

# Collection Development

(Revised & Approved 03-18-19)

The Perry County Public Library Board of Trustees is aware of the diversity of the county and the variety of reading materials needed to supply the dissimilar needs and wants of patrons.

A public library is a tax-supported institution, which has the responsibility of supplying books to all segments of the population.

The Perry County Public Library endorses the American Library Association's Freedom to Read statement, the Library Bill of Rights and the Freedom to View statement.

## Mission Statement

The Perry County Public Library... your source for information, entertainment, and education.

## Goals and Objectives for Collection Development

- \*To provide materials that meet patrons' interests and needs in a timely manner.
- \*To provide materials for programming to encourage and promote continued use of the library.
- \*To provide a broad based and diverse collection that can support the roles of the library as a current topics and titles center, a general information center, and a lifelong learning center.
- \*To strive to provide a balance of viewpoints on all subjects in its collections.
- \*To purchase content materials proportionate to levels of demand and use, taking care to respond to indications of significant new needs.
- \*To practice ongoing collection management, using output measures, reports from circulation figures, and other data for continuous collection evaluation.
- \*To remove worn, unused, obsolete, and outdated materials from the collection on a regular basis, except for older valuable materials which will be discarded as needed.
- \*To continue participation in cooperative development of shared resources within the Commonwealth of Kentucky.

## Selection of Materials

The Perry County Public Library strives to provide materials and services to support the information and educational needs of the citizens of Perry County. The primary objectives of the Perry County Public Library are to provide current topics and titles; provide general information; and provide lifelong learning materials to the public. These materials will be considered in the development of the collection and will receive priority in the allocation of resources and funds.

Selection and purchase of library materials rests with the library director who may

delegate some responsibilities to other staff members. Staff will adhere to accepted professional practices when making selection decisions. Foremost, the recreational, educational, and informational needs of the community will be considered in selecting materials.

Materials will be selected based on positive reviews in professional journals; actual examination and evaluation of materials; popular demand (bestsellers, school bibliographies, regional interest); existing library holdings; format of the item; remaining budget; or based on the professional judgment of the director and/or other library staff. Items that must be updated every year may be placed on a standing order list to ensure timely delivery. Textbooks will not be purchased specifically to support local curricula. Suggestions from the community for items to be considered for purchase are strongly encouraged, but materials must meet selection criteria.

Multiple copies of popular books (e.g. bestsellers, resume guides, tax preparation) may be purchased to meet demand. The library will attempt to have information available in a variety of formats: print; non-print; electronic (e-book, e-audio book, etc.); and digitized when available and practical. Video recordings will be selected for potential long-term use to meet general interests consisting of mainly current popular titles, nonfiction, and classic films. Other patron requests which do not meet selection criteria will be obtained through interlibrary loan.

#### Maintenance and Weeding (Deselection of Materials)

Weeding (also known as deselection) is an essential aspect of collection development. With rapidly changing information, it is especially important to keep the collection current and reliable; getting rid of the old is just as important as acquiring the new. Every library's print collection is limited by the space available to house it, and collections should change over time to reflect changes in the community and in the library's goals. Weeding is a periodic or continual evaluation of resources intended to remove items that are no longer useful from the collection. Sufficient reasons for weeding are:

- \*Relevancy of material (i.e. is there a newer, more up-to-date version available?)
- \*Physical condition of the item (old, worn-out, or damaged)
- \*Multiple copies of titles that are no longer in demand
- \*Insufficient use of an item
- \*Shelving constraints (limited space for materials)

Titles which meet the weeding criteria shall be removed from the collection. The final decision whether weeded titles are destroyed, discarded, or donated to other libraries rests with the Library Director, but may be delegated to qualified staff members.

### Censorship

The selection of library books and materials is predicated on the library patron's right to read, and similarly, his freedom from censorship by others. Many books are controversial, and any given item may offend some persons. Selections for the Perry County Public Library will not, however, be made on the basis of anticipated approval or disapproval, but solely on the merits of the material in relation to the building of the collection and to serving the interests of the readers. The Perry County Public Library holds censorship to be a purely individual matter and declares that – while anyone is free to reject for himself books and other materials of which he does not approve – he cannot exercise this right to censorship to restrict the freedom of others.

### Gifts

The Perry County Public Library welcomes gifts of new and used books, audio recordings, videos, and similar items. Items will be added to the collection in accordance with the selection policy of the library. Once donated, items become the property of the Perry County Public Library and may be given to other libraries and nonprofit agencies, sold, traded, or discarded if they are not added to the collection. Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift. The library will acknowledge receipt of donated items when requested but is unable to set fair market or appraisal values. It is recommended that the donor make a list of items donated. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value. The library also reserves the right to decide when a gift added to the collection must be withdrawn.

Monetary gifts, bequests, and memorial or honorary contributions are particularly welcome. Funds donated will be used to purchase items in accordance with the selection policy in the library. Books, videos, and other materials purchased with bequests and memorial or honorary contributions will be identified with special donor plates whenever possible. If requested, notification of memorial or honorary contributions will be sent to the family of the person being recognized. Suggestions for the subject areas or other areas of interest are welcome and will be followed to the extent possible.

