

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS

Sumter County Library System

Collection Development Policy

Revised: September 2013
Approved by the BOCC: 9/10/13

Sumter County Board of County Commissioners Library Services (Library)	
Collection Development Policy	Date: September 2013 Revised:

I. Purpose of the Collection Development Policy

The purpose of this policy is to provide all area residents ready access on a fair and equitable basis to a broad collection of materials in a variety of media that record our knowledge, ideas and culture; to offer guidance and encouragement in the use of these materials; and to provide the community with access to reliable and easily available sources of information and reference. Materials include but are not exclusive to print and electronic books, audio books, CDs, DVDs, Talking Books, and periodicals.

The volume of publishing as well as budgetary considerations necessitate the adoption of a collection development policy if the Sumter County Library System (Library) is to fulfill its objective of meeting community needs and interests. This collection development policy is used by Sumter County and its authorized agent in the selection of materials and also serves to acquaint the general public with the principles of selection.

II. Responsibility for Materials Selection

The ultimate responsibility for selection of materials, as for all library activities, rests with the Library Single Administrative Head (LSAH), who operates within the framework of policies adopted by the Sumter County Board of County Commissioners (SCBOCC).

Because it is desirable that all authorized staff participate in the selection of materials, the LSAH may delegate the selection functions. However, since the LSAH must be able to answer to the County Administrator for actual selections made by the County and its authorized agent, the LSAH has the authority to reject or select any item contrary to the recommendations of the authorized staff.

The general public is encouraged to suggest and recommend materials and will be considered in accordance with this collection development policy.

III. Selection as a Means of Carrying Out Library Objectives

Collection development is necessarily influenced by the nature of the community the library serves, the nature of existing collections, and the roles / service responses the library has selected for itself in the community. The roles / service responses that the library has chosen

to emphasize in serving the community are those of: Current Topics and Titles, General Information, Local History and Genealogy.

IV. Criteria for Selection of Materials

General Criteria:

- Materials are judged on the basis of the total work and not on any individual portion of the whole taken out of context.
- Reviews in professional journals are used in the selection process and are sought whenever possible including unfavorable reviews.
- Materials which have widespread demand may or may not meet the general or specific criteria in this policy. However, demand is in and of itself a valid factor in material selection and shall be given due consideration in evaluating whether or not a particular item should be purchased.
- Items outside the collection with interlibrary loan requests totaling more than five requests will be considered for selection.

Reviewing Media:

Some of the review sources used in materials selection include: Booklist, Library Journal, School Library Journal, various online sources, current bestseller lists, and various other popular periodicals (*Time*, *Newsweek*, etc.).

Criteria for Evaluation of Non-Fiction Materials:

- Quality of writing (style, readability, etc.)
- Suitability of subject for intended audience
- Appeal to the general-interest reader
- Relationship to existing collection
- Physical qualities (binding, print size, illustrations, margins, etc.)
- Cost
- Qualification of the author in the subject field
- Scope and authority of subject matter
- Present or potential relevance to community needs
- Date of publication
- Organization of content (use of index, bibliographies, etc.)

Criteria for Evaluation of Fiction Materials:

- Quality of writing (style, readability, etc.)
- Suitability of subject for intended audience
- Appeal to the general-interest reader
- Relationship to existing collection
- Cost
- Literary merit

Criteria for Evaluation of Reference Materials:

- Suitability of subject for intended audience
- Relationship to existing collection
- Physical qualities (binding, print size, illustrations, margins, etc.)
- Cost
- Arrangement of information (indexing, organization, consistency)
- Accuracy and objectivity
- Timeliness
- Authority of publisher, editorial staff, and contributors

Reference materials are selected with the goal of satisfying the majority of information needs within the community. Information needs which fall beyond the limits of the collection are referred to other libraries, either directly by phone or through the interlibrary loan system.

Criteria for Other Print Materials:

Periodicals: A well-balanced subject collection of periodicals is maintained as a current and in-depth supplement to the book collection. Selection is based on appeal and demand, the accessibility of a title's content through indexes, accuracy and objectivity of the editor and contributors, and the preservation of a balanced viewpoint within the collection. Requests for periodical articles which fall outside the scope of the collection may be filled by means of access to online databases or through regular interlibrary loan channels.

Local history materials: The library maintains a collection of local history materials and actively solicits materials for this collection. Any publications relating to local history shall be a priority for purchase consideration.

Audiovisual Materials: The library strives to maintain a balanced collection of audiovisual materials that is consistent with the library's chosen roles / service responses. As with selection of print materials, the selection of audiovisual materials shall, wherever possible be aided by the use of reviews.

Selection of audiovisual materials is based on the following criteria:

- Present or potential relevance to community needs
- Cost
- Quality of interpretation and technique
- Importance of artist and/or work
- Technical quality of the recording
- Recognition of a recording through awards (Oscar, Grammy, etc.)

