

COLLECTIONS DEVELOPMENT POLICY

Mission Statement

The Adams Public Library System serves all people of the Decatur and Geneva communities by acquiring, organizing, and providing access and guidance to a wide variety of information and materials to help fulfill the intellectual, educational, social, and recreational needs of this community in an atmosphere that is welcoming, respectful, and businesslike.

Purpose

To meet service responsibility, the Adams Public Library System (APLS) established this *Collections Development Policy* to guide the staff in the process of selecting purchased, donated or leased library materials and to inform the public of the methods and criteria involved.

Goal of Library

In our democracy, libraries are concerned with the preservation of American freedoms through the development of informed and responsible citizens. To this end public libraries, specifically the Adams Public Library System, have the responsibility to:

- Provide objective materials in the areas of opposing viewpoints and controversy, representing all sides of these areas, that as citizens they may develop the practice of logical, critical thinking and evaluation. In case of children and youth, these materials should be chosen with careful consideration for their maturity level;
- Provide materials which are representative of many religious, ethnic and cultural groups and their contributions to our American heritage;
- Place principle above personal opinion, reason above prejudice, and judgment above censorship in this selection of materials of the highest quality in order to assure an objective appropriate for the users of APLS.
- Provide digital repository of local historical and archival materials.

An effort is made by the Library to share library materials with the local schools. APLS's collections function as a supplemental source, not a primary source, for students' and teachers' library purposes. APLS is a part of the public, academic, school, and special libraries connected with the Indiana State Library and a member of Evergreen Indiana. Interlibrary loaned library materials come from libraries within Indiana and all over the United States.

Library Materials

The phrase "library materials" as it occurs in this policy has the widest possible meaning, including printed materials such as books, magazines, newspapers, etc. and non-printed materials such as audio-books, compact discs, downloadable books and e-audio, online resources, digital images, etc.

Selection Responsibility

Operating within the framework of the *Collections Development Policy* adopted by the APLS Board of Trustees, the **ultimate** responsibility for the selection of materials rests with the Library Director. The actual materials selection will be done by the director and other qualified personnel.

It is the responsibility of the Library Director to include books and other items in APLS

collections which reflect a balance of the diverse viewpoints present in American and world thought.

The Library Director, with the aid of the staff, shall be free to use his/her own judgment in the withdrawal, retention, and selection of materials within the provisions of this *Collections Development Policy*.

Statements of Support

The Library subscribes to the principles of access contained in the *Library Bill of Rights* adopted by the American Library Association (Appendix A), the *Freedom to Read Statement* endorsed by the American Library Association Council and the American Book Publisher's Council (Appendix B), and the *Freedom to View Statement* adopted by the American Film and Video Association and endorsed by the American Library Association Council (Appendix C), and individual's right to access to ideas and information representing all points of view.

The Library strives to develop a workable collection of standard materials of permanent value and popular works of contemporary significance, striking an overall balance between public demand and diversity of material.

All materials added to APLS's collection shall be evaluated on the content of the whole, and not parts or detached excerpts. No book or other item will be excluded because specific words, passages, lyrics, pictures, or other parts of the item may prove offensive to some person or group if the item, taken as a whole, has merit to others in the community. No material shall be excluded because of the age, origin, background, or viewpoint of the creator. All books and other items selected for APLS's collections will have merit to people living in the local community.

All books and other materials in APLS's collections, with the exception of a few items from the collections which are, in the judgment of the Library Director, most liable to theft or mutilation, will be placed on open shelves or in an online environment where they will be easily available to every library patron. Those books or other items which are removed from the open shelves will be made available to every patron of APLS upon request.

The Adams Public Library System Board of Trustees, the Library Director, and library staff do not interpret their function to be the supervisor of public morals. The Board believes in the freedom of the individual and the right and obligation of the parents and guardians of minor children to develop, interpret, and enforce their own codes of acceptable conduct within their own households.

Library Materials Selection

Library materials are selected on the basis of citations and annotations in library periodicals; review and recommendations of professional reviewers; professional or other periodicals covering a special field; bibliographies by authorities in the library profession or other subject field; inclusion in the database of titles supplied by a vendor of library materials; patron recommendations; inclusion in reading lists from local schools, colleges and universities, and other educational and recreational organizations; and listings in publishers' catalogs.

The reference service keeps a record of the many questions and subjects asked by our patrons. From these questions and subjects we can determine which subjects and classifications are needed in comparison to what the Library already has in its collections. This is a very important help in acquisitions.

