

City of Northfield, Minnesota	Policy Number: 7.04
LIBRARY	Adopted: FEBRUARY 1986
COLLECTION DEVELOPMENT & MANAGEMENT POLICY	Revised: 3/14/2012

PURPOSE

The purposes of this policy are to provide the public with an understanding of how decisions are made in selecting and managing the materials that make up the collection of this library and to provide the staff with principles and guidelines to aid in the selection and retention of materials. A policy cannot replace the judgment and training of librarians, but stating goals and indicating parameters will assist them in choosing from the wide array of available materials.

Free access to information and ideas is of importance to all citizens. Therefore, the Northfield Public Library incorporates as part of this policy the Library Bill of Rights, adopted by the Council of the American Library Association, on January 23, 1996.

www.ala.org/advocacy/intfreedom/librarybill and the Freedom to Read Statement as revised June 30, 2004. www.ala.org/offices/oif/statementspols/ftstatement/freedomreadstatement

DEFINITIONS

The word "materials" as it is used in this policy has the widest possible meaning; it is implicit that every format is included: printed or in manuscript; photographed or otherwise reproduced; recorded or transmitted and stored digitally.

Selection means the decision either to add materials to the collection or to retain materials already in the collection. Selection does NOT mean recommendation.

De-Selection is the process of removing materials from the collection. (See section below for criteria.)

PRINCIPLES AND GUIDELINES FOR SELECTION AND DE-SELECTION (WEEDING)

- The Northfield Public Library will always seek to select materials of varying complexity and format because it has a potential public which embraces a wide range of ages, educational backgrounds, interests, reading skills and, in some cases, languages. The Public Library will seek to identify and serve new populations as they move into the community.
- To build a collection of merit and significance, materials will be considered according to guidelines. All acquisitions, whether purchased or donated, are considered in terms of the same standards. We collect the best materials written for a general public, on all subjects and expressing all points of view, recognizing that some will be of lasting value and importance and some of transient interest and value. The degree of emphasis placed on any given subject depends on community interest and the reasonable availability of materials on the subject

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elsewhere, particularly at the college libraries and other SELCO libraries or through interlibrary loan.

- The Library Staff will be responsive to the changing nature of the way information and literature are created, disseminated, accessed and used. The Library Staff will also respond to rapidly changing demographics, as well as to the availability of new resources and technologies.
- Library staff will engage in an open and continuous communication with the community and other staff regarding the collection.
- One of the library's most important goals is that residents will have access to current, community-oriented and diverse collections of print and media. When the materials are of general interest and are likely to be used by a number of different residents, the staff will purchase materials in sufficient quantities to meet demand.
- Various restrictions may be placed on certain types of library materials to protect them from damage and theft and to insure their availability to others.
- The library attempts to meet the needs of the total community, recognizing that some materials may be controversial. It is the responsibility of the individual library user to choose those materials which suit his or her tastes and needs. Although users are free to reject for themselves materials of which they do not approve, they may not restrict the freedom of others to read what they desire.
- The responsibility for the materials used by children and young people rests with their parents or guardians. Inclusion of materials in the collection will not be inhibited by the possibility that such materials may be accessible to children and young people. Parents and guardians are encouraged to help their children select books and to guide those selections.
- Library materials are not marked or identified to show approval or disapproval of the contents. Materials are not stored out of the public area except for the purpose of protecting them from damage or theft, or because of space considerations.

