

## **COLLECTION DEVELOPMENT AND MANAGEMENT POLICY**

### **Purpose Statement:**

The Norwalk Easter Public Library provides a collection of materials that support the broad range of cultural, educational, informational, and recreational needs and interests of its customers and the community.

The collection is free of censorship and accentuates the public's freedom of choice, which is essential to a public library in a democratic and open society. The wide diversity of thought found in the collection reflects the library's policy on intellectual freedom and is not an endorsement of any viewpoint, ideology, or philosophy.

The principles of the American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements are endorsed and followed by the library.

### **Responsibility for Materials Selection**

The Norwalk Easter Public Library Board of Trustees delegates the responsibility for the selection and management of library materials to the library director. If deemed necessary, this responsibility may be shared with staff members who possess education or training in the principles and practices of materials selection. The director is ultimately accountable for all acquisitions and has the authority to reject or select any material contrary to the recommendations of the staff.

### **Selection of Materials**

The library is committed to provide materials in a wide variety of formats and to respond to changes in available formats to providing materials in print, non-print, and electronic formats that are of permanent value, of contemporary significance, or of special interest to the community. A variety of collection development resources are consulted and specific guidelines and criteria are considered when selecting materials.

#### Collection Development Resources:

- Professional and trade journals
- Publisher's catalogs and promotional materials
- Reviews in newspapers, magazines, broadcast media, and other reputable sources
- Local publications
- Bibliographies and lists

## Selection Guidelines

- Items are judged based on the total effect of the material, not on the presence of words, phrases, or situations that might be objectionable.
- The selection process is not governed by the possibility that minors might obtain materials their parents consider inappropriate. Parents or guardians are responsible for the reading, viewing, and listening habits of minors.
- Special requests by patrons are welcome. Although requests are strongly considered based on the library's selection guidelines and criteria, the library assumes no obligation to purchase any item.

## Selection Criteria

The following criteria will be used to identify if an item should be added to the Norwalk Easter Public Library Collection. Does it provide or have...

- Artistic, literary, historic, and/or scientific merit
- Present or potential relevance to community need and/or demand
- Clarity of presentation and accuracy of information
- Reputation, authority, and/or competence of author, publisher, or producer
- Amount of similar materials already in the collection
- Favorable reviews
- Strengthens a specific collection
- Quality, durability, and format is appropriate for library use and multiple circulations
- Price, in relation to total budget
- Availability of shelf space

## De-selection of Materials

The de-selection of materials—weeding—is an integral component of collection development. The systematic removal of materials that no longer contribute to the value or purpose of the collection is essential to maintaining an up-to-date, attractive, and useful collection. Age, content, condition, or frequency of use primarily determines if an item should be withdrawn.

## Disposition of Materials

Library staff decides the disposition of materials that do not contribute to the purpose of the library's collection. Weeded or donated materials may be sold for the benefit of the library, transferred to other government institutions, or disposed of if condition warrants.

## Statement of Concern about Library Materials

The role of Norwalk Easter Public Library is to provide opportunities that will allow individuals to freely examine subjects and make their own decisions. While patrons are free to reject for

themselves what they do not approve of, they cannot exercise this right of censorship to restrict the freedom of access to others.

The library board and director are aware that patrons may take issue with the inclusion of specific items, programs, or practices, and they welcome the expression of concern by patrons. Patron concerns will be dealt with promptly and courteously as detailed in the following process. The library board and director will only consider those concerns brought by library cardholding residents of the City of Norwalk, rural Warren County, or of a city that is contracting with Norwalk Easter Public Library.

Concerned patrons are encouraged to contact the library director to arrange to discuss these issues. Should that discussion prove unfeasible or fail to address the patron's concerns, they may complete and submit a "Statement of Concern about Library Resources" form (available from the director).

After receipt of a "Statement of Concern about Library Resources" form, a committee will be formed consisting of a least two board members, the director, and two library professionals whose job description includes responsibilities relevant to the patron's concern.

The committee will thoroughly review the material in question, consider the patron statement, and send a recommended response to the entire board of trustees.

The board of trustees will approve or reject the committee's recommendation at the next regularly scheduled board meeting.

Please note this board meeting will be conducted in open session and the "Statement of Concern about Library Resources" form will be made public.

The decision of the Norwalk Easter Public Library board is final. A written Statement of Concern about a specific title may be submitted no less than five years from its previous submission date.

The director will respond to the patron in writing to explain the board's decision.

Adopted by the Norwalk Easter Public Library Board of Trustees February 10, 2003

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