Main factors in selecting materials:

1. Current needs and interest of the community patrons
2. Relationship of the subject matter to the collection
3. Scarcity and availability of library materials on the subject – in the collection and in publication
4. Permanence or timeliness of the material
5. Ease of use by, and the appropriateness for, the intended audience
6. Social significance
7. Literacy or artistic merit of each individual item
 - a. Authority of author, editor, or illustrator
 - b. Standing and reputation of the publisher
 - c. Accuracy of information
 - d. Copyright date
 - e. Format and binding
 - f. Scope and coverage of material
 - g. Popular demand
 - h. Cost
8. APLS's existing collection, such as need of duplication
9. Sufficient funds (budget)
10. Quality it adds to the library's services
11. Sufficient space available to properly house the materials
12. Favorable review in one of the following selection tools:
 - a. *Library Journal*
 - b. *School Library Journal*
 - c. *Public Library Catalog*
 - d. *Fiction Core Collection*
 - e. *Children's Catalog*
 - f. *Senior High Library Core Collection*
 - g. *Middle and Junior High School Library Core Collection*
 - h. *Best Books for Middle School and Junior High Readers*
 - i. *Horn Book*
 - j. *Children & Libraries: Journal of the Assoc. of Library Services to Children (and other journals published by the American Library Association)*
 - k. *Children's Book Review*
 - l. *Best Books for Children*
 - m. *New York Times Book Review*
 - n. Other reputable selection tools
13. Request of duplication of existing holdings where such duplication is desirable

Gifts

Gifts are welcome but the material will be considered for addition to the collections in accordance with the *Collections Development Policy*. All gifts are subject to the following conditions:

1. APLS retains the unconditional ownership of the gift;
2. APLS makes the final decision to its use or other disposition of the gift;

3. APLS reserves the right to decide the conditions of display, housing, weeding, and access to the gift.
4. APLS provides a letter of receipt upon request, but does not place a value on the item(s).

Periodicals

Magazines

APLS shall subscribe to periodicals to meet the cultural, educational, informational, and recreational needs of adults, young adults, and children. Periodical titles shall be reviewed annually to insure maximum usefulness to the public, taking into consideration the annual budget and the following criteria:

1. Community interest
2. Accuracy and objectivity
3. Accessibility through electronic databases and paper indices
4. Need as a reference source
5. Recommendations from professional sources
6. Cost

Newspapers

APLS shall subscribe to selected local, metropolitan, and national newspapers for news, current affairs, and business information. Limited back issues of paper copies of selected papers will be kept.

The *Decatur Daily Democrat* shall be maintained on microfilm for genealogy and local history research.

Information Files

The information files supplement the book and magazines collections by presenting brief and current information on various topics, including genealogy, local history, maps, biographies, Indiana history and other non-fiction materials. The same general selection criteria applies to the information files under the *Collections Development Policy*.

Process to Review Controversial Materials

Purchase of certain materials by the library does not mean that the Adams Public Library System endorses a viewpoint or promotes a particular point of view or belief. APLS welcomes the opinions of its patrons, but additions and deletions of materials are governed by the *Collections Development Policy*.

In the event that anyone in or out of this community should object to the library's acquisition or retention of certain library material on moral, political, religious, or philosophical grounds, the objection should be recognized as an indication that the material in question may well be of more than routine interest and may likely be requested by members of the community who wish to judge its merits and demerits for themselves.

Request for reconsideration of library materials must be made in writing and signed. A form, "Request for Reconsideration of Library Materials," is available. (See **Appendix D**)

The process for requesting reconsideration of library material follows:

1. A patron who has a complaint concerning print or non-print library materials from the Adams Public Library System collections will be given a "Request for Reconsideration of Library Materials" form to complete and return to the Library Director.
2. The APLS Board of Trustees will review the request.
3. The individual or group initiating the request will be notified, in writing, of the decision of the APLS Board of Trustees. The reply may take up to five (5) weeks due to the Board meeting only once monthly.

Formats

Books are generally purchased in hardcover for durability and increasingly in e-book format. Due to the popularity of paperbacks, fiction (mystery, westerns, Christian fiction, science fiction, romance, and general fiction) may be purchased in paperback.

Audio books, DVDs, and compact discs are purchased by APLS for the cultural, educational, informational, and recreational needs of the community of all ages and abilities. Selection shall reflect the same criteria in the *Collections Development Policy*.

APLS shall provide educational, informational, and instructional software, online Internet access, and databases for use by patron and community on APLS's public access personal computers.

Because of the rapid development of new technology, APLS reserves the right to review and add new formats that will benefit our patrons and enhance our collections. APLS likewise may discontinue purchasing or supporting formats that become obsolete.

Special Procedures

Multiple Copies

Multiple copies of titles may be purchased of bestsellers, Young Hoosier Award books, certain guide books in heavy use, and other topics which receive heavy use. Two copies may be purchased when request lists exceed ten (10) readers and there is a time limitation. Multiple copies of bestsellers will be obtained from a leasing vendor for every fifteen (15) or more requests. Materials may be purchased in more than one format as funds permit.

