attorney General's Office: Boards/Commissions may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following "New Business." If you are deaf or hard of hearing or are a person with a disability who requires an accommodation, contact the Library at 508-430-7562 or brooksfreeibrary@clamsnet.org.*

Brooks Free Library Board of Trustees
Wed. Dec. 1, 2021 at 7 pm
739 Main St., Harwich MA 02645

DRAFT Minutes

1. Call to Order/Attendance- the Chair called the meeting to order at 7:05 pm. Present were L. Cebula, J. McCarty, K. Remillard, W. Crowell, J. Wheeler, and B. Waystack. Selectmen Ballantine, Library Director Hewitt and Assistant Director Milan were also present.
2. **EXECUTIVE SESSION** – Pursuant to M.G.L. c.30A, § 21(3), to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares – HEA Grievance
 - A. Ended at TIME 8:05pm
3. Vote to Approve Minutes of November 3, 2021: Passed unanimously.
Motion: B. Waystack Second: W. Crowell
4. Public Comment- none
5. Reports:
 - A. Chair - none
 - B. Library Director- In addition to her written report, Hewitt provided an update on Youth Services programs. Youth Services Librarian Carpenter is offering a Send a Story program where adults can create a recording of themselves reading a story to a beloved child. The video or audio recording can then be linked to a QR code which the adult can include with a copy of the book and send to their little one. Herwitt also indicated that Carpenter has recently distributed a Winter Programming Survey through various channels targeting families and caregivers of young children to determine a course of action for programs now that the weather is making it difficult to continue with outdoor programs. Feedback indicated great interest in returning to indoor programs and, as of January, storytime will be moving back indoors.
 - C. Assistant Director- as written
 - D. Review of Other Staff Reports or Information in Meeting Packet- Chair Brown noted the thorough nature of reports included in this month's packet
 - E. Building & Grounds Committee- Wheeler indicated that the wreaths for the building have been purchased and a work order to hang them has been submitted to the Facilities Manager.
 - F. Liaison from Board of Selectmen- none
6. Correspondence- none
7. Old Business:
 - A.
8. New Business
 - A. Preliminary Review of FY23 Budget Submission and Possible Vote - Hewitt indicated that the message from the Town Administrator was to present a level funded budget for FY23. However, a level funded budget will not meet the MBLC's Municipal Appropriation Requirement. After brief discussion the Board agreed that the Library Director should submit a budget that meets the MAR so

library certification will be maintained. Selectmen Ballantine agreed, noting that meeting the MAR impacts library certification.

Chair Brown left and Vice Chair McCarty took over at 8:20 pm.

- B. Review of FY23-27 Capital Plan Submission and Possible Vote- Hewitt noted that current library needs have changed due to pandemic and things haven't settled yet for us to determine how this will be used. Further indicating that some critical space needs were achieved using CARES Act funds during the building closure in 2020. After some discussion a motion was made to accept the Capital Plan request as submitted by Library Director Hewitt. The motion passed unanimously.
Motion: L. Cebula Second: B. Waystack
 - C. Vote to Accept Monetary Donations: A motion was made to accept a monetary donation to the library gift account in the amount of \$100 from Cheryl Murphy. The motion passed unanimously.
Motion: L. Cebula Second: J. Wheeler
8. Trustee Reports and Requests for Next Meeting's Agenda- Wheeler asked for clarification on the plans for staff appreciation suggesting plants or small plants for all. All board members agreed that this was the best course of action. There were no further requests for the next meeting.
9. Upcoming Meetings/Events
- A. Library Board of Trustees Annual Report to the Selectmen - December 13, 2021, report due by noon on Dec. 10th, 2021 any diets to written report please email
 - B. Library Board of Trustees – 7 pm on Jan. 5, 2022 and Feb. 2, 2022
 - C. Friends of Brooks Free Library - Dec. 16 at 10 AM
10. Adjournment: The Vice Chair adjourned the meeting at 8:32pm.
Motion: B. Waystack Second: W. Crowell Vote: unanimous

Respectfully submitted,

Emily Milan
Assistant Library Director

Library Director's Report for Feb 2, 2022
Board of Trustees Meeting

Jan. 24, 2022

ADMINISTRATIVE

Budget Meeting with Town Administrator

I met with Town Administrator Joe Powers and Finance Director Carol Coppola on Jan. 21st to review our FY23 budget. As discussed previously, the budget submitted has an increase of \$7968, which was needed to meet the Municipal Appropriation Requirement (MAR) and maintain the Town's state library certification.

