

# The Norfolk Library

## Collection Development Policy

### Introduction

The Norfolk Library is a free, non-sectarian public library whose mission is to enable learning and literacy, promote culture through the arts, and encourage the sharing of ideas. The Collection Development Policy of the Norfolk Library provides guidance, within budgetary and space limitations, for the growth and development of a useful collection of materials for the information, enrichment, and entertainment of its users. Every effort will be made to provide the community with a collection that reflects a wide range of views, opinions, and interests; that increases social awareness; and that encourages the free expression of ideas that is essential to an informed citizenry.

The development of the collection is based on the principles of intellectual freedom adopted by the American Library Association as expressed in its *Freedom to Read* and *Freedom to View* statements and in its *Library Bill of Rights* (adopted June 18, 1948; amended February 2, 1961, June 27, 1967, and January 23, 1980, by the ALA Council) which states:

- 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.
- 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.

The Norfolk Library is committed to the principles of equity, diversity, and inclusion. We recognize and embrace the strengths of our differences and celebrate the diversity of viewpoints that make up our global community. We strive to develop a collection that is reflective of these ideals.

### Selection of Materials

The Library's collection consists of books and other materials in a variety of formats: print, DVDs, audiobooks, electronic media, equipment, Museum Passes, Library of Things. Items in the collection are owned or licensed by the Library and made available to the public at no cost. Overall responsibility for selection of materials rests with the Library Director. In order to build and maintain a high-quality collection, the Library applies the following general criteria when considering materials for acquisition:

- Public demand, interest, or need
- Accuracy and timeliness of materials
- Cultural significance and critical acclaim

- Literary merit
- Relevance to the local community
- Favorable assessment by reputable critics, reviewers, or organizations in professionally recognized publications
- Prominence and credibility of author and publisher
- Availability and affordability
- Diversity of viewpoints and experiences expressed in an accurate and informative manner.
- Materials in very specialized areas and/or of a highly technical nature may not be selected unless community demand for the item is significant.
- Textbooks will not be included in the collection unless they provide information not otherwise available.
- Present and anticipated community needs and interests as well as items of historical interest will be taken into account during the selection process.
- Self-published books by local or Connecticut authors will be considered for the collection if they meet the Library's standards of quality and are deemed to be of suitable interest to the public.
- Materials should be durable, meet basic production standards, and be capable of withstanding reasonable public use.
- Materials will be selected without regard to the race, religion, or lifestyle of the author or creator.
- Suggestions by patrons are always welcome and are given serious consideration. Should the Library decide not to purchase the suggested item, we will attempt to obtain it via Inter-Library Loan.

### **Youth Selection Guidelines**

The children's collection (print books, audiobooks, DVDs, magazines) offers developmentally appropriate materials that meet the informational and recreational needs of children ages birth through twelve. Some materials in the children's collection may not be considered appropriate by all adults for all children. Only a child's parent or caregiver can decide what is suitable for that child to read.

The following general criteria are applied when considering materials for acquisition:

- The collection should represent a diversity of views and expressions.
- Professional review sources deem materials appropriate and relevant.
- Major factors that influence the selection of materials include content, literacy merit, artistic quality, originality, creativity, accuracy, objectivity, relevance to the needs of the community, local interest in subject or author, popular demand.

The Young Adult collection offers developmentally appropriate materials that meet the informational and recreational needs of preteens and teenagers ages twelve to eighteen. The collection should be relevant and represent a diversity of views and expressions. Some materials

in the Young Adult collection might not be considered appropriate by all adults for all teenagers. Only each teen and their parent or caregiver can make that decision.

### **Controversial Materials**

The Library provides materials representing a wide variety of opinions and perspectives. Materials of a controversial nature will be eligible for inclusion in the collection, if the above selection criteria are met. Inclusion does not imply the Library's endorsement of the author, publisher, or subject matter, but rather allows for their free expression.

