



Collection Management

Library mission

Provide opportunities to explore, learn, create, and connect across the community

Selection

The Bigelow Free Public Library supports the cultural, educational, informational, and recreational interests of the community by providing quality materials. The Library strives to provide a balanced collection, representing a range of viewpoints and interests. The following standards will be considered for all items for acquisition, whether purchased, requested, or donated:

- Popularity and patron requests
- Local interest
- Limits of budget and space
- Reputation and qualifications of the author or publisher, including reviews
- Strengths and weaknesses of the existing collection
- Currency and accuracy of information

Maintenance

Collection maintenance ensures that materials fulfill the Bigelow Library's selection criteria and are attractive to users. The ongoing process of collection maintenance accomplishes several goals; inventory control provides an accurate collection size count, review provides feedback on the collection's strengths and weaknesses, and weeding refreshes the collection.

Weeding is extremely important to ensure that the collection includes the latest information as well as considering the physical quality of the materials.

General policies for weeding follow the MUSTIE rules:

- Misleading information
- Ugly or lack of usage
- Superseded by a more current edition or better book on the subject
- Trivial--of no discernible literary or informational merit; this is somewhat prejudicial
- Irrelevant to the library or community



- Elsewhere--material is easily obtainable from another library through the network

[MUSTIE recommendations from CREW, a publication on collection management]

Continuous evaluation of the collection will help keep it relevant and up-to-date. Overcrowded shelves discourage browsing and frustrate users. Many of these weeded items will be donated in the following order: to the Friends of the Bigelow Library, Little Free Library, local organizations, or to More Than Words.

Challenges

The Bigelow Library does not promote particular views. Instead, it strives to be a resource for various opinions and viewpoints. Language, content, situations, subjects or opinions do not disqualify material from being included in the collection. (see Request for Review)

The Bigelow Library Board of Trustees supports this policy in accordance with the [ALA Intellectual Freedom](#) and [Library Bill of Rights](#) statements.

Approved by the Board of Library Trustees 4/25/2023