

Collection Development Policy



Library Mission Statement

The Leach Public Library provides a variety of resources in order to meet our community's informational, recreational, and cultural needs.

Library Vision Statement

The Leach Public Library will be a hub of collaboration, inspiration, and life-long learning for our community.

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. This policy may also be used to inform members of the community about material selection and deselection guidelines, as well as providing 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. Following these principles, the library will collect materials representing the wide range of viewpoints in our community, including controversial ones. Selection of an item does not indicate that the library, its staff, or its Library Board agree with or endorse 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 be seen by or 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 in 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
- Ability to replace 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 novels, 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 are-not collected. The library does not limit or restrict the materials that youth patrons 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.

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, as tributes to living individuals or groups on special occasions. Such acts provide the library with an opportunity to add materials or 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.

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. Upon request, the Library Director or Library Board may remove or relocate materials in the collection if they are found to not meet the criteria of the collection portion of this policy. 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 hand 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, retain, or relocate the material in question
- Respond to the complainant promptly in writing 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 within two weeks of the Director's decision. The Director will make the necessary arrangements for the Board to hear the complaint at its next regularly scheduled meeting.

At the end of the Board hearing, the members of the Library Board will deliberate and determine whether the material fails to meet the Collection Development Policy. A super majority vote (four of five) is required to find the item does not meet the Library's Collection Development Policy. If the vote fails, the appeal is denied. If the vote passes, the Library Board must vote to remove or relocate the item. Following the hearing, the decision of the Library Board will be final.

The following should be considered when filing a complaint:

- Appeals are not considered valid if a) they do not include the full name, address and phone of the complainant, b) complainant is not a cardholder and a resident of the library's legal service area, c) complainant is challenging material which was subject to a previous decision made by the Library Board within the last three (3) years
- All requests and appeals brought to the Board are subject to North Dakota's Open Records Laws
- No person may challenge more than three (3) items at a time
- The Board will not reconsider more than three (3) items per meeting. Requests will be addressed in the order in which they were received.
- The item(s) in question will not be removed from the shelves while the above process is underway.
- An item challenged and retained by the Board may not be challenged again by any person for three (3) years from the date of the Board's decision.

Regarding obscene materials: North Dakota Century Code 12.1-27.1 prohibits public libraries from maintaining sexually explicit materials in their children's collections. For the purpose of this law, a child is considered to be anyone person 0-18 years of age. Library staff use the criteria set forth in the Miller Test (Miller vs California, 1973) to determine sexual explicitness and the suitability of materials.

1. Whether the average person, applying contemporary adult community standards, finds that the matter, taken as a whole, appeals to prurient interests.
2. Whether the average person, applying contemporary adult community standards, finds that the matter depicts or describes sexual conduct in a patently offensive way; and
3. Whether a reasonable person finds that the matter, taken as a whole, lacks serious literary, artistic, political, or scientific value.

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Donations Policy originally adopted May 15, 2014

Reconsideration Policy originally adopted Aug. 20, 2010

Leach Public Library

Statement of Concern about Library Resources

Check all that apply:

I have a library card with the Leach Public Library

I am a resident of the Leach Public Library's legal service area

Have you read the Leach Public Library's Collection Development Policy, including the Reconsideration of Library Materials procedure? Yes No

Name: _____ Date: _____

Address: _____ Phone: _____

Representing: Self Organization/Group Name of Group: _____

Title: _____

Author/Producer: _____

What brought this item/resource to your attention?

What are your concerns about this item? Please be specific. (Use the other side as needed)

Did you read, view or listen to the entire work? If not, please specify which pages or sections you read, viewed or listened to.

What do you feel might result for the reading or viewing of this work?

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

What action are you asking the library to consider?