Expensive Books

If a book exceeds \$75.00, the collection is checked to see if other up-to-date materials are available in the same subject area of the new book. If the subject is in demand, is a subject with long life use, and can answer many reference questions, it will probably be purchased. Sets of books such as encyclopedias fall into this category.

Bindery Guidelines

Items such as books too costly to replace, out of print books, magazines and journals will be considered for binding.

Local History

The Library recognizes the need to collect materials pertaining to the history and past residents of Adams County and will maintain a specialized genealogy and local history collection concerning Adams County and the State of Indiana. These materials may include oral

and written histories of community families. Rare materials may be kept in special locations requiring supervised access.

The Adams Public Library System is dedicated to building, maintaining, and promoting a digital repository of local historical and archival collections for use by the public, students and scholars interested in Adams County history. (See **Appendix E** “Permission to Copy / Digitize” and **Appendix F** “Declaration of Gift” forms.)

Weeding

Weeding is defined as the practice of discarding excess copies, rarely used materials, and materials with incorrect or no longer relevant information. The process of weeding is ongoing and a necessary part of collection development. Factors considered when weeding include, but are not limited to, the last date of circulation, the physical condition of the item, timeliness of the item, existence of duplicate copies in the collection and in Evergreen Indiana consortium collections.

In an attempt to keep the collections current and relevant to our community, the children’s collections and adult reference collections will be weeded annually. Adult general collections will be weeded in their entirety every five years.

Approved by the Adams Public Library System
Board of Trustees, October 31, 2017

Appendix D

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Author _____ Publisher _____

Title _____

Item Type (book, video, etc) _____

Branch & Collection _____ Call # _____

Request Initiated by _____

Address _____ City/State _____

Phone (hm) _____ Phone (wk) _____

Do you represent: Yourself

An organization (name) _____

Other group (name) _____

1. To what in the work do you object? Please be specific. Cite pages, etc. Use the back of this form or another sheet if necessary.
2. What do you feel might be the result of reading, viewing or listening to the entire work?
3. What do you think is good about the work? Please be specific.
4. Did you read, view or listen to the entire work?
If not, what parts?

5. What do you believe is the theme of this work?

6. For what age group would you recommend this work?

7. Are you aware of the judgment of the work by professional critics?

8. What would you recommend the library do about this work?
_____ Re-evaluate the material
_____ Withdraw the material from the collection and replace with work of equal value

9. Is there a work or works that you would recommend that would convey as valuable a picture and perspective of our civilization?

Signature: _____

Date:

Return form to Library Director. The Library Board of Trustees will review the form at the next regularly scheduled meeting.

Date received at APLS:

APPENDIX E
PERMISSION TO COPY / DIGITIZE

I give the **Adams Public Library System (APLS)** the nonexclusive right to copy the property described below. I am leaving this property with the staff to copy for its collection. **APLS** can make this available for others to use through the Web or by other means that **APLS** deems appropriate.

The original materials will remain with the owner who retains the right to use, copy, or otherwise distribute the property described.

PROPERTY DESCRIPTION(S):

Donor Information

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Donor Signature: _____

Authorized Employee Signature: _____

Title: _____

May we list your name as the owner of the property? YES NO

List as: _____

Original Items Returned: _____

Donor Signature: _____

Date: _____

**APPENDIX F
DECLARATION OF GIFT:**

I/We give the **Adams Public Library System (APLS)** the rights to the property described below. I also give **APLS** the right to make them available to others through the Web or by any other means that **APLS** deems appropriate. It is also my intent and understanding that the property may be used and/or disposed of by **APLS** at its discretion. It is my purpose and intention to give absolute ownership of property to **APLS** and waive all present and future rights of said property, its use or disposition.

PROPERTY DESCRIPTION:

I understand that my gift is absolute and that the **Adams Public Library System** may use the gift in any manner that it wishes.

Signature of Donor: _____

Printed Name of Donor: _____

Address of Donor: _____

The Adams Public Library System acknowledges receipt of gift of above described property from the name donor on this _____ day of _____, _____

Authorized Employee Signature: _____

Title: _____

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.

- 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.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

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.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

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.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

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.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

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.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

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.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

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.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association (/)

Association of American Publishers (<http://www.publishers.org/>)

Subsequently endorsed by:

American Booksellers for Free Expression (<http://www.bookweb.org/abfe>)

The Association of American University Presses (<http://www.aaupnet.org/>)

The Children's Book Council (<http://www.cbcbooks.org/>)

Freedom to Read Foundation (<http://www.ftrf.org>)

National Association of College Stores (<http://www.nacs.org/>)

National Coalition Against Censorship (<http://www.ncac.org/>)

National Council of Teachers of English (<http://www.ncte.org/>)

The Thomas Jefferson Center for the Protection of Free Expression (<http://www.tjcenter.org>)

Freedom to View Statement

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 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 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 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.

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.