Acceptance of donations of equipment, real estate, stock, artifacts, works of art, collections, etc. will be determined by the library board based on their suitability to the purposes and needs of the library, laws and regulations that govern the ownership of the gift, and the library's ability to cover insurance and maintenance costs associated with the donation.

### Request for Reconsideration of Materials

The Perry County Public Library welcomes comments and suggestions regarding

the continued appropriateness of materials in the collection, especially concerning outdated materials. Suggestions will be considered and utilized by the library in the ongoing process of collection development.

Individuals may take issue with library materials that do not support their tastes and views. Staff is available to discuss concerns and identify alternate materials that may be available. If a patron's concern is not satisfied through discussion with staff, a formal, written Request for Reconsideration of Materials may be submitted to the library director. Copies of this form are available at the main desk or from the director's office.

The Perry County Public Library is not a judicial body. Laws governing obscenity, subversive materials, and other questionable matters are subject to interpretation by the courts. Therefore, no challenged material will be removed solely for the complaint of obscenity or any other category covered by law until after a local court of competent jurisdiction has ruled against the material. No materials will be knowingly added to the library collection that have been previously determined to be in noncompliance with local laws.

For a Request for Reconsideration to be considered, the form must be completed in full. The patron submitting the request must be a resident of the Perry County Public Library's jurisdiction and hold a valid borrower's card. The director will respond in writing within thirty days of receipt of the patron's Request for Reconsideration. The response will indicate the action to be taken and reasons for or against approval of the request. An item will only be evaluated for reconsideration once in a twelve-month period.

### Reconsideration Procedures

#### Step 1:

(A): If the initial contact takes the form of a letter, the director will attempt to contact the individual, through correspondence, to provide the individual with a copy of the Request for Reconsideration form. The letter of transmittal will note that if the individual wishes further action, then a completed and signed form must be returned.

(B): If the concern is expressed in person, the initial contact staff shall take the patron to meet with the director. If the director is unavailable, the contact staff will advise the patron that the director is not in and say that the director will contact them as soon as he or she returns. The contact staff shall take the patron's name, address, and phone number. The director will contact the patron as soon as possible to discuss the complaint. If the patron wants to fill out a Request for Reconsideration form, the director will provide one. The patron will be given a copy of the completed Request for Reconsideration form with the date of its receipt by the director written or stamped upon it and signed by the director as having received the same.

**Step 2:**

Within thirty days after the receipt of the Request for Reconsideration form, the director will advise the patron in writing, at the patron's address provided on the form, as to what action will be taken by the director regarding the patron's request.

**Step 3:**

If the patron is not satisfied with the action taken by the director, he or she may request a reconsideration of the director's action by the Perry County Public Library Board of Trustees. Any such request must be in writing on the Request for Reconsideration form and delivered to the director. The Perry County Public Library Board of Trustees will meet with the patron within sixty days after receipt of any such reconsideration. The Perry County Public Library Board of Trustees will make a written decision within thirty days thereafter as to what, if any, action is to be taken.

## Request for Reconsideration Form

In order to accomplish the Library's mission of providing a diverse array of books and other materials, programs and services to meet the educational, informational, and recreational needs of residents of all ages, the library has developed a large and comprehensive general collection. Reconsideration procedures have been established so that residents of Perry County holding a valid library borrower's card may express concerns about resources which are included in the library's collection. Completion of this form is the first step in these procedures. If you wish to request reconsideration of library resources, please return this completed form to: Director, Perry County Public Library, 289 Black Gold Blvd., Hazard, Ky., 41701.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

Do you represent yourself? \_\_\_\_\_ your organization? \_\_\_\_\_

Relative? \_\_\_\_\_ Other Group? \_\_\_\_\_

1. Resource on which you are commenting:

\_\_\_ Book            \_\_\_ Library Program            \_\_\_ Newspaper

\_\_\_ Magazine        \_\_\_ Video                            \_\_\_ Audio recording

\_\_\_ Electronic information/network (please specify)

\_\_\_ Other \_\_\_\_\_

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

2. What brought this resource to your attention?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Have you examined the entire resource? If not, what parts?

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4. What concerns you about this resource? Please be specific. (Use other side if necessary)

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5. How does this material violate the Library's selection policies and criteria?

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6. What do you propose the library do with this resource?

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7. Have you seen any reviews of this resource?

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8. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

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Patron Signature

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Director Signature

Employer's Use Only

Date of initial request: \_\_\_\_\_

Date Director receives request: \_\_\_\_\_

Date Director responds to request: \_\_\_\_\_

(form 3-18-19)

## **The Library Bill of Rights**

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

## **Freedom to Read**

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they



can demonstrate that the answer to a “bad” book is a good one, the answer to a “bad” idea is a good one.

### **Freedom to View**

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to ensure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging a film, video or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public’s freedom to view.