



Norton Public Library
Collection Development Policy

Background information:

The Town of Norton is a growing community with 19,031 residents as of the 2010 Federal Census. The town was founded in 1710 and consists of 29.4 square miles in Bristol County. The government is an open town meeting with an elected five member Board of Selectmen. There are three elementary schools, one middle school and one high school. Wheaton College, a four-year liberal arts college, is located in Norton.

The Norton Public Library was founded in 1878 from a gift of Eliza Wheaton. The present building was finished in 1991 and is a brick structure of 12,000 square feet with room for expansion in the attic area. There are 69,462 volumes in the Library and the annual circulation is 87,065 for our 10,379 patrons. The Norton Public Library is a member of the SAILS library network connecting us with access to the materials of 70 other libraries within the system.

Mission Statement and goals: Lifelong learning – the hub of the community

“The Norton Public Library exists to provide a patron-friendly environment where people of all ages can find resources on a broad array of topics to support their desire for informal learning and recreational enjoyment, where they can gather information on personal, work, or school-related topics, and where they can interact with others during meetings and programs. We see the Library as the “hub” of the community: bringing the community into the Library and the Library into the community.”

- The Library provides free library service to all residents of the Commonwealth of Massachusetts, with special emphasis and considerations given to the needs of Norton residents. This means maintaining a well-balanced and extensive collection that includes educational as well as recreational materials.
- The Library provides people with information for managing their lives, responds to the independent learning and information needs of all ages, and supports educational endeavors for all ages.
- The Library provides people with recreational reading for enriching their lives, with special emphasis on nurturing a love of reading in young children.
- Collection development is always influenced by the principles of intellectual freedom as set forth in the First Amendment of the Constitution of the United States of America. In the interest of protecting the individual’s right to access to materials, the Norton Public Library supports the following documents:

- The [First Amendment](#) to the U.S. Constitution.
- The [Library Bill of Rights](#) - Adopted June 19, 1939, by the ALA Council; amended 1996.
- The [Freedom to Read Statement](#) - Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended 2004.

Responsibility for Collection Development

The responsibility for Collection Development of the Norton Public Library ultimately rests with the Board of Trustees. The Board then gives the Director, Information Services Librarian, and Youth Services Librarian the responsibility for the selection of the material. The Director will allocate the budget as he/she sees fit and will review this funding yearly.

Selection Process

Factors: Collection development decisions are made on the basis of staff judgment and expertise, and by evaluating reviews in library journals and other library selection tools. The selection process may also include bookstores, media, and online interest groups. Also shaping the selection process are space considerations and the availability of desired items in other lending library collections.

The Library considers all acquisitions, whether purchased or donated, in terms of one or more of the following:

Criteria for Selection:

- Available funding of materials budget
- Supports the mission and goals of Library
- Supports the informational, educational, and recreational needs of our patrons
- Popular demand
- Current usefulness or interest or importance and relevance to the collection
- Community and school needs
- Authority and accuracy
- Current issues and usefulness
- Price and availability of publications
- Format, durability and ease of use
- Suitability for Library population
- High standards of quality in content and physical characteristics

Formats:

All formats (including hardcover, paperback, large type, magazine, newspapers; audio-visual media: DVD, Blu-ray, cd, book-on-cd, videogame; downloadable media: books, music, and magazines; online databases, software access, kits and other realia) will be selected under the above criteria if the Library and its patrons indicate a need or desire for them. Multiple copies of items in different media are an acceptable choice at times.

Special Collections:

The Library maintains a collection of materials relevant to the history and genealogy of Norton, Massachusetts, and New England.

Professional Resources:

The Library subscribes to and uses "Library Journal," "Booklist," and "School Library Journal" as review sources. Other available bibliographies and selection tools are also used.

Requests:

Patron requests will be considered based on how they meet the selection criteria for all other materials.

Collection Development for Children and Young Adults

An effort is made to assemble materials that complement the curriculum and homework needs of students through elementary, junior and senior high school.

The collection for children is carefully chosen with the emphasis on materials that entertain, stimulate the imagination, develop reading ability and enable children to learn about the world around them. Materials are purchased in print and non-print formats including, but not limited to books, magazines, DVDs, CDs, videogames, kits and audiobooks.

The Norton Public Library maintains a collection specifically selected for young adults as a bridge to the adult collection. A browsing collection of novels and recreational materials including non-print formats are selected for their special appeal for this age group. An effort is made to provide titles that appear on school reading lists.

Deselecting Process

In order to maintain a collection, which is current, reliable, in good condition, well used, and which relates to the needs and interests of the residents, the process of deselecting or weeding should be done on a systematic and regular basis by the Library staff that does the selecting. Material is withdrawn using the CREW method which provides guidance for weeding based on usage, material condition, age, and the general need factors for each type of work. Materials are candidates for weeding if they are factually inaccurate, worn or damaged (beyond mending or rebinding), superseded by a new edition or better title on the subject, of no discernible literary or scientific merit, unused, and/or irrelevant to the needs or interests of the Norton community. Duplicate titles no longer in demand should be withdrawn.

Weeded materials are given to the Friends of the Norton Public Library for their book sale if the materials are in good enough condition for resale, except in certain circumstances where the discarded material can be used by another library, educational institution or non-profit organization. Outdated materials with no remaining value are discarded. Identifying barcodes and library identifications are removed when possible. The Library uses the "Criteria for Selection" in deciding whether to purchase replacement copies.

Gifts

Gifts or donations that enhance the collection according to the guidelines of “Criteria for Selection” may be added to the collection. Not all gifts will be recommended for retention. Gifts or donations that are accepted for retention will be assigned to the appropriate area of the collection at the discretion of the collection librarians. Patrons seeking guidance regarding gifts will be advised by the Director and appropriate collection librarians. Gift plates are available for memorials or celebratory gifts.

The Library will not appraise gift materials for tax purposes. The Library will, upon request of the donor, provide a written receipt of the gifts indicating only the number of items and general description of the materials.

Controversial Materials: Intellectual Freedom

The Norton Public Library does not promote particular beliefs or views. Rather, it provides a resource for the various opinions which apply to important, complex, and controversial questions. Language, situations, or subjects which may be offensive to some community members do not disqualify material which, in its entirety, is judged to be of value. Materials are not marked or identified to show approval or disapproval of contents. It is the view of the Trustees that responsibility for children’s reading rests with their parents or legal guardians. The selection of materials for the collection is not restricted by the possibility that children may obtain materials their parents consider inappropriate.

The Library makes an attempt to judge materials on the whole, not on an isolated part. Any patron who feels that an item is inappropriate may ask for a “Request for Reconsideration of Library Materials” form. The item will be reviewed by relevant staff, taking into consideration professional reviews, and the Director will determine the Library’s official response.

Revision of the Policy

This policy will be reviewed by the Director and revised as he/she deems time and circumstances demand. The Board of Trustees votes to approve any changes.

Approved by the Norton Public Library Board of Trustees 6/11/2013