The budget contains no new positions or increase in hours for part-time positions. The Salary and Wages lines is up 0.35% and Expenses are up 1.95% for a total increase of \$7968 (0.78%). (More details in the budget packet emailed to you.)

We reviewed the process of determining the MAR (average of last 3 years appropriation plus 2.5%) and other state standards, such as how the amount needed for Library Materials is calculated. While the Town Administrator had not yet reviewed the budget requests of all Town departments I expect that unless an unusual emergency occurs he will support our request as submitted so that the Town will keep its library certification.

As part of our budget discussions we briefly reviewed old Town Meeting articles. (More info in the budget packet.) All are facilities or public works projects. The Town Administrator stated that while these are old articles, they are not forgotten projects. They're on DPW and the Town's radar and therefore there should be no plans made to rescind the articles.

Capital Outlay Plan

Trustee Chair JoAnne Brown, Building and Grounds Committee Chair and I presented to the Capital Outlay Committee on Jan. 13th. The only project we have on the current Capital Plan is the interior reconfiguration project (\$40,000 for development of plans in FY25 and \$150,000 for construction in FY26.)

Some Capital Outlay Committee members expressed concern that the project is so far out on the plan, stating that the Library is the most heavily used public building in town and if it isn't working well for patrons and staff this project should be a priority. I explained that in September of 2020 the Dept. of Public Works facilities staff enclosed three alcoves to make additional office space in order to spread staff out and meet occupancy standards for workplaces during the pandemic. The need for more office space was critical and a main driver for submitting this project request years ago. We need time post-pandemic, when operations and patron use of the Library have returned to normal, to see how far that project went towards meeting our needs. We also need time post-pandemic to assess how patrons' use of the Library have changed, what behaviors have solidified and what community members' needs and interests are in terms of library services. While FY23 will hopefully be a more normal year, it's likely we won't reach the new normal until FY24. The project being delayed until FY25 and FY26 is a good thing and while delaying the project a year does benefit the Town as it tries to fund a backlog of projects delayed by the pandemic, it is in community members,

taxpayers and the Library's interest to wait a year post-pandemic to assess how well the building functions in normal times before making plans to reconfigure interior space.

Comments by Committee members were very complimentary about Library operations and they discussed how well-run the Library is and expressed appreciation that our requests are carefully thought out and well documented. The recording of the meeting is available on Channel 18's Youtube page if you'd like to watch. The Library portion of the meeting is 20 minutes and begins at 1:39. <https://www.youtube.com/watch?v=xoTgCcfsKr4&t=6918s>

Draft Collection Development Policy

Assistant Library Director Emily Milan has prepared a draft Collection Management Policy which has been reviewed by our management team. It is included in your packets for your review and a possible vote to approve the policy. Challenges to library materials have been occurring around the country in recent months so it's important that we have a policy in place that documents how materials are selected for the collection and for de-selection (withdrawing) of materials as well as to document the procedures for community members to question inclusion or exclusion of materials.

Pandemic Related Effects on Operations

Staffing

The first few weeks of the new year were very difficult staffing-wise. This was not unique to the Library as the Town workforce and private employers were similarly affected by the Omicron surge as well as seasonal illnesses. Several staff members were also affected by family medical emergencies that required time off. As of this writing on Jan. 26th, our staffing situation has improved. We are still being impacted but the situation has stabilized and the peak period for more severe seasonal illnesses seems to have passed. No staff members are currently ill or quarantining.

I indicated in my report for your January meeting that the Health Dept. did not have a sufficient supply of COVID-19 tests to offer the "test and stay" service to Town staff in the weeks following Christmas. That problem seems to have been resolved as employees are now able to get tested when needed. Having that service available has been critical to maintaining our workforce and we're grateful that the Health Dept. took on that responsibility when they are already stretched so thin.

Almost all our resources went into keeping the public desks staffed during the three weeks following Christmas. There were several days where we weren't able to staff the Reference or Youth Services in the evening and had staffing gotten any lower we may have had to close the Library. Except for those 2-3 evenings, service to the public didn't suffer. All of the administrative and behind-the-scenes tasks did, however, and we are still getting caught up in those areas.

