

Collection Development Policy



Library Mission Statement

The Leach Public Library supports and fosters literacy and life-long learning by providing resources and services to meet the informational, recreational, and cultural needs of our community.

Library Vision Statement

The Leach Public Library aspires to be a welcoming space within our community, where communication, connection, and diversity flourish.

Purpose

This policy is a guide for library staff, to assist them in developing and maintaining their collection of print, audio-visual, digital, and technological materials, in order to fulfill the library's purpose as stated in the Mission and Vision Statements. Collection Development includes material selection and deselection, as well as guidance for public challenges to materials.

Intellectual Freedom

The Leach Public Library is committed to the principles of intellectual freedom, and upholds the American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements, included at the end of this policy. Following these principles, the library will collect materials representing diverse viewpoints, including controversial ones. Selection of an item does not indicate that the library, its staff, or its board agree with the ideas and viewpoints it presents.

The library does not restrict or limit access to the collection because of origin, age, race, religion, background, gender identity, or sexuality. These same criteria will not be used to exclude materials, or author/creators from the collection. Parents and legal guardians have the sole responsibility for what their children read, view, and hear. Selection of library materials will not be restricted by the possibility that materials may come into a child's possession.

Responsibility for Selection

The ultimate responsibility for collection development, including deselection, rests with the library director, under the authority of the Leach Public Library Board. The library director may delegate selection/deselection of materials to qualified staff members.

Criteria for Selection

Selection of library materials is an active process that applies to both materials purchased by the library and donated to it. The following criteria are used during the selection process to help ensure that all materials in the library are in keeping with its mission and are of use to the community.

- Current popular demand and interest
- Timeliness and information and/ or significance of subject
- Authoritativeness and/or reputation of author or creator
- Evaluations by professionally recognized review sources
- Clarity, accuracy, and comprehensiveness
- Relationship to the existing collection
- Format
- Quality
- Availability elsewhere in the community or region
- Replacement of lost/ damaged items or updated editions
- Local interest
- Price and availability of funds

The Leach Public Library uses the following resources and tools when making selection decisions: Professional review journals, trade journals, publishers' catalogs and promotional materials, reviews from reputable sources, popular newspapers and magazines, related websites, and sales representative recommendations.

Patron recommendations and feedback are an important resource, and suggestions will be evaluated and purchased based on the criteria set out in this policy and the current collection budget.

Collections

Adult Collection: The adult collection consists of fiction, genre fiction, large print fiction, graphic novels, and non-fiction titles. Materials are selected and maintained using the selection criteria laid out in this policy. Deselection of materials in this collection is also based on these

standards. The library does not deny or limit access to these items because of a patron's origin, race, age, or views.

Youth Collection: The youth collection is made up of fiction, graphic novel, and non-fiction titles for children and youth ages 0-18. It serves the educational and recreational needs of community children, teachers, parents, and homeschoolers. Material selection and weeding is based on the selection guidelines laid out in this policy. Textbooks for local schools and homeschool curricula will not be collected. The library does not limit or restrict the materials that youth patron borrow. Parents and legal guardians have the sole responsibility for the materials chosen by their children.

Audio-Visual Collection: The library's AV collection includes music CDs, audiobook CDs and devices, and DVDs for adults and children. Material selection is based on the selection guidelines laid out in this policy. Formats will be added or withdrawn based on technology trends, availability, and budget.

North Dakota Collection: The library maintains a collection of historical and/or locally relevant books, documents, and newspapers. Materials are added to this collection at the discretion of the library director, based on availability and funding. Items in this collection may be fragile and/or unique, and may therefore be limited to in-library use only.

Special Collections: Special collections includes non-print, non-AV physical items, and includes cake pans, story time kits, STEM kits, and tablets for adults and children. New items will be added to the collection based on community interest and need, availability of new formats and technologies, available space, and funding.

Digital Resources: The Leach Public Library provides its patrons with access to databases, eBooks, emagazines, and other resources that can be accessed digitally with the use of computers, tablets, phones and other internet-connected devices. The library is able to provide these resources because of resource sharing agreements with the North Dakota State Library, the Online Dakota Information Network (ODIN), and the North Dakota Digital Consortium. Collection development and deselection decisions are made by and in cooperation with these organizations, not specifically by the Leach Public Library. Collection concerns or challenges can be submitted in writing to the library to be passed along to the relevant organization; however, the Leach Public Library does not have control over the final decision made by those organizations.

