

Charles M. Bailey Public Library Collection Development Policy

Approved by the trustees: 6/14/2010

Objective

The Charles M. Bailey Public library is committed to serving the informational, educational and cultural needs of all individuals in the community. The Library serves all people within the community regardless of age, race, or political views. Furthermore, the Library does not exclude items that are biased, partisan, or which may offend the tastes of some citizens, unless these items are below our general accepted standards of selection.

No employee may be disciplined or dismissed for the selection or rejection of library materials when judgment is made in good faith and in accordance with the written policy. Suggestions from patrons are welcome and will be considered using the same criteria as all other selections.

The Library supports the guidelines set forth by the American Library Association in its Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement and they are included in this policy.

Due to the limitations of space and budget, and the mass number of publications available, the library must have a selection policy that is aligned with community interest and needs. The collection development policy is to be used by library staff in the selection of purchases and donations, and will serve to acquaint the public with the principles of selection.

Responsibility for Selection

Patrons are invited to request the purchase of specific items by the Library. The ultimate responsibility for the selection of Library materials rests with the director and such members of staff who are qualified by reasons of education, training, and experience. Both the trustees and director have the authority to reject or select any item.

Criteria

The main points of consideration are:

1. Individual merit of each item
2. Popular appeal/patron demand
3. Local interest
4. Suitability of material for patron base
5. Existing library holdings
6. Budget
7. Evaluations in professionally recognized critical guides
8. Availability of material elsewhere
9. Permanent value as source material

The primary sources of reviews for the Bailey Public Library include, but are not limited to: Kirkus, Library Journal, Booklist and Horn Book. The lack of review or an unfavorable review is not reason enough for rejecting a title. Patron demand and local media for example, may override consideration of items.

The Library does not purchase out-of-print materials.

Textbooks may be added to the collection only if they provide the best, or only source of information on a subject, or to complement an existing area with another perspective.

Audio-visual material is added to the collection with consideration to patron demand and budget constraints. The Library acquires this material primarily in DVD format.

Audiobooks are also added to the collection with consideration to patron demand and budget constraints. The Library acquires this material primarily in CD format.

Children's materials are purchased by the same general principles that govern selection of adult materials.

Donations

The Library accepts donations of items with the understanding that they will be added to the collection only if appropriate and needed. The same criteria of selection, which are applied to regularly purchased materials, are applied to donations. If donations do not meet these criteria, they may be sold or otherwise disposed of. Textbooks, outdated encyclopedias, magazines, and damaged or worn items will not be accepted.

Weeding

The Library continually withdraws items from the collection, basing its policy on the elimination of outdated materials, materials no longer of interest or in demand, unneeded duplicates, and worn or mutilated material. Frequency of circulation, community interest, and availability of newer or more valid materials are prime considerations. Items dealing with local history are an exception, as are certain classics and award-winning children's books. Fiction that was once popular but no longer in demand, and non-fiction books that are no longer useful, are withdrawn from the collection.

Access

Full, confidential, and unrestricted access to information is essential for patrons to exercise their rights as citizens. The Library believes that reading, listening, and viewing are individual, private matters. While anyone is free to select or reject materials for themselves or their own minor children, the freedom of others to read or inquire is not restricted by staff or community.

Responsibility for the choice of material for minors rests with their parents or guardians. Selection of materials for the library collection is not restricted by the possibility that minors may obtain materials that parents consider inappropriate, nor are children limited to the children's collection.

Selection of Library materials by the Library does not mean endorsement of the views expressed in those materials.

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a Library should not be denied or abridged because of origin, age, background or views.
6. 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.

Adopted June 18, 1948 Amended February 2, 1961, June 27, 1967, and January 23, 1980
inclusion of "age" reaffirmed January 23, 1996 by the ALA Council.

THE 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 which are unorthodox or unpopular with the majority.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books 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 books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book 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 the 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 with any book the prejudgment of a label characterizing the book or 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.
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. Adopted June 25, 1953; revised January 28, 1972,

January 16, 1991 by the American Library Association Council and the Association of American Publishers Freedom to Read Committee.

FREEDOM TO VIEW

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest possible access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee 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 film, video and 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.

This statement was originally drafted by the Freedom to view Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.