Additional COVID-19 testing and vaccination sites were added on the Cape in January. Recent data from Barnstable County suggested the peak of the Omicron surge may have passed, with the number of new cases starting to decline. If that trend continues the number of hospitalizations and deaths should begin to decline in a few weeks.

Remote Meetings Again Authorized

The Board of Selectmen has again authorized boards and committees to meet remotely or hybrid (remote and in-person). Hybrid meetings need to be scheduled in one of the Town Hall meeting rooms that are set up to accommodate that.

Updated Mask Requirement

The Board of Health met on Jan.18 and revised their mask order. They eliminated 6 foot social distancing exemption to masking, in their 12.29.21 order, and added a provision requiring a 25 foot distance when singing and for performances and practices with wind instruments. It also clarified that staff members must wear masks unless they are alone in a closed office.

When implementing the 12.29.21 order I had decided that since there is no way to guarantee individuals will stay 6-feet apart as people move fluidly around the Library, masks will be required in all public areas of the building during all open hours while the mask order is in place. The new Board of Health order affirms that my interpretation of the intent of the previous order was correct. It is a welcome change, however, in other Town facilities as it eliminates any controversy about when masks are required and should reduce challenges by the public using those facilities. We had not faced those challenges but the longer the 12.29.21 order was in effect the potential for confrontations increased, so we were happy the new order was issued.

This 1.18.22 mask order will not significantly affect upcoming programs – no musical performances are scheduled until May. Speakers will need to wear masks.

Programs

I hosted the First Sunday program we co-sponsor with the Friends of Brooks Free Library. This was a musical performance by Jack and Oriana. I worked with the Harwich Health Director to determine appropriate safeguards for the performance, which occurred before the mask order was revised on 1.18.22. Attendance was limited to 30 (less than 1/3 of room capacity), the musicians used 12-inch plastic shields on their microphones and I set up the room with chairs for the audience beginning 17 feet to the stage. 12 people attended the program and with 45 chairs set up there was plenty of room for attendees to spread out.

Story-time resumed being held inside as of Jan. 1st. Attendance has been lower than in the “before times” – generally in the range of 11 attendees including both children and caregivers - but not greatly reduced from what might be expected for January programs. Preschool projects had lower attendance (1-2 families) its first few weeks but it's also being held on a different day and time than when it was being held outdoors. Outdoor story-time continues to be offered once a week.

Publicity about Patron Confidentiality

The holidays can be difficult and stressful for some, followed by post-holiday depression for others and an increased sense of isolation for residents who remain here when friends and neighbors head south for the winter. The COVID-19 pandemic and the

current Omicron surge has exacerbated this problem so it seemed like a good time to remind community members about Library resources they may find useful.

I attended the Selectmen's Jan. 18th meeting to make several announcements during Weekly Briefing: 1) that next-day curbside pickup was once again being offered for anyone who did not want to come into the building during the current surge 2) to remind the public that our Confidential Corner contains materials on sensitive topics like depression, suicide, dealing with loss, substance abuse, questions about sexual orientation or gender identity, etc., that can be borrowed without being checked out, and 3) the new "photo booth" for community members selling items or clothing online.

While discussing the Confidential Corner I emphasized that what patrons check out and reference questions they ask are protected not only by our professional ethics as librarians, their privacy is also protected by Mass. General Law. I encouraged residents to ask for assistance if they need help finding materials on sensitive topics. Reference Librarian Jennifer Pickett followed the announcement at the Selectmen's up with a press release to local newspapers and the Cape Cod Chronicle and Cape Cod Times will soon be doing feature stories on the Confidential Corner

Respectfully submitted,

Virginia A. Hewitt
Library Director

FY22 Budget Balances

1/27/2022

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$180.00	\$0.00	\$180.00	0%
Dues, Subs & Travel	\$3,524.00	\$768.00	\$2,756.00	22%
Library Materials	\$157,660.00	\$94,122.22	\$63,537.78	60%
Electric	\$25,741.00	\$17,408.61	\$8,332.39	68%
Employee Fringe Benefits	\$300.00	\$185.00	\$115.00	62%
Gas	\$10,601.00	\$2,981.77	\$7,619.23	28%
Library Supplies	\$13,000.00	\$6,804.53	\$6,195.47	52%
Maintenance & Repair	\$5,700.00	\$3,070.54	\$2,629.46	54%
Office Supplies	\$5,750.00	\$1,756.45	\$3,993.55	31%
Professional & Tech	\$50,973.00	\$44,719.98	\$6,253.02	88%
Water	\$1,391.00	\$628.73	\$762.27	45%
Total Library Expenses	\$274,820.00	\$172,445.83	\$102,374.17	63%
Wages & Salaries	\$741,156.89	\$396,177.67	\$344,979.22	53%
TOTAL	\$1,015,976.89	\$568,623.50	\$447,353.39	56%

