ADVISORY TO THE PUBLIC:
Pursuant to Chapter 20 of the Acts of 2021 and extended by Chapters 22 and 107 of the Acts of 2022, this Jones Library Justice, Equity, Diversity, and Inclusion Subcommittee meeting will be conducted via remote means. Members of the public who wish to access the meeting may do so via Zoom or by telephone. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means.

Public Body: The Jones Library, Inc. Justice, Equity, Diversity, and Inclusion Subcommittee
Date: Friday, June 14, 2024
Time: 11:30am-12:30pm
Location: Zoom Webinar

You are invited to a Zoom webinar.
When: Jun 14, 2024 11:30 AM Eastern Time (US and Canada)
Topic: The Jones Library, Inc. Justice, Equity, Diversity, and Inclusion Subcommittee

Please click the link below to join the webinar:
https://amherstma.zoom.us/j/88255619492
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Meeting Agenda

I. Call to Order (Welcome, Raphael, Ginny, Walter, Melissa, Farah, Mia, & Sharon!)
II. Minutes (5-24-24) *
III. Public Comment
IV. Project Update
V. JEDI Survey Results *
VI. Plan of Action *
VII. Adjourn

Next meeting: Friday, July 12, 2024; 11:30am; Zoom

** Please note that the list of topics in this notice was comprehensive at the time of posting, however the public body may consider and take action on unforeseen matters not specifically named in this notice.
* Indicates Handout(s) will be made available.
Red indicates vote required.
I. **Statement:** The Jones Library supports diverse and inclusive collections and collection development practices

A. **Goal:** Be more intentional about purchasing works from underrepresented authors and about underrepresented groups (defined somewhere)

1. **Action Item:** Seek public input via community survey; note common themes

2. **Action Item:** Work to develop a policy for the circulating collection that ensures substantial purchases of materials from underrepresented authors

3. **Action Item:** Increase electronic resources relating to JEDI

B. **Goal:** Collaborate with community members on collection development (particularly those from historically underrepresented groups)

1. **Action Item:** Seek public input via community survey; note common themes

2. **Action Item:** Partner with local organizations/community members that work with underrepresented groups to determine strategy to increase collection diversity

3. **Action Item:** Identify and prioritize materials of underrepresented groups for new digital collections

II. **Statement:** The Jones Library offers public programming and exhibitions that embrace justice, equity, diversity, and inclusion

A. **Goal:** Ensure diversity of speakers and topics by being intentional about scheduling events by and about underrepresented groups

1. **Action Item:** Seek public input via community survey; note common themes; use results to improve programs and exhibits

B. **Goal:** Ensure book displays and art collections represent a wide variety of authors and artists

1. **Action Item:** Seek public input via community survey; note common themes

2. **Action Item:** Partner with local organizations/community members that work with underrepresented groups to determine strategy to increase the diversity of the Library’s art collections
C. **Goal**: Ensure broad advertising outreach so as to attract new attendees/patrons

1. **Action Item**: 

III. **Statement**: The Jones Library offers **staff development** opportunities that help staff serve the community in a manner where equity in all its forms is a guiding principle

A. **Goal**: Ensure diversity of workshop opportunities for Library staff

1. **Action Item**: Attend JEDI workshops offered by the Town of Amherst

2. **Action Item**: Partner with local organizations/community members that work with underrepresented groups to assemble a list of recommended JEDI workshops available to Library staff

IV. **Statement**: The Jones, North Amherst, and Munson Memorial Library **buildings** feel welcoming to all members of the community.

A. **Goal**: Ensure the Jones Library is ADA accessible

1. **Action Item**: Advocate for the expansion/renovation of the Jones Library, or if the expansion/renovation project does not move forward in the fall of 2024, advocate for ADA accessibility be included in any backup project planning
JUSTICE, EQUITY, DIVERSITY, AND INCLUSION SUBCOMITTEE

COMPOSITION

A subcommittee of the Personnel, Planning & Policy Committee (PPP) will be formed to complete the charge outlined. The subcommittee will consist of six (6) voting members. Each member will be recommended by the PPP and appointed by the President of the Board of Trustees for the duration of this working subcommittee.

