

The Norwin Public Library Collection Development Policy

Adopted by the Board of Trustees February 13, 2023

PURPOSE: A collection is defined as an accumulation of objects gathered for study, comparison or exhibition. Norwin Public Library's collection consists of a wide diversity of materials that have been accumulated to accommodate patrons' interests. The purpose of the policy is to describe the nature of the Library's collection and to provide guidance and direction to the Library staff for the development and maintenance of the Library's collection. The continuous review of library materials is necessary as a means of maintaining an active library collection of current interest to users.

STATEMENT OF POLICY:

1. MISSION AND STATEMENT OF PURPOSE

1.1. The Norwin Public Library provides informational resources, programs, and services for personal and professional enrichment, life-long learning, and the enjoyment of all citizens and for the betterment of the community.

1.2. It recognizes that the freedom to read is essential in a democracy, and it subscribes to the Library Bill of Rights and to the Freedom to Read Statement adopted by the American Library Association, June 25, 1971. The Library recognizes the attached interpretations of the Library Bill of Rights as guidance for carrying out the Bill of Rights. Norwin Public Library additionally respects the confidentiality of all patron records.

1.3. In order to meet this mission, the Norwin Public Library's collection will provide a wide range of materials, in a variety of formats, for users of all ages and educational levels, as well as a diversity of interests, backgrounds and experiences.

2. MATERIALS NOT COLLECTED

2.1. Due to finite resources, there are certain materials that the Norwin Public Library does not specifically collect:

2.2. Rare books. Since it is the public Library's function to make materials available to all users, the Norwin Public Library does not collect rare or unusual materials that require special handling or would be of a very limited use to our patrons, with the exception of materials that are of a specific significance to the history of the Norwin area.

2.3. Textbooks. Although school and college libraries are the primary resources for students, students at all levels of formal education make up a large part of the Library's patronage, and the Library recognizes students' needs in selecting materials. Textbooks may, however, be added in those subject areas where there is little or no material in any other form or in those

instances where they substantially add to the collection or if provided by the Norwin School District to support their students.

2.4 Obsolete Formats: Formats that have been superseded by more commonly used technologies, such as VHS and Beta videotapes, audiocassettes, etc. are not actively collected.

3. SELECTION CRITERIA

3.1. The Norwin Public Library selects material for its collection in accordance with professionally accepted guidelines. The Library will attempt to represent all approaches to public issues of a controversial nature. The Library does not sanction particular beliefs or views, nor is the selection of any given item equivalent to an endorsement of the author's viewpoint. If a scarcity of information in a particular subject area exists, material in that area may be selected, even though it does not meet the usually applied standards.

3.2. The selection of materials is governed by the Library's general objectives, its assessment of the community's present and future needs, its recognition of and cooperation with other libraries accessible to residents, and the limitations of space and budget.

3.3. Nonfiction Criteria. The Library acquires materials of both permanent and current interests in all subjects, based upon the merits of the work in relation to the needs, interests, and demand of the community. Each item is evaluated in its entirety and not on the basis of a particular section. While a single standard cannot be applied to each work, the following general criteria are to be considered when selecting materials for purchase:

- Authoritativeness of the writer and reputation of the publisher
- Accuracy of information and clarity of presentation
- Appropriateness and relevance of subject to the Library's users
- Historical significance
- Organization and style appropriate to the material and to the Library's users
- Quality of illustrations
- Special features, such as bibliography and index
- Cost
- Publication date

3.4. Fiction Criteria. The Library aims to provide a variety of types of fiction and satisfy readers of differing tastes, interests, educational backgrounds and reading skills. There is no single standard by which to judge fiction, which is a form of imaginative literature. In the case of fiction, the following criteria will be considered:

- Popular demand
- Reputation of the author and publisher
- Appropriateness to the Library's users
- Importance as a document of the times
- Relationship to the existing collection and to other titles and authors dealing with the same subject
- Interest and originality of the plot
- Interest and development of the characters
- Style of writing

- Literary merit
- Cost
- Part of existing series

3.5. Periodicals. Periodicals are publications issued and received on a regular basis. They form an important part of the Library's research collection and are intended to complement the book collection. The Library does not subscribe to highly specialized technical periodicals or to professional journals other than those in the field of library science. Periodicals are selected according to the following criteria:

- Cost
- Popular demand
- Whether the periodical has local or regional interest
- Whether a subject area needs to be expanded to help balance the collection

3.6. Electronic and non-print media. Electronic resources include, but are not limited to, citation or full-text databases, DVDs, books on CD, and eBooks and downloadable audio. The following criteria is considered for electronic resources:

- Compatibility with available equipment and/or existing operating systems
- Ease of use by Library patrons, including enhanced searching capabilities
- Price of print format versus electronic
- Authority and accuracy
- Anticipated demand by Library users
- Maintenance requirements and updating of database
- Licensing fees and usage restrictions

4. SELECTION PROCESS

4.1. Responsibility for Selection. The Board of Directors approves the Collection Development Policy for the Norwin Public Library. The responsibility for administering this policy rests with the Director. The Librarians under the direction of the Director coordinate the actual selection of materials.

