

## **11.03 COLLECTION DEVELOPMENT & MANAGEMENT POLICY LIBRARY**

**Enabling Legislation:** Library Board Action

**Date Adopted:** 02/86

**Revised:** 09/11/24, 5/14/2025

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### **PURPOSE**

Collection development is the ongoing process of assessing materials available for purchase or licensing and making decisions about the inclusion and retention of materials. This policy provides guidance, within budgetary and space limitations, for the selection and evaluation of materials to meet the needs and interests of the Northfield Public Library service area.

### **SCOPE OF COLLECTION**

The collection provides a broad array of circulating print and non-print materials that are selected to appeal to a diversity of tastes, interests, reading levels, and languages. The library collects materials appealing to the general public, with little duplication of college-held materials.

### **COLLECTION DEVELOPMENT AND MANAGEMENT CRITERIA**

To build a collection of merit, materials are evaluated according to one or more of the following criteria. An item need not meet all of these criteria in order to be acceptable.

#### **General criteria:**

- relevance to community needs
- contribution to the diversity and scope of the collection
- content created by and representative of marginalized and under-represented groups
- physical format that meets the needs of library users, including those with disabilities
- suitability of subject and style for intended audience
- cost
- contemporary significance
- relation to the existing collection
- relation to other material on the subject
- published evaluations, reviews, and awards
- requests by the public
- materials of local interest and/or written by local authors

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### **Special considerations for electronic information sources:**

- ease of use
- availability of the information to multiple, concurrent users
- technical requirements to provide access to the information
- technical support and training
- quantity and quality of titles available on the platform

### **COLLECTION RESPONSIBILITIES**

Staff responsibility for the collection rests with the Library Director, who operates within the framework of the Northfield Public Library's collection development and management policy. The director delegates staff members the authority to interpret and apply this policy.

The community has a role in shaping library collections by participating in the collection development process through suggestions, feedback, and use.

### **INTELLECTUAL FREEDOM**

The public library has an integral role in supporting an informed populace. To that end, the library provides an environment in which individuals can access information representing many different points of view on a variety of topics. The [American Library Association's Library Bill of Rights](#), [Freedom to Read](#) and [Freedom to View](#) statements guide the acquisition and management of collections and can be accessed through the library's website.

Collection development and management decisions are based on the merit of the work as it relates to the library's mission and its ability to meet the expressed or anticipated needs and interests of the community. Decisions are not made on the basis of any anticipated approval or disapproval of the material. The inclusion of an item in the library collection in no way represents an endorsement of its contents. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered except for the purpose of protecting them from damage or theft.

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The library recognizes that many materials may be controversial and that any given item may offend some people. Only individuals can determine what is most appropriate for their needs and can define what material or information is consistent with their values. Individuals can apply those values to the use of library materials only for themselves. Parents and legal guardians are responsible for their children's use of library materials.

### **INDEPENDENTLY PUBLISHED MATERIAL**

The Northfield Public Library often receives requests to include items in its collection that are written and/or published independently. NPL looks for material with local connections and collection relevance that will appeal to a wide audience. The best way to bring an item to the library's attention is through professional reviews.

### **Suggestions for Purchase**

The Northfield Public Library encourages input from the service area concerning its collection. A suggestion for purchase enables community members to request that a particular item or information about a certain subject be purchased by NPL. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection.

### **RECONSIDERATION OF LIBRARY MATERIALS**

**Access to library materials and rights are protected under [Minnesota Statute](#)**

**134.51.** Individuals residing in the legal service area of the Northfield Public Library may request reconsideration of a selection decision of library material by filling out a written "Statement of Concern" form, available [online](#) or by request at the Reference desk. The library director will respond in writing to an individual's written request after staff review. One form must be submitted for each item of concern. A title which has been reviewed will not be reviewed again before three years has lapsed since the last review. All requests for reconsideration are reported to Minnesota's Education Commissioner and the American Library Association's Office for Intellectual Freedom.

The Northfield Public Library Board, upon request, will hear appeals of the Library Director's written response. Appeals must be presented in writing to the library director at least ten days in advance of the next regularly scheduled meeting of the

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library board. To ensure adequate time for other business, the Library Board will consider no more than 1 appeal per regular meeting. Decisions on appeals are based on careful review of the objection, the material, and library policies, including: this policy, the Library Bill of Rights, the Right to Read and the Right to View, and the American Library Association's guidelines on intellectual freedom. The final decision on appeals rests with the Northfield Public Library Board.

Data provided on this statement of concern, including data about the requester, may be considered public data subject to the Minnesota Data Practices Act and/or may be disclosed to third parties.

### **COLLECTION MAINTENANCE**

Space is limited and new books are continually added to the collection, so it is important for the library to remove items that have become worn, obsolete, or infrequently used. Library staff evaluate the collection on an ongoing basis to remove or replace materials. Northfield Public Library reserves the right to determine when and how materials are removed, as well as what is done with the materials after removal.