- One (1) Library Trustee who serves on the PPP
- One (1) Library staff member who serves on the Library Antiracism & Equity Collective
- Four (4) members of the Amherst community, no fewer than three (3) of whom shall represent communities that have been historically marginalized. Appointments shall strive to represent a broad range of the Town's socio-economic diversity. To that end, financial stipends will be provided to support the work of Committee members.
- A member of the Town Diversity, Equity & Inclusion Committee will be invited to participate as a liaison.

PURPOSE

The subcommittee will critically examine, including through the solicitation of community feedback, the policies, procedures, and culture of the Library. The subcommittee will further engage the community to develop and recommend an Equity Framework and Action Plan to guide the implementation of changes at the Library to repair, heal, and renew our institution and seek to ensure that the Library serves the community in a manner where diversity thrives, inclusion and belonging is the norm, and equity in all its forms is a guiding principle.
CHARGE

The subcommittee shall engage the community through outreach to:

- Develop and recommend a draft Equity framework to PPP that will guide the review and creation of policies, planning, and decision-making
- Develop and recommend a draft Equity Action plan to the PPP
- Provide recommendations to PPP specific to the Library's Long-Range Plans and annual Action Plans
- Develop and propose a structure or standing subcommittee charge that will enable the Library to carry forward the recommendations of the subcommittee and continue the Library's commitment to equity, justice, and inclusion

REPORTS

A final Equity Framework and Equity Action Plan to the Library Board of Trustees.
Jones Library Collection Development Policy

Mission Statement
The Jones Library will be a community hub to a diverse population of Amherst residents, where books are celebrated and all members of the community can enhance their educational, cultural, and lifelong learning pursuits.

Introduction
The Jones Library acquires materials and resources that offer ideas, knowledge, and recreation for members of the Amherst-area community. With free and equal access to the collection, the Library helps to sustain the values of democracy and intellectual freedom. The Jones Library adheres to the American Library Association’s Library Bill of Rights [https://www.ala.org/advocacy/intfreedom/librarybill] by providing materials and information that express varying points of view.

This Collection Development Policy guides staff decisions regarding selection and deselection of Library materials to ensure collections that are useful, relevant, current, and integral to residents. Library staff continually gather and analyze data, including circulation statistics, professional reviews, and patron requests, to anticipate demand for new materials and new formats and to improve the usefulness of the Library collections.

Selection Criteria
Standards and criteria employed for selection decisions include:
1. Demonstrated interest, need, or demand by patrons
2. Individual merit of each title
3. Significance of the creators, including their popularity, authority, and competence
4. Representation of diverse points of view
5. Recent publication date or contemporary significance
6. Relationship and importance to the entire collection
7. Format, durability, and ease of use
8. Scarcity or availability of materials elsewhere
9. Physical space required for shelving and display
10. Local significance or interest
11. Locally produced or created content that meets standards and criteria outlined above
12. Financial resources

Materials need not meet all criteria to be selected. In particular, an item may be purchased if there is heavy demand, even though reviews may be unfavorable or other items on the same subject are in the collection.

Scope of the Collection
The Jones Library seeks to maintain a collection that is of value to people of all races, cultures, religions, socioeconomic statuses, ages, visible and invisible disabilities, political and social viewpoints, sexual orientations, and gender identities. Library staff prioritize expanding our collections to meet the needs of previously underserved members of our community more fully.

Amherst is a racially, ethnically, and culturally diverse town. (Recent census data shows that more than 20% of its residents do not speak English at home.) Library collections will respond to community
demand for materials in world languages and for materials on learning to read, speak, and write in English.

More than 60% of adult residents age 25+ years have academic degrees at the Bachelor’s level or higher, and local employment is concentrated in education and professional positions. Collections will reflect the fact that a majority of Amherst adults read at the college level.

The Jones Library does not sanction particular beliefs or views, nor is the selection of any given item equivalent to an endorsement of the creator’s viewpoint.