Assistant Library Director's Report for
February 2, 2022 Board of Trustees Meeting

Written 1.26.2022

Museum Pass Management

Our first full month with our new museum pass and calendar management programs has gone extremely well. Kudos to Senior Library Technician Joanne Clingan for the excellent training he provided to circulation staff. Joanne is currently working with the few remaining museums not yet utilizing the printable pass feature to transition to printable passes. We are in the process of proposing a pilot project with the Isabella Stewart Gardner Museum after they expressed interest in printable passes.

Circulation Activity

Circulation activity is more than just the number of items checked in and checked out on a daily basis. In order to better capture the workflows involved in circulation Youth Services Librarian Ann Carpenter and I have developed a tracking system that also accounts for other activities such as the number of bins of materials processed on a daily basis and items placed on the holdshelf. This unified data collection project is in its infancy and we are not quite ready to report on our findings. However, when we do I will allow Ann Carpenter, with her infinite enthusiasm for statistics, to do the honors.

Programming

This past month I have been working with neighboring libraries on two joint virtual programs to be held in March. The Community Development Partnership (CDP) program will be hosted on March 10th at 6:30 pm and is best suited for those thinking about starting a business or side hustle or those who have an existing business but need help to take it to the next level. The CDP is committed to building a year-round community of people on the Lower Cape who can afford to live, work and thrive here and offers free programs to help community members reach their goals. This free informational session will outline the CDP's housing and economic development programs, including free help and workshops for small business owners.

The second program planned for March is a virtual author talk with Marie Benedict who will be discussing her latest historical fiction novel *Her Hidden Genius*. Details on the date and time of this program are yet to be decided. The Friends of the Library have agreed to co-sponsor this event.

Friends of the Brooks Free Library

At the request of the Friends, I am currently investigating a replacement for our assistive listening system. The original system was purchased by the Friends and no longer meets our needs. In addition to the replacement of this system, I am investigating additional upgrades to the Thornton Meeting room including furniture and AV equipment.

Respectfully submitted,
Emily Milan
Assistant Director

Staff Librarian
February 2022
Report to the Trustees of Brooks Free Library

Social Media/PR

Recorded an update with Emily and Ann for Harwich Channel 18, my part focusing on our drop-in tech help and dedicated ebook help on Tuesdays and Saturdays. I will be assisting during these days as a backup if needed for the person who is staffing the reference desk.

Technology

Purchased a new access point and set up a new staff network, access point is located in Assistant Director Emily's office. Determined this is an acceptable replacement for our public access points, purchased enough to replace the ones we have as well as a backup. I replaced all of our public access points and have determined how to count daily use statistics. I also viewed webinars on possible future ILS products, which will be important when CLAMS makes a decision on whether to move on from our current product, Innovative.

Staff

Met with Jennifer to discuss options to shut down inappropriate sessions on our Useful public computers. Created an instructional document for reference staff to refer to if this need should arise.

Programming

Decided to postpone our program with the Harwich Fire department until cases in the community become better, will likely reschedule to mid-February

Collection Development

Attended an Overdrive Advantage training, with the main focus on cost per circ ebooks and audiobooks, as well as collection development tools, managing holds and holds hierarchy. I created an Ingram account and began purchasing graphic novels, ran an inventory of our current collection, and decided to hold off on weeding the collection until we have better checkout statistics and move the collection to a more visible location. I purchased 19 ebooks and 6 new audiobooks.

Future work

Determine my goals after my anniversary date and annual review.

