



**Collection Development Policy**  
6/22/2016

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**1. Community and Library Description:**

Norfolk is a residential community that has recently experienced rapid growth, but still retains characteristics of a small New England town. The town encompasses 15 square miles and has 10,981 residents according to the latest US census. The public Library has made every effort to keep pace with a community that has nearly doubled in size over the past 30 years.

The Library's primary role is the provision of formal education support services to the student population. A secondary role is to provide popular materials to children and adults of all ages; from preschoolers to retirees.

The mission of the Norfolk Public Library is to serve the educational, informational and recreational needs of the community. The Library plays a role in providing Library and media services in the public schools and provides services to young children, students, adults, and retired persons. As an informational resource, the Library and its staff seek to enhance access to large amounts of materials through active links with other libraries, the Massachusetts Regional Library System, use of electronic resources, and development of the Norfolk Library's own permanent collections. Additionally, it is recognized that a significant part of the Library's high per capita circulation is in the area of

recreational/popular materials. The Library continues to make available popular Library materials in all relevant media.

## **2. Purpose and Responsibility:**

Collection development is the responsibility of the Library Director and Library staff in accordance with policies established by the Board of Library Trustees. This Collection Development Policy provides guidance in the selection of materials and informs the public about the principles upon which selections are made. This statement was approved and adopted on March 23, 1994 and reaffirmed by the Board of Library Trustees on March 15, 2016, which assumes full legal responsibility for all policies stated herein.

The Collection Development Policy of the Norfolk Public Library does not exist in a vacuum, but rather is a product of a balanced philosophy, reflecting knowledge of the community and its needs and resources, a variety of review sources, and an evaluation of materials in relationship to the overall mission of the Library. The Collection Development policy provides an objective and rational means of guiding and examining collection development and a consistency that supersedes individuals of the staff and Board of Library Trustees.

## **3. Intellectual Freedom:**

As a basis for formulating this policy, the Board of Library Trustees subscribes to the Library Bill of Rights, the Freedom to Read Statement, Free Access to Libraries for Minors: an Interpretation of the Library Bill of Rights, and supportive documents of the American Library Association. Further, the Norfolk Public Library affirms its belief in the following basic principles:

3A. As a responsibility of Library service, books and other Library materials selected should be chosen for values of interest, information and edification of all members of the community. In no case should materials be excluded because of race, nationality, or the social, political, or religious views of authors.

3B. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our time. No Library materials should be proscribed or removed from libraries due to partisan or doctrinal disapproval.

3C. It is essential in a free society to provide equal access to all Library materials. No restrictions are placed on what anyone may read. Well-intentioned individuals or groups may occasionally question the inclusion of an item in the collection because of fear or doubt about the effects of the material on impressionable persons. Although this concern is understandable, the risk to society is far greater if public access to ideas and information is restricted. Neither an individual, group, nor the Library staff or Board of Library Trustees has the right to decide what others may or may not read.

3D. The Library staff does not remove materials from its shelves at the request of any individual or group. In addition, Library staff and the Board of Library Trustees will oppose coercion on the part of any individual or group seeking to have materials added to or removed from the collection that are contrary to the Collection Development policy.

3E. In the maintenance of their responsibility to provide public information and enlightenment, censorship should be challenged by libraries.

3F. The rights of an individual to use the Library shall not be denied or abridged owing to age, race, religion, national origins, or social or political views. Unrestrictive selection policies, developed with care for the principles of intellectual freedom and the Library Bill of Rights shall not be vitiated by administrative practices that would serve to restrict any person's use of the Library collections or services.

#### **4. Statement of Concern About Library Material:**

Anyone wishing to express concern about any Library material may file an inquiry with the Library Director. The person must fill out a Request for Reconsideration of Library Material. This form may be obtained in person at the Library. The Director, in consultation with the appropriate staff member(s) will then re-examine the item in question. A decision on the inquiry around the item for inclusion in the Library collection will be made on the basis of the Collection Development Policy. The Director's decision may be appealed to the Board of Library Trustees, who shall be the final authority.

