

Collection Development Policy

This document serves three purposes:

- To provide transparency about the professional ethics and standards that inform our collection decisions
- To guide library staff in the selection and deselection of materials
- To establish a procedure that empowers community members to suggest changes to the collections and efficiently allots staff time and taxpayer money in the reconsideration of materials that have already undergone the professional selection process

Philosophical Foundations and Intellectual Freedom

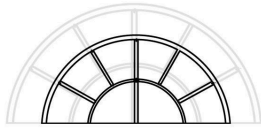
Norton Public Library's collections will reflect a diversity of thought and experience. The Library strives to provide materials that act as “mirrors, windows, and sliding glass doors” (see Appendix B) for our users, and to that end, we offer materials that represent a range of races, cultures, genders, sexualities, religions, ages, and abilities. Free access to these materials is meaningful and significant to users in our community and thus must be protected.

All materials will be freely and easily accessible to the public. The Library espouses the American Library Association's Freedom to Read Statement (see Appendix B), which affirms that “the freedom to read is essential to our democracy” as well as the Freedom to View Statement (see Appendix B), which states that the “freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States” (see Appendix B). Users are free to select or reject for themselves, or for the minors in their care, any item in the collection; responsibility for a minor's selection or reading rests solely with their parent or guardian. Children and teens are not limited to use of the materials from the children's and teen collections, and selection will not be inhibited by the possibility that minors may access items geared toward adults.

The Library will not restrict public access to ideas and information. Some users or groups may find materials offensive because of individual perceptions of profanity, sexuality, social and political ideas, religious viewpoints, or because of the background of the author. Although the Library understands these concerns, we adhere to the American Library Association's Code of Ethics (see Appendix B), which “affirm[s] the inherent dignity and rights of every person,” and providing equitable access to inclusive collections reflects that commitment.

Selection

Library staff who manage collections use their academic training, professional judgment, and years of expertise in the continuous cycle of review, evaluation, and weeding that sustains a useful, current, diverse, and enjoyable collection for our community. Sources for selection decisions include, but are not limited to: professional and popular media reviews, publisher and vendor catalogs, and user requests



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and recommendations. We evaluate each title as a whole, rather than on the basis of specific passages or parts, and we aim to place titles in the collections where they'll be easiest to access by the intended audience. We take into account many factors, presented below in no particular order.

Selection Considerations

- Community interests
- Anticipated demand
- Physical space limitations and availability of specific or similar material elsewhere in the library network
- Acquisitions procedures and available funding
- Format, durability, and ease of use
- Style, clarity, presentation
- Accuracy of material
- Author's reputation, credentials, and lived experience as related to the topic of the work
- Attention of critics and reviewers, award nominations, inclusion in bibliographies
- Contribution to the diversity and scope of the collection
- Supports our stated Mission, Vision, and Values (see Appendix A)
- Relevance to current or recent events
- An informational level that is accessible to nonprofessionals

Please note: an item need not meet all of these standards to be included in the Library's collection. No single selection criterion will apply to all materials, and various criteria carry different weights in different circumstances.

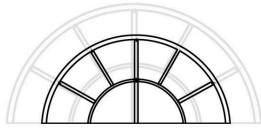
Requests for Purchase

Users are welcome to suggest materials for purchase. The Library will consider requests using the selection considerations listed above.

Access to Other Collections

If a requested title is not available through other libraries in the SAILS Library Network and does not meet the standard for purchase, library staff will try to procure the title in the most efficient manner, which may be any combination of the following actions:

- Send a request to the statewide Commonwealth Catalog (ComCat).
- Send a request to the nationwide Interlibrary Loan (ILL) network.
- Search for the title in a different format (print, digital, audio).



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Deselection

To maintain a useful, current, diverse, and enjoyable collection for our community, library staff regularly undertake the process called weeding, which is as important as the original selection of items, and the same criteria are applied. Removing items that no longer meet our collection goals and standards on a regular basis frees up the physical space to offer new materials that better serve the needs of our community. Items that have been removed from the collection may be sold for the benefit of the library by the Friends of the Library. Unsold items may be given away for charitable purposes or recycled.

Digital Resources

The digital resource collection includes ebooks, e-audiobooks, streaming video/films, online newspapers magazines, reference databases, language learning resources, and online and distance education learning resources. These digital resources fall into two categories: owned materials and accessed materials. Staff librarians will assess owned material using the selection considerations listed above.

Many of the accessed resources we offer are curated by third-party sources, and as such Norton Public Library does not control the content. In addition, some resources are provided by the SAILS Network and overseen by the SAILS Board of Directors. Where needed, we will advocate for a digital collection that meets the standard laid out in this policy. We evaluate digital resources annually to determine ongoing need for the collection.

Accessed material will undergo additional considerations, including:

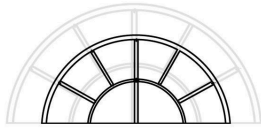
- Cost
- Ease of Use / Accessibility of platform
- Accessibility to users (on site and/or remote access)
- Availability from contracted vendors
- Need or interest from the community
- Terms of licensing agreements

Self-published materials

Self-published and independently published titles are subject to the same selection considerations as all other materials. Local authors' works, if accepted, are integrated into the general collection.