Respectfully submitted,
Jamie Thornton
Staff Librarian

[pubdir-announce] Commissioners approve suspension of hours open requirement for the State Aid Program from Dec. 20, 2021 to April 4, 2022

Quinn, MaryRose (BLC) <maryrose.quinn@state.ma.us> Thu, Jan 6, 2022 at 12:24 PM
Reply-To: "Quinn, MaryRose (BLC)" <maryrose.quinn@state.ma.us>
To: "pubdir-announce@mbic.state.ma.us" <pubdir-announce@mbic.state.ma.us>, "stateaid@mbic.state.ma.us" <stateaid@mbic.state.ma.us>, "trustees-announce@mbic.state.ma.us" <trustees-announce@mbic.state.ma.us>
Cc: "Quinn, MaryRose (BLC)" <maryrose.quinn@state.ma.us>

PLEASE EXCUSE CROSS POSTINGS but I really wanted to get the word out.

Hello everyone,

At their January 6, 2022 Board meeting, Commissioners voted to suspend the Hours Open Requirement for the State Aid to Public Program from December 20, 2021 to April 4, 2022. The Hours this year are reported next year for the FY 2023 State Aid cycle. The link to the news release announcing their decision is included below. Please email me directly if you have questions

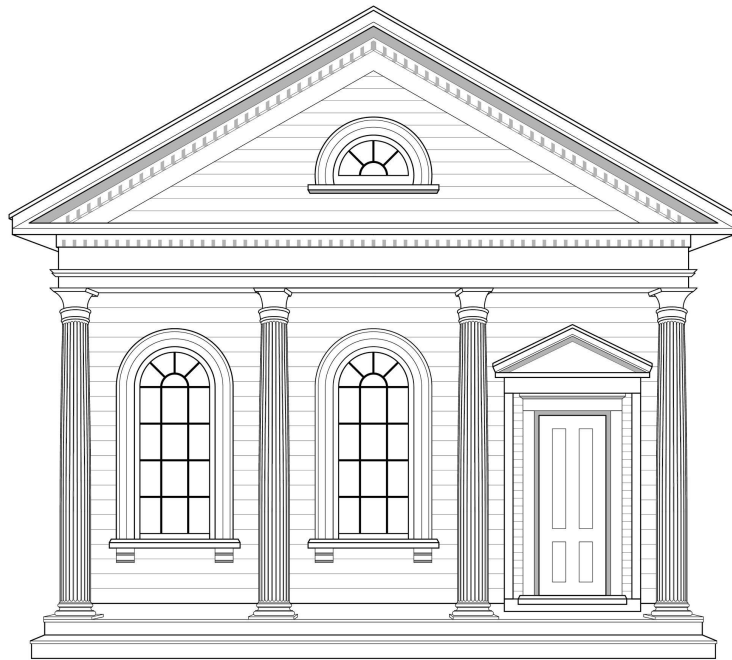
<https://mbic.state.ma.us/news/news-releases/2022/nr220106.php>

Stay safe and well.

Mary Rose

Mary Rose Quinn

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Brooks Free Library

Providing access to a world of ideas in the heart of the community

DRAFT Collection Management Policy

Prepared by Emily Milan March 2021
Reviewed by Management Team December 2021

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About the library

Established in 1880, Brooks Free Library was the first free public library in Harwich. Founded by Col. Henry C. Brooks and originally known as the Broadbrooks Free Library, the Library is part of a broader legacy left to the town by the Brooks family. The Library has been owned and operated by the Town of Harwich since 1910 and is governed by a 7-member elected Board of Trustees.

Today the Brooks Free Library provides a complete range of library services, including access to popular materials and resources in print and electronic formats. Additionally, the library provides programming for both children and adults, public access to computers, 24/7 wireless Internet access and a comprehensive assistive technology instructional program for individuals with vision loss. The Library is the second busiest member library in the Cape Libraries Automated Materials Sharing (CLAMS) consortium.

Mission Statement: The mission of the Brooks Free Library is to promote full and equal access to information and ideas, the love of reading, the joy of learning, and engagement with the arts, sciences and humanities.

Vision Statement: Brooks Free Library provides access to a world of ideas in the heart of the community.

Address:
739 Main Street
Harwich, MA 02645

Website:
brooksfreelibrary.org

Community Demographics

The Brooks Free Library serves a year-round population of approximately 13,440 and a summer population of approximately 37,000. However, it is important to note the recent impacts Covid-19 has had on the seasonality of that population. As a result of the pandemic, community leaders have noted that many part-time, seasonal residents returned to the Cape earlier and stayed longer in 2020 and 2021. The higher than normal population in the off-season is likely a result of the many part-time residents who have elected to stay in their seasonal homes while working or attending school remotely during the pandemic. Although exact numbers of part-time residents remaining year-round have yet to be identified, anecdotal evidence suggests the increase was significant.