4.2. Community Participation. Involvement by the community in the selection process is encouraged. Several mechanisms are provided for this purpose:

4.2.1. Reserve Requests. The general public may reserve currently checked out circulating materials at the circulation desk or through the online catalog. The Library may consider adding duplicate copies to satisfy the expressed demand.

4.2.2. Purchase Suggestions. Library users are encouraged to suggest titles and/or subjects that they would like to see in the collection. A suggestion form is available at the circulation desk for this purpose. In such cases, the stated selection criteria will be taken into account.

4.2.3. Reconsideration of Library Materials. There may be occasions when a member of the community may be concerned about a particular item in the Library's collection. If a patron wishes the Library to reconsider material that is in the collection, a form is available at the circulation desk. This form must be completed in its entirety and returned to a Library staff member or to the Director. Once the form is received, the Director will review the request, referencing the criteria used in selecting the item, its place in the collection, and reasons for including the item in the collection. The director will then contact the patron with his/her

decision.

4:2.4. If the Library user is not satisfied at this level, they will be invited to attend the next regularly scheduled meeting of the Board of Directors. The Board, after hearing the complaint, may either wish to appoint a special review committee or recommend a policy regarding the item in question. In either case, a letter will be sent to the Library user informing him or her of the Board's decision.

4.3. Selection Tools. Professional staff members are expected to read the current Library and review journals in order to suggest materials for purchase. These journals include among others Publisher's Weekly, Library Journal, Kirkus Reviews, Booklist, School Library Journal, and The Hornbook. In addition, librarians should be aware of materials that are being reviewed in other sources, such as the major national newspapers, local publications, and the weekly news magazines, as well as the broadcast media. Since the majority of published materials are not reviewed in the standard selection tools, publishers' catalogs and bookstores may be potential sources of information about this type of elusive material.

5. COLLECTIONS FOR DIFFERENT AGE GROUPS

5.1 Picture Books. The Picture Book Collection is comprised of picture books of interest to all ages. Because illustrations are the predominant feature, they are generally designed for adults to read to children. Although most picture books are intended for the young child, there is a growing number of picture books that are specifically written and illustrated for the older child.

5.2. Easy Readers. Easy Readers are intended for kindergarten through early third-grade readers. A controlled vocabulary, large print, heavy use of illustrations, and a limited number of pages characterize them.

5.3. Juvenile.

5.3.1. Fiction. This collection serves students from late second grade through eighth grade. The books feature age-appropriate vocabulary and subject matter.

5.3.2. Nonfiction. The Juvenile non-fiction collection includes materials to serve the information needs of preschoolers, elementary-age, and middle school students. The subject matter, vocabulary, organization and scope must be age-appropriate.

5.4. Young Adult Fiction and Non-Fiction. The Young Adult collection is comprised of popular fiction targeting high school students in the ninth through twelfth grades who could be as young as fourteen and as old as eighteen. Other determining factors for inclusion in this collection are: materials that are clearly reviewed and/or labeled as young adult, characters are of high school or college age, and the theme or subject matter is of interest to and intended for young adults. The Young Adult nonfiction collection is integrated in the Adult non-fiction collection.

5.5. Adult Fiction and Nonfiction. The Adult collection includes fiction and non-fiction titles for adults of all ages and reading abilities.

6. GIFTS AND MEMORIALS

6.1. Library materials donated to the Library and books given as memorials must meet the same standards as other materials selected for inclusion in the Library's collection. If a donated item is not added to the collection of the Norwin Public Library, it may be given to another Library or to the Friends of the Norwin Public Library to sell as part of their fund-raising efforts.

7. DESELECTION OF LIBRARY MATERIALS AND REPLACEMENT OF LIBRARY MATERIALS

7.1 Deselection. Deselection of Library materials, or weeding, is an integral part of collection development. An active and continuous deselection program is essential in maintaining a viable and useful collection. Materials are withdrawn from the Library's collection through systematic weeding or because of loss or physical damage. The following categories of materials should be considered for deselection:

- Worn or mutilated items
- Duplicate copies of seldom used titles
- Materials which contain outdated or inaccurate information
- Superseded editions of specific titles
- Materials no longer of interest or demand

7.2. Replacement. While the Library tries to maintain copies of standard and important works, it does not automatically replace all materials withdrawn due to loss or damage. Decisions concerning the replacement of individual items are based on the following considerations:

- Demand for the specific item
- The number of copies held
- The existing coverage of the subject within the collection
- The recency of its contents
- The availability of the title for reorder
- The cost of mending versus the cost of replacement
- Availability of the title from other libraries

8. CONSORTIUM, NETWORKING, AND COOPERATIVE AGREEMENTS

8.1 The Library will abide by any and all agreements into which it enters.

9. APPENDICES

9.1 Library Bill of Rights and Interpretations

<https://www.ala.org/advocacy/intfreedom/librarybill>