



## ***COLLECTION DEVELOPMENT POLICY***

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### **A. Objectives**

The purpose of the Norwood Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of published materials, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs. The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Norwood Public Library Board of Trustees and are integral parts of the policy. The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

### **The Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of “age” reaffirmed January 23, 1996.

## **B. Responsibility for Selection**

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Norwood Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

## **C. Criteria for Selection**

1. The main points considered in the selection of materials are:
  - a. individual merit of each item
  - b. popular appeal/demand
  - c. local interest/heritage
  - d. suitability of material for the clientele
  - e. existing library holdings
  - f. budget

2. Reviews are a major source of information about new materials. The library director considers a variety reviews when selecting materials to add to the collection, including *Library Journal*, *School Library Journal*, *Kirkus*, and *Publishers Weekly*.

3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title that is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

## **D. Interlibrary Loan**

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Norwood Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

## **E. Gifts and Donations**

The Norwood Public Library encourages and appreciates gifts and donations. The same criteria of selection which are applied to purchased materials are applied to gifts. When a patron offers to give books, magazines, or audiovisual materials to the library, the following guidelines apply:

1. The library will accept donations of hardcover and/or paperback books and audiovisual materials if they are in very good condition. Donations may be added to the library's collection or marked for sale in the Friends of the Library's bookstore and book sales. The library reserves the right to withdraw donated materials from the collection according to the weeding standards of this policy.
2. The library does not accept the following materials:  
Textbooks

Reader's Digest Condensed books  
News magazines  
Jigsaw puzzles  
Musty-smelling or mildewed items  
Torn or worn out books  
Soiled books  
Water-damaged books  
Sewing patterns  
Books that have been written in or highlighted  
Books with old or dated information (e.g. travel guides, encyclopedias, medical & health info, etc.)

Self-published materials: donations of self-published materials must meet the same standards for addition to the Library's collection as any other materials. While the Library appreciates all gifts and donations, it is not possible to add every item to the permanent collection.

Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor. Donors who wish to receive acknowledgment of the gift of materials shall provide name and address and the number of items donated.

## **F. Weeding**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

Standards for weeding include, but are not limited to, condition of an item, whether it contains outdated information, the ephemeral or popular nature of an item, information superseded by new editions, circulation statistics, and the availability of the item or similar items through our interlibrary loan network. Responsibility for selecting materials to withdraw rests ultimately with the library director.

## **G. Potential Problems or Challenges**

The Norwood Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children. Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

## **H. Challenged Materials**

Although materials are carefully selected, differences of opinion may arise regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a

“Challenged Materials” form which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Norwood Public Library Board of Trustees.

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