The youth collections support learning and creativity for young people from birth through 12th grade, and are a source of information for caregivers and educators. The youth collections enable growth in literacy and lifelong learning by providing materials that stimulate creativity and encourage curiosity, as well as giving readers symbolic “mirrors, windows, and sliding glass doors” that develop their sense of identity and empathy. Materials are organized and displayed for ease of access given the various capabilities of children and young adults.

A collection of materials specifically selected for young adults is maintained by the Library. Materials are selected as a bridge between the juvenile and adult collections. Novels and recreational materials are selected because of their special appeal for this age group.

Children and young adults are not limited to the youth collections. They are encouraged to make full use of the entire Library collection to the extent that their interests and capabilities allow. We support the American Library Association’s principle that caregivers have the right and responsibility to restrict access of their children—and only their children—to Library resources. Librarians and governing bodies have a public and professional obligation to provide equal access to all library resources for all library users.

The Jones Library, Munson Memorial Library, and North Amherst Library are all integral parts of the Jones Library system and must be viewed in relation to one another. The main Library houses the largest collection and includes reference materials, archival materials, and an extensive popular materials collection. It has a generally high level of subject strength intended to meet the varied needs of users. At the Branches the focus is on current and popular materials, including those reflecting diverse views. The Special Collections department has its own Collection Development Policy, which reflects its particular mission.

**Formats and Access**

In order to meet the entire community’s needs, the Jones Library acquires books and media in a variety of physical and digital formats. The Library also acquires other equipment and items (for example, musical instruments) in response to community demand. In some instances the same title may be acquired in several formats or with multiple copies. The Library also funds its patrons’ free access to digital books and audiobooks, recorded music, and films.

**Resource Sharing**

The Jones Library participates in several cooperative resource sharing networks, including CW MARS, a consortium of over 150 libraries with over 8 million items; the statewide Commonwealth Catalog; and a nationwide interlibrary loan program. Purchase of specialized materials already held by university or college libraries is avoided unless justified by recurring demand. No attempt is made to offer textbooks if those materials lack general interest.
Suggestions for Purchase
The Library welcomes suggestions for purchases from members of the community. Suggestions may be made to Library staff or online via a form on our website. All suggestions are subject to the same selection criteria as any other materials.

Gifts and Donations
All items become property of the Jones Library. The decision to retain items is made by designated Library staff who evaluate them by condition and other selection criteria. The staff does not provide a financial estimate of any gifts’ worth for tax deductions or other purposes, but will provide a receipt of those items received if requested by the donor. Financial donations for materials are welcome. The Library will evaluate whether to accept funds in instances where additional restrictions have been placed upon them.

Retention and Withdrawal of Materials
In order to maintain a collection of current and relevant Library materials that meet the needs of Amherst-area residents, Library staff assess materials for retention. The standards and criteria employed for retention decisions include:

1. Condition
2. Demand
3. Accuracy or currency of information
4. Availability elsewhere
5. Number of copies in the collection

The Library strives to ensure that discarded Library materials are handled in an environmentally responsible manner.

Responsibility for Selection
The Jones Library Board of Trustees delegates to the Library Director the authority and responsibility for selection and management of all collections within the framework of this policy. The Library Director entrusts these responsibilities to professional staff who are responsible for collection management.

Reconsideration of Library Materials
Jones Library cardholders who are concerned about the appropriateness of a particular item in the collection are encouraged to speak with Library staff for more information about the item and its place in the collection. An official request for the Jones Library to reconsider materials must be made in writing using the Jones Library’s Request for Reconsideration of Library Materials form, which is available in the office. The Director will review the title, meet with staff, and meet with the individual(s) to review the complaint, and then will make a written ruling that is in accordance with the Collection Development Policy. If unsatisfied, the individual(s) may pursue the complaint with the Board of Trustees by making a written request to the Board. A ruling by the Board of Trustees is final.

Library employees are protected by Chapter 322 of the General Laws of Massachusetts, which states that no employee shall be dismissed for the selection of Library materials under an approved policy that is in accordance with the standards of the American Library Association.