#### **5. Service Goals:**

The following guiding principles have been adopted by The Board of Library Trustees:

- **support of the right of creative writers to depart from conventional standards,**
- **promotion of understanding of our society and world, and**
- **preservation of freedom of thought, information, and intellectual inquiry.**

The Board pledges to ensure Library materials are available for the educational, informational, recreational, and inspirational needs of the community. Ownership of Library material does not however constitute endorsement of the content, ideas or points of view contained in any material.

The Library aims to make the collection easy to use, without reluctance or embarrassment on the public's part in seeking materials, and to serve all members of the community efficiently, pleasantly and without discrimination. For these reasons, the collection is on open shelves, arranged to provide maximum self-service.

No materials are removed from open shelves or kept in restricted areas due to controversial nature, or because they are more suitable for one age level than another, nor because their subject matter, viewpoint, or treatment may be distasteful to certain individuals or groups.

No person may use their personal prejudices, tastes, or moral standards to interfere with free and convenient access to materials.

**Exception to Restricted Area Policy:** Valuable books and other forms of media may be kept in closed shelving for safety or security reasons.

#### **6. The Selection Process:**

Collection development decisions are made on the basis of staff judgment and expertise, and by evaluating reviews in Library reviewing journals and other Library selection tools. Factors used in the selection process includes:

- popular demand,
- community needs and interests as determined by Library use,
- current interest and usefulness,
- cost,
- physical characteristics and quality of the item, and
- availability through other sources such as the SAILS Network, Massachusetts Virtual Catalog, or the Inter-Library loan network of the Massachusetts Regional Library System.

The Library collection contains materials representing various viewpoints on public issues of a controversial nature. The selection of material does not constitute an endorsement of content or viewpoints expressed therein. Selections are made solely on merits of the material in relation to the collection and user needs. Inclusion of materials is based on quality of the material and community needs.

#### **7. Collection Development for Children and Young Adults:**

Both juvenile and young adult materials are selected with the same care and judgment as adult materials. The collection is carefully chosen for children of all ages and abilities, with emphasis on materials that educate and entertain, stimulate the imagination, develop reading ability and enable children to learn about the world around them. Materials are purchased in both print and non-print formats.

The Library maintains a collection of materials specifically selected for young adults. Materials are selected as a bridge to the adult collection. Novels and recreational materials are selected based on their special appeal for this age group. In general, this is a browsing collection.

The Library is committed to developing a collection of materials that support the local school district curriculum. Children and young adults are not limited to the special collections provided for them. Rather, they are encouraged to make full use of the entire collection to the extent that their interests and capabilities allow.

## **7A. Self-Published Books**

In the interest of supporting the Norfolk community and providing a place for residents to share their work and find the work of community members, the Norfolk Public Library accepts donations of self-published materials. Self-published materials will be considered for admission to the collection under the following conditions:

- Materials are donated, and have an editor or a professional literary agent.
- Materials are in a format suitable for circulation.
- The author provides a copy of one positive review from a trade publication. Examples of trade publications are:
  - Published paper review journals, such as Library Journal and Booklist
  - Newspapers, such as the New York Times and Wall Street Journal
  - Professional journals, such as Nature

The following review sources are ineligible for use during consideration:

- Blogs.
- Websites without a paper component.
- Self-written reviews.
- Unsourced reviews.
- Reviews written by friends or relatives.

Authors residing in the Town of Norfolk are eligible to have their donated materials considered for admission to the general, local history or special collections, without professional review. Local authors wishing to donate a self-published book are requested to provide two copies; one to be autographed by the author and placed in the non-circulating collection, and another to be placed in the circulating collection.

Print-on-demand titles are added only when they meet the general collection development criteria.

Self-published materials are weeded from the collection under the same guidelines as the general collection.

## **8. Use of Materials:**

The entire collection is available to all community residents and registered borrowers. Materials are not marked or identified to show approval or disapproval of contents, nor are they marked to restrict their use by ages. High-value materials are sequestered only to the extent necessary to protect them from damage or theft.

Responsibility for use of materials by children and young adults rests with their parents or legal guardians. The selection of material for the adult collection and access to the collection is not restricted by the fact that children may obtain materials their parents or guardians consider to be objectionable.

