

Collection Development Policy - Morrill Memorial Library

Approved by the Board of Library Trustees September 10, 2024

Our Mission

The Morrill Memorial Library is a vital community center which provides innovative and effective services to all users to enrich their lives with cultural, educational and recreational programs and materials.

Our Vision

The Morrill Memorial Library will be a welcoming, inclusive hub accessible to all. Through strategic partnership with local organizations, the Library will anticipate and fulfill community members' aspirations.

Collection Development Policy Statement

The purpose of the collection development policy is to guide decisions about what books and materials to buy and remove, how to use resources, and plan for the future. This helps the Library build a collection that meets the cultural, educational, and recreational needs of the people of Norwood. The Library collects materials based on its goals and the needs of Norwood's diverse communities. The Library does not promote or oppose any specific viewpoint. Choosing materials does not mean the Library agrees with the content of views in those materials.

The Library is committed to buying materials broadly, making sure to consider the needs of underrepresented, underserved, and oppressed groups. The Library regularly looks at trends in the community to help decide what to collect. The Library also checks to make sure that the existing collections meet the community's needs.

The Library supports the right to access information freely and privately. It does not restrict what people can read or ask about. The Library does not take on parental responsibilities. Parents and guardians have the right and responsibility to guide their children's reading, listening and viewing choices.

The library follows the [First Amendment to the United States Constitution](#), the [Library Bill of Rights](#) adopted by the American Library Association, and the [Freedom to Read Statement](#) by the American Library Association.

Responsibility for Selection

Choosing what books and materials to add to the library is an ongoing process that requires professional judgment and experience. This helps meet the public's needs while making the best use of space, staff, and funds. The Library Director is ultimately responsible for selecting materials, working within the policies set by the Board of Trustees. The Director also delegates this task to library staff, who are supervised by Library Department Heads.

Criteria for Selection

Materials are chosen to meet the community's informational, educational, and recreational needs and interests. They represent different viewpoints on current and historical topics. Library staff select materials in various formats using published reviews, professional publications, and patron requests. General criteria for selecting materials include:

- Anticipated and popular demand
- Accuracy and currency of information

Collection Development Policy, continued

- Cost
- Historical and/or local significance
- Literary and/or artistic merit
- Significance, reputation and qualifications of the author or producer
- Relevance to the existing collection's strengths and weaknesses

An item does not need to meet all of these criteria to be selected. Local authors, self-published materials, and patron requests will be evaluated based on these criteria and the availability of materials in nearby libraries and the Minuteman Library Network. Library staff aim to represent a rich diversity of experiences in an inclusive collection, allowing Norwood residents to feel represented while also providing opportunities for learning and growth.

Materials in new formats will be considered when a significant portion of the local population has the equipment to use them. The availability of items in the format, the cost per item, and the Library's ability to obtain and circulate the items will also be factors in selecting new formats.

Collection Maintenance

A strong collection needs regular evaluation and maintenance. Materials are regularly removed from the collection when they are:

- Outdated or replaced by newer editions
- Infrequently used
- In poor physical condition
- No longer relevant

When removing materials, the Library will use the same criteria as for selecting materials. Removed materials may be sold to benefit the Library, donated, recycled or destroyed as the Library decides. Standards for material removal are detailed in the [CREW Manual](#) (see appendices).

Gifts/Donations

All donated materials must follow the [Library's Gift Policy](#).

Reconsideration of Material

The Library respects the right of individuals to question the inclusion of materials in the collection. Opinions can be submitted using the Request for Reconsideration of Library Material form at the end of this policy. Materials under review will stay available to patrons until a decision is made, and extra copies may be acquired if necessary for evaluation. Requests for Reconsideration are reviewed by the Library Director and staff. The Library Director will communicate with the Requestor after the review. If the Requestor wants, they can appeal in writing to the Board of Trustees for further review. Trustees meetings follow open meeting laws, and requests for reconsideration will be addressed publicly. Requests considered by the Library Trustees will become public documents, including the requestor's personal information. Library Trustee decisions are final and cannot be appealed. Once the Trustees have considered a request for reconsideration, they can deny further similar requests for the same material.

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The Library reports all formal material challenges considered by the Library Trustees to the Massachusetts Library Association's Intellectual Freedom and Social Responsibility Committee (IF/SRC). The IF/SRC records material challenges to document censorship attempts in Massachusetts. Data collected will also be shared with the Massachusetts Board of Library Commissioners and the American Library Association's [Office for Intellectual Freedom](#).

Appendices

- [Library Bill of Rights](#)
- [Freedom to Read Statement](#)
- [The First Amendment](#)
- [Mirrors, Windows, and Sliding Glass Doors](#), by Dr. Rudine Sims Bishop
- [CREW Manual](#)
- [Morrill Memorial Library Gift Policy](#)
- Request for Reconsideration of Materials form (attached)

Collection Development Policy, continued

Request for Reconsideration of Library Materials

The Trustees of Morrill Memorial Library have created a materials selection policy and a process for gathering input about specific items. Completing this form is the first step in that process. If you wish to request reconsideration of a resource, please return the completed form to the Library Director, Morrill Memorial Library, 33 Walpole St., Norwood MA 02062. You can attach additional pages if necessary.

Name _____

Date _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Do you represent yourself? An organization? (please name) _____

1. Material on which you are commenting:

Book / E-book Video / Movie Audio / CD Magazine / Newspaper

Digital / Online Resource Other (describe) _____

Title _____

Author/Producer _____

Intended audience / age group for material:

Preschool Elementary Middle School High School Adult (18+)

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the material? (please be specific, provide page numbers)

5. Are there materials you suggest to provide additional information and/or other viewpoints on this topic?

I acknowledge that I have fully read and understood the Morrill Memorial Library Collection Development Policy.