Based on data from the 2020 Census, the population of Harwich is relatively homogenous in terms of race and ethnicity. There is a slightly higher female population which is in line with both county and statewide data. Approximately 31.4% of the population is over the age of 65, 50.1% between the ages of 65 and 18, and 18.5% are age 18 or below¹. Some unique aspects of the Harwich community specifically, and the Barnstable County community at large, include vibrant and active Cape Verdean and Wampanoag communities which are not accurately reflected in the data.

¹ U.S. Census Bureau (2020). American Community Survey 5-year estimates. Retrieved from Quick Facts Profile page for Harwich town, Barnstable County, MA
<<https://www.census.gov/quickfacts/fact/table/harwichtownbarnstablecountymassachusetts.barnstablecountymassachusetts/POP010220>>

Selection Process

The library provides materials and services that reflect the diverse educational, informational, and recreational needs of its users. Access to content is provided through print, electronic, and multimedia materials and is intended to serve a wide-ranging audience of all ages. Librarians use a variety of resources to select materials, including professional review journals, popular print and broadcast media, Integrated Library System (ILS) reports, vendor lists, publisher catalogs, as well as patron and staff recommendations. Librarians exercise judgment relying on experience and expertise in order to make acquisition decisions.

Evaluation of a material includes the entire work, not just individual parts of the work. The primary factor for inclusion in the library collection is a material's overall contribution to the collection as a whole. Additional criteria considered when evaluating a material for inclusion are outlined below. It is important to note that each criterion carries different weight in different circumstances and no single criterion can be used to determine the value of the contribution made by any material.

Criteria for Materials Selection

- Relevance to the existing collection's strengths and weaknesses
- Mirror and window (reflecting back the interest and experiences of users as well providing insight into the interests and experiences of others)
- Level of funding for materials including factors related to price and availability from established vendors and municipal purchasing parameters
- Relevance to the library's mission and goals
- Educational, informational and recreational needs of users
- Appeal and relevance to community interests
- Authority and accuracy including high standards of quality in both content and format
- Accessibility, durability, and ease of use
- High demand titles
- Relevance to the history of Harwich or Cape Cod
- Importance as a record of the times
- Availability from another library or source (i.e. Interlibrary loan, Commonwealth Catalog)
- Space considerations

Additional Considerations

Gifts and Donations

Topics related to gifts or donations either of physical materials or financial contributions intended for material selection are covered in the *Brooks Free Library Gift and Donation Policy* approved and adopted by the Board of Trustees on October 18, 2018.

Patron Requests

Patron requests for purchase are fulfilled when they meet our general guidelines for selection specifically as it relates to meeting the needs and interests of a wide variety of community members. Requests for materials that were not recently published or do not meet the library collection's goals may be fulfilled for the patron by borrowing from another CLAMS Library or by requesting an interlibrary loan using the Commonwealth Catalog.

Self-Published Materials

The Library will accept a single copy of a self-published book for inclusion in the Local Author Collection if it is written or illustrated by a local author or is about the Harwich area. The Library may also acquire self-published books if they fit the scope of the Library's collection and meet the selection criteria. As with the rest of the collection, materials are de-selected and withdrawn when circulation reports indicate very little to no patron activity or interest over time.

Collection Evaluation Process

Library staff evaluate the collection on a continual and ongoing basis in order to ensure that the collection provides materials which reflect the diverse educational, informational, and recreational needs of its community members. Access to content is provided through print, electronic, and multimedia materials and is intended to serve a wide-ranging audience of all ages. Librarians use a variety of resources to evaluate the collection including but not limited to Integrated Library System (ILS) reports, list checking, environmental scans, and diversity audits.

Methods of Evaluation

Integrated Library System (ILS) Reports

Circulation statistics are used to obtain quantitative data related to the use of materials in order to provide a snapshot of collection usage and determine areas of heavier use. Quantitative data is useful in both collection development as well as allocation of the materials budget.

List Checking

Librarians also use a method called list checking to ensure that the collection is current and keeps up with trends. Such lists include best sellers and award winners among others. This method helps to identify collection gaps as well as strengths.