## **9. Scope of the Collection:**

The scope of the collection recognizes two main service roles; that of a popular materials Library, and an education support center.

The **Popular Adult Collection** highlights genres and topics for which local interest and need is known to exist. These areas include current, high-interest fiction, biographies of popular figures, self-help, cooking and crafts, home-repairs, how-to material, and other high demand non-fiction.

The **Popular Juvenile Collection** focuses on highly recommended picture books for pre-schoolers and on popular reading of standard titles by school age children.

The **Education Support Collection** focuses on curriculum related (non-textbook) materials for the Norfolk Public Schools and King Philip Regional School District.

In order to meet the diverse needs and interests of all residents, the Library provides materials in a variety of formats including print materials such as books, magazines and large print editions, as well as non-print materials including audio books, videos, and music. The library also hosts electronic databases and participates in a collective resource through SAILS that provides downloadable audio and e-books.

Since it is not feasible for a small Library to individually own a balanced, comprehensive collection sufficient to meet all community needs, the Library is a member of the SAILS Network and the Massachusetts Regional Library System. The Library supplements its collection with materials borrowed from these sources. In addition, requests for materials not available in the collection may be obtained through the Virtual Catalog and Inter-Library loan.

## **10. Weeding the Collection:**

In order to maintain a collection that is current, reliable, in good condition, well used, and relevant to community needs and interests, materials are withdrawn on a systematic and continuing basis.

Materials are discarded when they are judged to be dated, inaccurate, seldom used, in poor condition or otherwise no longer fit to maintain.

The criteria used in material selection also applies to the process of material withdrawal. Materials withdrawn from the collection are disposed of in a manner consistent with their quality and condition. Materials removed because of dated content or poor condition are not imposed on other libraries or institutions.

## **11. Donations**

Donations are accepted with the understanding they may or may not be added to the collection. Donated materials, including titles new to the collection are subject to the same selection and weeding practices as materials purchased by the Library. Donors are required to complete and sign a Donation of Materials Agreement and Receipt.

## **12. Guidelines for Acceptance of Donated Materials:**

Donations are accepted under terms of the Donation of Materials Agreement. Materials acceptable for donation include print and commonly recognized digital media. Materials must be in good and useable condition. Materials that have been altered, manually annotated or otherwise changed from the form or content of their original publication may be subject to additional review by library staff before a determination is made as to acceptability for addition to the collection. Under no circumstance shall the Library be obligated to accept a donated item, nor shall it be obligated to add a donated item to the collection. Items contaminated by insects, mold, mildew or hazardous materials are not accepted for donation. Further, the Library cannot accept duplicated materials in any format that would imply a violation of copyright law.



**Donation of Materials Agreement and Receipt**

I am donating the following materials to the Norfolk Public Library to be used as may needed for its collection, to be given to the Friends of the Library for resale, or to be disposed of in any suitable manner. I understand that by signing this form I relinquish ownership of these materials and that materials donated will not be returned to me, even if they are not added to the Library's collection. I further certify the materials I am donating are not duplicated in violation of copyright law, are not contaminated with insects, mildew, or mold, and do not contain hazardous materials.

Date \_\_\_\_\_

Donor Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Number Of Items	Type of Materials (use reverse side for additional space) (Books, paperbacks, magazines, videos, etc)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Donor Signature

Library Staff Signature

The Norfolk Public Library gratefully acknowledges your gift. Assessment of value for tax purposes is performed at donor discretion.





## **Appendix A: Request for Consideration of Library Materials**

6/22/2016

### **Introduction**

A singular obligation of the public library is to reflect within its collection differing points of view on controversial or debatable subjects. The Norfolk Public Library does not declare particular beliefs or views, nor does the selection of an item express or imply an endorsement of the author's viewpoint. Library materials will not be marked or identified to show approval or disapproval of the contents.

Comments from members of the community about the collection or individual items in the collection frequently provides librarians with useful information about interests or needs that may not be adequately met by the collection. The Library welcomes expression of opinions, but will be governed by the library's Collection Development Policy in making additions to or deleting items from the collection.