### **Digital Materials**

Electronic materials include databases, e-Books, e-Audiobooks, and downloadable and streaming media. Criteria used in selecting digital resources include ease of use, vendor reputation and customer service, availability for remote access, and cost. The Library recognizes that it does not have the same control over some electronic databases as it has over in-house materials. Some materials available in a broader digital collection might not be considered appropriate by all adults for all children. Only each child and their caregiver can decide what materials are suitable for that child to read or view. It is the responsibility of the caregiver to ensure appropriate access to broader digital collections.

### **Collection Maintenance**

To keep the collection fresh and relevant, it is regularly evaluated. Responsibility for the maintenance, replacement, and weeding of materials rests with the designated professional staff under the overall direction of the Library Director. Weeding is performed as a regular, ongoing process. Weeded materials may be sold, donated, or disposed of as the Library deems appropriate. Materials of local historical significance are usually spared weeding even if they meet the criteria below.

Withdrawal from the collection is based on the following criteria:

- Items are worn, stained, or damaged beyond repair. Items withdrawn for reasons of condition will be considered for replacement.
- Items are out of date, contain inaccurate data, or are not historically significant.
- New, more current, or more comprehensive resources are available.
- Duplication
- Low circulation

### **Gifts**

Gifts of materials will be accepted by the Library within the following guidelines:

- Materials obtained as gifts must meet the standards of Materials Selection.
- Gifts become the sole property of The Norfolk Library. Materials may be added or withdrawn as deemed necessary and without consulting the original donor.
- The library staff reserves the right to add only selected items from a donation.

## **Use of Materials**

- Generally, materials will be available to any member of the community. No item will be sequestered except for the purpose of protection from damage or theft.
- Access to books on our Upper Level are restricted to staff only, but are generally available to be checked out depending upon condition. Some items are available for in-house use only.
- Selection will not be inhibited by the possibility that materials intended for an adult audience may come into the possession of minors. Responsibility for the use of library materials by minors rests with parents or legal guardians.

## **Request for Reconsideration**

The choice of library materials by users is an individual matter. Responsibility for the reading materials of children and teenagers rests with their parents or legal guardians. While a person may reject materials for themselves or for their children, they cannot exercise censorship to restrict access to the materials by others.

Patron requests for reconsideration of materials shall be made in writing and given to the Library Director for a written response. The Director will make a determination regarding the request for removal based on the guidelines outlined in this policy. Appeals will be directed to the Library Board of Trustees for the final decision.

## **Special Collections**

The Historical Collection is housed in the Rare Book Room. The materials (print books, periodicals, photographs) do not circulate, although some of the books are available in digital format. The Library is committed to preserving its history and the history of the town as reflected in its Historical Collection. Unless it is related to the history of the Library, donations of historical materials are redirected to the Norfolk Historical Society.

The Frederick Sprague Barbour Collection consists of imprints and books on hunting and fishing. It is housed in the Rare Book Room.

Because some of the books in both collections are in fragile condition and of irreplaceable value, supervised access to the Rare Book Room is by permission of the library staff.

Approved by the Library Board 6/9/2001

Revised and approved by the Library Board 10/27/2023

**NORFOLK LIBRARY  
P.O. Box 605  
Norfolk Ct.  
06058**

**Director:  
Ann Havemeyer**

**Telephone: 860 542-5075**

**Request for Reconsideration of Library Materials:**

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Material Format** \_\_\_\_\_

**Title** \_\_\_\_\_

**Author** \_\_\_\_\_

**Publisher** \_\_\_\_\_

**Year** \_\_\_\_\_

**Have you read, viewed, listened to the work in its entirety?** \_\_\_\_\_

**Explain why or why not.** \_\_\_\_\_

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

**What do you find objectionable about this item? Please be as specific as possible and cite pages or indicate parts of the program in your explanation.**

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

**Please indicate if there is any value contained within the item in question. If so, what part of the community might benefit from it?**

---

---

---

**Do you represent a group of individuals or is this an independent objection?**

---

**What is your main concern as an outcome or result of reading, viewing said material?**

---

---

---

---

**Have you read and do you understand the Library Bill of Rights? \_\_\_\_\_**

---