Works of nonfiction will not be considered without accompanying professional reviews, excepting artistic works such as poetry, drama, and memoir (which are generally shelved with nonfiction materials).

Additionally, the Library will not provide professional reviews, promotion, or marketing of an author's work.



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Local History Collection

The Local History Collection offers new and historic materials that document the history of Norton and the surrounding area. Works of significant local and historical value may include but are not limited to: materials by and about the people of Norton, Norton High School yearbooks, maps, Annual Town Reports, street listings, vital records, local government documents, environmental studies, cemetery maps, photo albums and scrapbooks, ephemera, activities of town organizations, clubs, and institutions, and genealogical information. The Local History Collection also includes local historical newspapers, including *The Norton Patriot* and *The Norton Mirror*.

Additions to the Local History Collection will be considered on a case by case basis with an eye toward preserving the region's social, civic, religious, economic, and cultural life, past and present. From time to time, library staff will evaluate the Local History Collection, and some items may need to be deaccessioned from the collection. The Library will offer the deaccessioned materials to other institutions if appropriate, sell the items, or discard them.

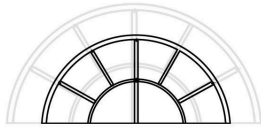
Donations to the collection

The Library reserves the right to decline gift offers that do not meet the Gift and Donation Policy (see Appendix C) and the selection considerations listed above. Gifts that are out of scope or which require more resources to preserve and make available than the Library can provide will not be accepted.

Anyone wishing to make a memorial donation may donate funds to purchase library materials. Donors may request a general subject area or format for the donation. Materials will be chosen by the Library Director or designated staff member in accordance with the selection considerations listed in this policy.

Requests for Reconsideration

Norton residents with concerns about a particular title may submit a Request for Reconsideration. The Request will be presented to the Library Director, who will consult with the appropriate department head to conduct a review of the material in accordance with the selection considerations listed in this policy. The Library Director will respond with a decision in 30 business days. While the title undergoes the review process, it will remain available to the public in its usual place in the collection. The resident may appeal the decision once, at which point the Board of Trustees will review the Library Director's decision and give a final decision on the Request for Reconsideration. To preserve staff time for other public needs, once the final decision is made, a title will not be eligible for reconsideration for a period of three (3) years.



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Appendices to Collection Development Policy

Appendix A: NPL Mission, Vision, and Values Statements

Mission Statement

The Norton Public Library exists to provide a warm, welcoming environment where people of all ages have easy access to materials and services for informal lifelong learning, personal growth, and recreational enjoyment. The library is the heart of the community, and offers a place where people can gather, share, create, and connect with others.

Vision Statement

The Norton Public Library strives to be a vibrant community center which transforms lives by inspiring personal growth, lifelong learning, sharing, creativity and connections. The library serves as a cornerstone for our community's social, cultural and economic well-being.

Values Statement

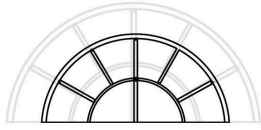
Library staff and the Board of Trustees value free and equitable access to information, responsive and inclusive public service, community collaboration, and a unified and empowered community.

Appendix B: Foundational Documents

- [Library Bill of Rights](#)
- [Freedom to Read Statement](#)
- [Freedom to View Statement](#)
- [Code of Ethics](#)
- [First Amendment to the Constitution of the United States of America](#)
- [Mirrors, Windows, and Sliding Glass Doors: Essay from Dr. Rudine Sims Bishop](#)

Appendix C: Library Policies & Documents

- [Gift & Donation Policy](#)
- Request for Reconsideration Form (see below)



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Request for Reconsideration of Library Materials

All Requests for Reconsideration are received by the Norton Public Library Director. Submissions will be reviewed in accordance with the library's Collection Development Policy and the principles in the ALA's Library Bill of Rights, Freedom to Read, and Freedom to View statements.

While the title undergoes the review process, it will remain available to the public in its usual place in the collection.

The Norton Public Library will not accept requests for reconsideration from individuals who are not residents of the Town of Norton, Massachusetts. Anonymous submissions will not be reviewed.

Name: _____

Date: _____

Contact Information (choose preferred contact method)

Phone number: _____

Email address: _____

Mailing address: _____

Do you represent yourself or an organization (name)?

Resource on which you are commenting:

Title: _____

Author/Creator: _____

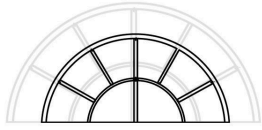
____ Book ____ Video ____ Magazine ____ Audio Recording ____ Newspaper

____ Online resource ____ Other (please specify) _____

Have you read the Norton Public Library's Collection Development Policy?

Yes ____ No ____

Policy and forms updated and approved 7/23/24



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What brought this title to your attention?

Did you read/watch the entire title? If not, which parts did you review?

What in the title do you object to? Please be specific and cite pages where appropriate. (Be as comprehensive as possible. Feel free to use additional pages if needed.)

Are there titles(s) you suggest that would provide additional information and/or other viewpoints on this topic?

What action are you requesting the Library consider with this title?

The Library Director will respond with a decision in 30 business days. The resident may appeal the decision once, at which point the Board of Trustees will review the Library Director's decision and give a final decision on the Request for Reconsideration. To preserve staff time for other public needs, once the final decision is made, a title will not be eligible for reconsideration for a period of three (3) years.