Local Factors to Consider in Collection Development

- The presence in Northfield of two college libraries that make their materials available to the general public affects the collection development objectives of the Public Library in a variety of ways:

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- Experience tells us that about 25 % of our residents are likely to consider a college library their primary source of information and reading materials. At the same time they and their families are more likely than average to use the Public Library heavily for non-academic materials. Conversely, non-college-affiliated residents are not likely to make use of the college libraries' collections even though they are available under generous conditions.
- Therefore, the Northfield Public Library's collection development plan calls for emphasis on the kinds of materials that have appeal for the general public, with little duplication of college-held materials although some works standard to all libraries may be duplicated. With expensive reference materials and electronic resources, staff will make a special effort to avoid duplication although it should be noted that print materials at the colleges are more readily available to the citizens of Northfield than their electronic resources. In Northfield, where many residents with college ties are regularly published in professional journals, and/or have very specialized or technical interests, the Public Library will assume that these materials will be collected by the two college libraries. The Public Library will collect those items of general interest and those which pertain most strongly to the history of Northfield.
- The college archives are important sources for local historical information; the Public Library staff will avoid duplication of those resources which are especially appropriate to the college archives.
- Materials pertaining to local history and authors are given special consideration; however, the library is under no obligation to add everything about local history or everything produced by authors, printers, or publishers with local connections.

De-selection or Weeding Criteria

- Because of space considerations at the Northfield Public Library, staff must thoroughly weed the collection on an ongoing basis.
- De-selection will be done according to the following criteria:
 - Datedness
 - Condition
 - Use and community interest
 - Inclusion in standardized lists
 - Duplication in the collection
 - Availability of other materials on a subject

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Reconsideration of Library Materials

- The library will reconsider any materials in its collection upon written request of a patron. A request for reconsideration of an item in the library's collection will be reviewed first by the library staff member responsible for that part of the collection and then by the Library Director. The Library Director will respond to the patron within 10 working days. If the patron wishes to carry the reconsideration further, the Library Director will bring the request to the Library Board at its next regularly scheduled meeting. The Library Board's decision is final.

Final responsibility for the collection lies with the Director. The Director delegates to staff members the authority to interpret and guide the application of the policy in making day-to-day decisions. Unusual problems will be referred to the Director for resolution.

This statement represents the official policy of the Library Board. It is reviewed periodically as needed.

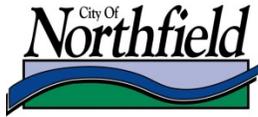
**Adopted by Northfield Public Library Board
February 1986**

**Reaffirmed by the Board of the Northfield Carnegie Library
May 1989
and
November 1993**

**Revised and reaffirmed by the Northfield Public Library Board
October 19, 1999**

**Revised and reaffirmed by the Northfield Public Library Board
March 14, 2012**

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NORTHFIELD PUBLIC LIBRARY

REQUEST TO ADD MATERIAL

Date: _____

Name: _____

Address: _____

Telephone Number: _____ E-Mail address: _____

Author, Performer or Producer: _____

Title: _____

Type of Work (circle):

Book Periodical DVD Music CD Audiobook E-Book

Other (describe): _____

Please answer the following questions:

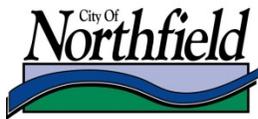
*What is the subject of the work?

*Have you read the book or magazine, seen the film, heard the recording or used the resource?

*Why do you think it should be added to the library?

* Do you know of any reviews? If so, give us as much information as possible about the reviews.

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NORTHFIELD PUBLIC LIBRARY

STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

This form is to be filled out and submitted to the Library Director who will consult with selection staff, gather information used for initial selection, make a decision regarding the concerns and respond in writing to the patron within 10 working days. During this period, the item will remain available for use by the public.

If the patron is dissatisfied with the Director’s decision, the issue may be referred to the Library Board for further consideration. The Library Board’s decision is final.

Date: _____

Name: _____

Address: _____

Telephone Number: _____ E-Mail address: _____

Type of resource on which you are commenting (circle the appropriate type):

Book Periodical DVD Music CD Audiobook E-Book

Other (describe): _____

Author, Performer or Producer: _____

Title: _____

Please answer the following questions:

What brought the title to your attention?

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Please comment on the resource as a whole as well those specific matters which concern you. (Please use the other side if needed)

What other informational materials could you suggest that would support your comments?