Deselection

Deselection, or weeding, is the planned removal of materials from the library's collection. Evaluating materials for quality, reliability, relevance, and appearance contribute to the

reliability, reputation, accessibility and overall usefulness and attractiveness of the library. Deselection is an ongoing process.

It is the function of librarians to select and weed library materials without bias, based on the needs of their collections and community. Every title requires individual judgement. Each item is considered from the standpoint of its value to the community, as well as in relation to the rest of the collection. The following criteria apply when evaluating materials for deselection:

- Frequency of circulation
- Accuracy of information
- Subject interest or significance
- Availability of similar materials or updated editions
- Duplicate or redundant titles
- Physical appearance and condition
- Format obsolescence

Books and other materials that have been removed from the collection will be available for purchase at Friends of the Leach Public Library used book sales, based on condition. While the library makes a concerted effort to sell or donate weeded materials, these books may be recycled or otherwise disposed of, based on condition and the library's storage capabilities.

Reconsideration of Library Materials

The Leach Public Library recognizes the right of patrons and community members to question materials that are selected for inclusion in the library's collections. Complaints must be submitted in writing. Forms requesting the removal of an item are available at both Library Service desks. Upon completion, the form may be mailed or delivered to the Library Director.

Upon receipt, the Library Director will:

- Examine the item, or assign a staff member to examine it, the issues raised and the circumstances involved
- Make a decision to remove or retain the material in question
- Respond to the complainant promptly in writing, usually within two weeks
- Provide the complainant with a copy of this policy, and inform the complainant of their right to carry the complaint forward to a Library Board Meeting if desired.

Should the complainant feel that the decision of the Library Director is not supported by the policy, the complainant may request a hearing with the Library Board by notifying the Library Director who will make the necessary arrangements for the Board to meet within a reasonable timeframe. Following the hearing, the decision of the Library Board will be final.

The item(s) in question will not be removed from the shelves while the above process is underway.

Gifts and Donations

Gift of Materials: The Library gladly accepts donations of books and AV materials, with the understanding that they are subject to the same criteria for inclusion in the collection as purchased materials. The library reserves the right to accept or dispose of any gift through transfer to another library, through the Friends of the Leach Public Library used book sales, or by discarding them. The library will not provide a valuation of donated materials for tax purposes.

Items that will not be accepted for donation include: items that are moldy or foul-smelling, are visibly water damaged or in poor physical condition, old textbooks, encyclopedia sets.

Monetary Gifts: The library accepts monetary donations without conditions on their use or for projects previously approved by the board. Donations will also be accepted for the purpose of purchasing library materials consistent with the library's Collection Development Policy. Public acknowledgement of monetary gifts is at the discretion of the Library Board.

Memorials: The library actively encourages donations as memorials, and as tributes to living individuals or groups on special occasions. Such acts provide the library with an opportunity to add materials of equipment which it might not otherwise be able to afford. These donations also provide an opportunity to honor loved ones with a lasting statement of admiration and respect.

Except in rare circumstances, memorials and tributes are accepted in the form of monetary donations. The library will make every effort to honor the donor's wishes regarding the materials to be purchased; however, the final decision rests with the library in accordance with its needs and selection criteria. Bookplates will be placed in items purchased with memorial and tribute gifts. Each bookplate will record the honoree as well as the donor, unless otherwise requested. The library will send letters to notify all parties of the gift.

Miscellaneous Gifts: The decision as to the acceptance of furnishings, appliances, and equipment shall be made by the Library Director on the advice of the Library Board. Criteria influencing the decision include need, space, impact on staff, and expense and frequency of maintenance.

The decision as to the acceptance of all other gifts not previously addressed shall be made by the Library Director on the advice of the Library Board.

Adopted Jan. 27, 2022

Donations Policy originally adopted May 15, 2014

Reconsideration Policy originally adopted Aug. 20, 2010

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.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27,

1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

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

Subsequently endorsed by:

American Booksellers for Free Expression
The Association of American University Presses
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship

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

Leach Public Library

Statement of Concern about Library Resources

Name: _____ Date: _____

Address: _____ Phone: _____

Resource on which you are commenting:

Book: ____ Periodical: __ DVD: ____ CD: ____ Audiobook: ____ Kit: ____

Library Program: ____ Library Display/Exhibit: ____ Digital Resource: ____

Title: _____

Author/Producer: _____

What brought this item/resource to your attention?

Please comment on the resource as a whole, as well as being specific on those matters that concern you. (Use the other side as needed)

What resources do you suggest to provide additional information on this topic (optional)?