In addition, selection of audiovisual materials shall follow, where applicable, the selection criteria outlined above in this document for fiction and non-fiction materials. In order to

remain responsive to public needs in the audiovisual field, the library will regularly evaluate its collection policies in the light of new technological developments in the area of audiovisual formats.

Additional Criteria for Materials - Specific Audiences:

Children: In selecting books for children, the library's objective is to make available a collection which satisfies the informational, recreational, and cultural reading needs and potentials of children of preschool age through elementary school. Books are selected which meet the general demands of the majority of children, along with titles whose particular qualities make them valuable to children with special needs, talents, problems, or interests. Additional consideration in selection is that the vocabulary level of an item be appropriate for the age of the intended audience.

Young Adults: Young adults (grades 6-12) will be served by materials in the general collection but will also be provided with materials specially selected to meet the informational, recreational and emotional concerns of this age group. The Young Adult collection will be fluid, current and attractive. Priority will be given to materials which are in demand and of a quality which will help young adults understand themselves and others, broaden their viewpoints and knowledge of the world, stimulate their curiosity, and expand both their reading ability and their reading enjoyment. Emphasis will be on popular browsing materials (particularly paperbacks). Selection criteria for young adult materials will follow the general guidelines laid out in this policy for books and other print materials.

Large Print Books: The library maintains a collection of large print fiction and non-fiction titles. In addition, patrons in need of large print materials will be actively encouraged to request titles or complete the online Recommended to Order form.

V. Weeding of the Library Collection

Weeding is a necessary aspect of collection development and a valuable tool in maintaining a vital, useful, and up-to-date collection. Materials which are no longer useful in light of stated library objectives will be systematically weeded from the collection in accordance with accepted professional practices.

Materials in the following categories shall be considered candidates for weeding:

- Materials that are badly damaged or worn-out from use
- Ephemeral (not cataloged) materials that are no longer timely
- Materials that are no longer factual or accurate
- Materials that have not circulated within three years
- Materials that are duplicates of titles no longer in demand

Replacement of Withdrawn Materials

Replacement of withdrawn materials is not automatic. The need for replacement is influenced by the following factors:

- Existence of duplicate copies
- Adequate coverage of the subject elsewhere in the collection
- Demand for the specific title or materials in that subject area

Disposal of Weeded Materials:

Library materials that have been weeded from the collection which are judged by the LSAH and authorized staff to have possible resale value shall be kept for that purpose. Materials unsuitable for sale shall be recycled or discarded. The Friends of the Library will receive library space and weeded library materials with possible resale value on the following conditions: 1. All proceeds from these materials will be allocated solely towards library programs or events 2. The Friends of the Library remain within the designated spaces on library premises as determined in writing by the County Administrator.

VI. Gifts and Donations

- The library follows the Board of Sumter County Commissioners Donation Policy.
- Materials donated to the library are not automatically added to the library's collection. Donated materials are reviewed by the County and its authorized agent according to the selection criteria set forth in this policy.
- The library will only accept materials donated on the understanding that the LSAH may handle them in whatever way best suits the purpose or goals of the library and may dispose of them at any time according to the guidelines set forth in the weeding policy.

VII. Controversial Issues

- The library recognizes that many materials are controversial and that any given item may be offensive to some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the selection principles set forth in this policy.
- In no case will materials be excluded from the collection because of the race, nationality, social, political, or religious views of the author.
- The library has a responsibility to keep on its shelves a representative selection of materials on all sides of controversial issues. Variety and balance of opinion are sought wherever available.
- Library materials will not be marked or identified to show approval or disapproval of their contents. No library materials will be sequestered, except as protection from injury or for space or security reasons.
- Library materials shall not be considered for exclusion from the collection based solely on single words or passages taken out of context.

- Responsibility for the reading, listening and viewing materials selected by children and young adults, as well as for their use of the library, rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that items may come into the possession of children or young adults.
- The American Library Association (ALA) Library Bill of Rights, Freedom to Read and Freedom to View Statements have been endorsed by the library. These three documents are appended to this policy and form an integral part of this policy.

VIII. Withdrawal Requests of Library Materials

- Patrons requesting that materials be withdrawn from the collection may register a complaint with the LSAH. The LSAH will consider the complaint in light of this Collection Development Policy.
- The LSAH's decision on the matter shall be final.
- No materials that are the subject of complaint will be removed from the collection without the action of the LSAH. During the review of the complaint, the materials in question shall remain on the shelf.

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.

Adopted June 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967;

and January 23, 1980;

Inclusion of "age" reaffirmed January 23, 1996, by the American Library Association Council.

Freedom to Read Statement

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.

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 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, 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.

Endorsed January 10, 1990, by the ALA Council