Individuals who wish to request the consideration of library materials for addition to the collection are required to put their request in writing by completing and signing the form attached entitled "Request for Consideration of Library Material." Upon receipt of this formal written request, the Library Director will determine if addition of the specified material is consistent with the Collection Development Policy and financial resources of the Library. Once a determination has been made, the Library Director will notify the requestor in writing of the decision.

*Before completing this form, please check the online catalog to determine if the material is available through SAILS or the Commonwealth Catalog. Please suggest only titles not currently in the catalog.*



**Appendix A: Request for Consideration of Library Materials**

6/22/2016

Author/Producer Name: \_\_\_\_\_

ISBN: \_\_\_\_\_

Publisher: \_\_\_\_\_

Title of Item: \_\_\_\_\_

Date/Edition: \_\_\_\_\_

Format: Book \_\_\_ Magazine \_\_\_ Audiobook \_\_\_ DVD \_\_\_ Music CD \_\_\_ Other \_\_\_

Requestor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code \_\_\_\_\_

Library card number: \_\_\_\_\_

Audience: (Please check one): Adult [ ].....Young Adult [ ].....Children [ ]

Price: \_\_\_\_\_

Source of information (Amazon, book review, media, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please give this form to any member of the Library staff. Thank you

----- **Library Use Only** -----

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**Received by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Library Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Requestor notified in writing on (date):** \_\_\_\_\_

**Library Director Signature:** \_\_\_\_\_



## **Appendix B: Request for Reconsideration of Library Materials**

6/22/2016

### **Introduction**

A singular obligation of the public library is to reflect within its collection differing points of view on controversial or debatable subjects. The Norfolk Public Library does not declare particular beliefs or views, nor does the selection of an item express or imply an endorsement of the author's viewpoint. Library materials will not be marked or identified to show approval or disapproval of the contents.

Comments from members of the community about the collection or individual items in the collection frequently provides librarians with useful information about interests or needs that may not be adequately met by the collection. The Library welcomes expression of opinions, but will be governed by the library's Collection Development Policy in making additions to or deleting items from the collection.

Individuals who wish to request the reconsideration of library materials are required to put their request in writing by completing and signing the form attached entitled "Request for Reconsideration of Library Material." Upon receipt of this formal written request, the Library Director will add the request to the agenda of the next regular meeting of the Library Board of Trustees, whose decision will be final.

The Library Director will communicate the decision of the Board of Trustees, and the reasons for it, in writing, to the person who initiated the request for reconsideration.

Before completing this form, it is helpful to be familiar with the following documents.

- **American Library Association's Library Bill of Rights**

<http://www.ala.org/advocacy/intfreedom/librarybill>

- **American Library Association's Freedom to Read Statement**

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>



**Appendix B: Request for Reconsideration of Library Materials**  
6/22/2016

Author/Producer Name: \_\_\_\_\_

Publisher: \_\_\_\_\_

Title of Item:  
\_\_\_\_\_

Call Number: \_\_\_\_\_ Date/Edition: \_\_\_\_\_

Format: Book \_\_\_ Magazine \_\_\_ Audiobook \_\_\_ DVD \_\_\_ Music CD \_\_\_ Other \_\_\_

Requestor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code \_\_\_\_\_

Whom do you represent ?

Myself [  ]

An organization (name) \_\_\_\_\_

Other group(name) \_\_\_\_\_

**1. Did you read, view, or listen to the entire work or part of the work ?**

All [  ] Part [  ]

**2. What parts did you read, view, or listen to ?**

**3. To what portion of the work do you object? (Be specific; cite pages, sections etc.)**

**4. In your opinion, is there anything good about this work ?**

**5. What do you feel might be the result of reading or viewing this work ?**

**6. What action would you like taken about this material ?**

**7. Which title would you suggest as a substitute ?**

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Please give this form to any member of the Library staff. Thank you.

----- **Library Use Only** -----

**Received by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Library Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Date of next regular Board of Library Trustees meeting:** \_\_\_\_\_

**Decision of Library Board of Trustees: (to be filled in by the Clerk)**

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**Clerk signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Requestor notified in writing on (date):** \_\_\_\_\_

**Library Director Signature:** \_\_\_\_\_

Adopted 3/29/94, 3/19/2014, 10/15/2014, 3/16/2016, 6/22/2016