**Massachusetts Digital Collection Development Policy**

**Introduction:** The statewide digital content program includes academic, corporate, public, school, and special libraries.   Purchases will fulfill the needs of the diverse population of all ages in the Commonwealth of Massachusetts. As part of this program, the libraries will cooperate in the provision and management of the digital collection to support of the needs of their communities.

1. **Mission and Goals of Collection Development**
2. **Core Collection**
3. **Selection Committee**
4. **Content Selection**
5. **Gifts and Donations**
6. **Collection Management**
7. **Loan Periods**
8. **Policy Review**
9. **Mission and Goals of Collection Development**

 Massachusetts libraries collect digital content to support the recreational and educational needs of the communities served.   Digital content is defined as digitally-protected content that has been optimized for download and can include eBooks, audio books, video, music, eSerials, archival collections and other electronic content.

 The collection goal is to provide a full range of digital content designed to be accessed, checked-out and viewed from within the library or a remote location. The items can be viewed via computer or electronic device such as tablet, eReader or smartphone.

 The service goal is to provide a wide range of digital content that is relevant, accurate and timely to meet the user’s needs.

1. **Core Collection**

 The shared core collection will include fiction and nonfiction, with an emphasis on bestsellers, primary and secondary resources, historical materials, academic, reference and local content. This digital content may include individual titles or collections of content that are either owned or leased. Content may be purchased as a package, as individual titles, or as a collection of packages and will be reviewed every three years.

1. **Selection Committee**

 The Selection Committee will be comprised of librarians from each type of library. The Committee will consist of up to 5 public library representatives, 3 academic representatives and 3 school representatives. The special and corporate library representatives will be consulted, when appropriate, based on their content and subject needs. Term? Chosen?

 The Selection Committee will collaborate with and advise MLS staff in the provision and management of the core collection. The Selection Committee will work with vendors to determine appropriate user profiles for content selection. Type of orders – automatic? Process of ordering?

 Member libraries are welcome to submit purchase content recommendations at any time.

1. **Content Selection**

 The Selection Committee (representatives from all types of libraries) will evaluate the scope and adequacy of the collection based on changes in patron needs, new developments and the delivery of content. The Selection Committee recommends for purchase the content to be added to the collection. Member libraries will cooperate in the provision and management of the digital collection to support the needs of their communities.

 Selections should be relevant and appropriate to a significant segment of the libraries’ users and meet current recreational and educational needs of the various communities that comprise the state.

 Criteria: The following criteria are taken into consideration in selecting content for the collection:

* Works must be accurate, current, comprehensive and authoritative – popularity?
* Where applicable, reviews from journals and popular media outlets will be considered
* Cost of individual titles or collections
* Reflect diverse viewpoints
* Digital format availability, popularity and appropriateness
* Staff and patron-driven recommendations by submitting the *Request for Purchase Form*
* Topics and subjects for all ages

 Content curated and created by member libraries is a welcome addition to the collection. This content will not be the responsibility of the Selection Committee.

 No material that meets the selection criteria shall be excluded because of the origin, background, or views of the author or those contributing to its creation.  Not all materials may be suitable for all members of the community.

1. **Gifts and Donations**

 Gifts and donations will be accepted if they meet the above selection criteria.

 Gifts and donations become the property of the Commonwealth and the donor relinquishes any right as to the future use or removal from the collection.

 Monetary contributions by individuals, groups and organizations, or member libraries will be used to purchase additional content at the discretion of the Selection Committee.

 Permanent or temporary loans of digital content may be accepted.

1. **Collection Management**
2. De-selection of Content

 Criteria used to de-select content from collection

* Low use or lack of currency
* Revised or newer editions available
* Unsupported format or device
* Content curated and created by member libraries will be excluded from the de-selection process and may only be de-selected at the discretion of the contributing library.
1. Challenged Content

 Content may be challenged or reconsidered by submitting the *Request for Reconsideration Form.* Upon return of the form, a representative from MLS will email the petitioner to acknowledge receipt of the request and reconsideration process and then notify the Selection Committee of the request for reconsideration. The Selection Committee will convene within 30 days to review the content in question and consider whether it is in accordance with our criteria in the policy for selection. MLS will notify the petitioner of the decision of the Committee within 30 days of receiving the *Request for Reconsideration Form*.

1. **Loan Periods**

 Not all digital content will have loan restrictions. When loan periods are applicable they are as follows:

* EBL? 1-21 day loan periods may be selected. Maximum of 21 days with no renewals. Content may be returned early if software permits. The lending period may vary from title to title.
* When checkout limits apply, up to five (5) titles may be borrowed.
* When there are more than five (5) holds placed on a title, additional copies will be purchased. No more than 5 copies per title will be purchased.
1. **Policy Review**

 This policy will be reviewed and revised annually or as needed in order to address changes and reflect current practices in the continually evolving digital content environment, and matches the ongoing needs of the community.

This policy will be published online.