



**HEPBURN**  
LIBRARY OF NORFOLK

**MATERIALS SELECTION, CENSORSHIP, CHALLENGED MATERIALS AND CHALLENGED MATERIALS FORM**

Adopted January 25<sup>th</sup>, 2010

Amended March 17<sup>th</sup>, 2021

**Objectives**

The purpose of the Hepburn Library of Norfolk is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Hepburn Library of Norfolk Board of Trustees and are integral parts of the policy.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

**Responsibility for Selection**

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Hepburn Library of Norfolk Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

**Criteria for Selection**

The main points considered in the selection of materials are:

- individual merit of each item
- popular appeal/demand
- suitability of material for the clientele
- existing library holdings
- budget

Reviews are a major source of information about new materials. The primary source(s) of reviews is (are) Amazon, Baker & Taylor, New York Times, Book List, Kirkus and Library Journal. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title that is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

**Interlibrary Loan**

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection. In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Hepburn Library of Norfolk agrees to lend its materials to other libraries through the same interlibrary loan network,

and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

### **Gifts and Donations**

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director/library manager if no specific book is requested. The Hepburn Library of Norfolk encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

### **Weeding**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director/library manager and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

### **Censorship**

The Hepburn Library of Norfolk has adopted the Library Bill of Rights, the Freedom to Read, and the Freedom to View Statements as approved by the American Library Association. The Library recognizes that many materials are controversial and that any given may offend some patrons. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the works in relation to the building of the collection and to serving the diverse interest of the users.

The Library recognizes that censorship is a purely individual matter and declares that while anyone is free to reject for him/herself any library material which he does not approve of, he/she cannot exercise this individual right of censorship to restrict from others the freedom to read or view.

The responsibility for the reading or use of library materials by children rests with their parents and legal guardians. Selection of library materials will not be inhibited by the possibility that books may inadvertently come into the possession of children.

### **Challenged Materials**

Should any patron of the Hepburn Library of Norfolk raise a question about any materials provided by the Library being in any way objectionable, the complainant must file a written complaint with the Library Director on a form provided for this purpose. The complainant must be properly identified before the request is considered. No action will be taken before the complaint is brought before the Board of Trustees. The written complaint will be presented to the Board of Trustees. The Board shall read and examine the challenged material, consider the specific objections to the material voiced by the complainant, weigh the values and faults of the material as a whole. The Board will, where appropriate, solicit advice or opinion from other library Directors, the North Country Library System, the American Library Association Office for Intellectual Freedom and the New York State Intellectual Freedom Committee. The Board shall issue a written report within ninety

days to the Director containing its recommendations concerning any complaint. The Director shall review the report of the Board and notify the complainant.

### Challenged Materials Form

The Board of Trustees of the Hepburn Library of Norfolk has established reconsideration procedures to address concerns about library resources. Completion of this form is the first step in those procedures.

If you wish to request reconsideration of library resources, please return the completed form the Library Director, Hepburn Library of Norfolk, P.O. Box 530, Norfolk, New York 13667

Date:		Name:	
Address:			
City:		State:	Zip:
Phone:(    )		Email:	
Which of the following do you represent? <input type="checkbox"/> Self <input type="checkbox"/> Organization:_____			
Resource which you are commenting: <input type="checkbox"/> Book <input type="checkbox"/> Library Program:_____			
<input type="checkbox"/> Audio <input type="checkbox"/> Video/DVD			
<input type="checkbox"/> Magazine <input type="checkbox"/> Newspaper			
<input type="checkbox"/> Other (Please specify):_____			
Have you examined (read/heard/seen) the material in its entirety? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Author:			
Title:			
Publisher/Producer:			
What brought this resource to your attention? _____ _____			
Is your objection to this material based upon your personal exposure to it, upon reports you have heard, or both? _____ _____			
What concerns you about the resource? Please cite specific passages, pages, etc. (use other side or additional pages if necessary) Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic? _____ _____ _____ _____			