Environmental Scans

Environmental scans of the library's collection and its usage within the building allow staff to obtain qualitative data. This is of particular use in regards to print newspapers and magazines which are often utilized in the library building and, therefore, do not generate circulation statistics. Additionally, environmental scans assist librarians in determining which areas of the collection are most heavily utilized, identifying areas of the collection that may need deselection to make room for newer titles, and considering the most efficient use of the collection space.

Diversity Audit

To ensure that the library collection acts as both a "mirror and a window" (reflecting back the interest and experiences of users as well providing insight into the interests and experiences of others), diversity audits are also employed. Diversity audits seek to ensure that the library's collection is representative of the full spectrum of human experience and interest.

Deselection Process

To maintain a collection that is current, reliable, in good condition, well used, and which relates to the needs and interests of library users, materials are evaluated on an ongoing basis utilizing a systematic approach.

The library staff relies heavily on item usage statistics (circulation statistics) when evaluating materials in the collection. Additionally, staff utilize the MUSTIE method of evaluation. These six criteria are found in *CREW: A Weeding Manual for Modern Libraries*, maintained by the Texas State Library & Archives Commission <https://www.tsl.texas.gov/ld/pubs/crew/index.html>. The guidelines in the CREW manual represent a common universal practice among libraries. The library withdraws materials which no longer meet the selection criteria outlined in the sections above or when they meet any of the MUSTIE criteria for deselection.

MUSTIE criteria:

- Misleading or factually inaccurate material
- Ugly or unusable material that is beyond mending or rebinding
- Superseded--the material has been superseded by a new or updated item
- Trivial--the item does not have merit in context of the library's collection
- Irrelevant to the needs and interests of the library's community
- Elsewhere--the material can easily be obtained from another library

With the permission of the Library's elected Board of Trustees, the library may transfer withdrawn items to the Friends of Brooks Free Library who sell withdrawn materials at their book sale. Revenue from the sale of withdrawn materials supports future collection development as well as library programs. Staff also store withdrawn juvenile and young adult materials to be used as prizes in the annual summer reading program. De-selected materials may be offered to other town departments, libraries, schools, colleges or non-profit institutions. Outdated or unusable materials with no remaining value are discarded, donated to charity, and/or recycled when possible.

Reconsideration Process

In the interests of protecting the individual's right to have access to materials, the Library's elected Board of Trustees has voted to support the American Library Association's Library Bill of Rights² and the Freedom to Read Statement³. Brooks Free Library does not promote particular beliefs or views. Rather, the library provides a resource for a diversity of opinions, traditions, viewpoints, and beliefs. Many materials included in the collection address topics which are important, complex, and, at times, controversial. Therefore, the collection may include materials which could be viewed by some as including unpopular and unorthodox ideas.

Language or subjects that may be offensive to some community members do not disqualify material which, in its entirety, is judged to be of value to the collection. Furthermore, the library does not label controversial material or restrict its use in any way. The library recognizes parents and legal guardians as the parties responsible for the reading and viewing habits of children. Therefore, the selection of material for the collection is not restricted by the possibility that children may obtain or view materials their guardians consider inappropriate.

From time to time, individuals may take issue with materials that do not support their personal tastes or views. Concerns about materials in the library's collections may be directed to any staff member and library users may fill out a 'Reconsideration Form' (Appendix A). The Reconsideration Form is available on the library's website or from any of the library's public service desks.

Once submitted the Reconsideration Form will be reviewed by the Collection Management Committee which include the Library Director and all material selectors. A response will be issued within 15 business days.

² <https://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf>

³ <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

Brooks Free Library
Request for Reconsideration of Library Materials

The Brooks Free Library Trustees have provided this form for you to voice concerns about specific library materials. Please return the completed document to the Library Director. You can expect a written response within 15 business days.

Name: _____ Date: _____

Address: _____

City/Town: _____ State: _____

Phone #: _____

Type of material you would like to be reconsidered (circle one):

Book

Digital Resource

Other: _____

Movie

Newspaper

Audio

Magazine

Title: _____

Author/Producer: _____

What brought this material to your attention?

Have you examined the entire resource? If not, what sections did you review? (use the reverse side if needed). _____

What are your concerns about this material? _____

What actions are you requesting be taken? _____
