

Henderson County Public Library Collection Development Policy

Purpose

The library seeks to provide the best possible collection with the financial resources available.

Selection

The Library Board of Trustees delegates the authority and responsibility for selection and management of all print, non-print and electronic materials to the Library Director, who will operate within the framework of this Policy and the financial constraints of the library budget.

In order to provide the best possible collection, the library must establish selection criteria from which to operate. Library staff will use judgment, experience, and expertise in making acquisition decisions as objectively as possible. Evaluation of a work includes the entire work, not just individual parts of the work.

The criteria for selection, acquisition, gifts, patron requests, duplication, replacement, and withdrawal are the same for all materials and formats. All acquisitions, whether purchased or donated, regardless of format, are considered using the following criteria:

- Public demand and relevance to the interests and needs of the community
- Significance of subject matter, accuracy, and timeliness
- Author's reputation and significance as a writer
- Opinions of professional critics and reviewers
- Diversity of viewpoint
- Suitability of format (size, paper quality, binding) to the contents
- Relationship and importance to the entire collection
- Local interest and significance
- Date of publication
- Release date of movies
- Accessibility through interlibrary loan
- Space limitations
- Budgetary considerations

No material will be excluded solely because of the race, national origin, color, gender, personal history, sexual orientation, or the political, religious, or social views of the author or creator.

The library strives to maintain materials representing all sides of an issue in a neutral, unbiased manner. Selection of materials by the library does not mean endorsement of the contents or views expressed in those materials.

The decision as to what a minor may read, hear, or view is the responsibility of the parent or guardian of the minor. Selection will not be inhibited by the possibility that controversial materials may be seen by children.

Patron requests

Library patrons may make individual requests for a title. All requests are subject to the same selection criteria and financial consideration as other materials and are not automatically added to the collection.

Controversial material

The public library does not promote particular beliefs or views. It does provide information from a variety of points of view so that individuals can examine issues freely and make their own decisions.

The selection of library materials is predicated on the individual's right to read and freedom from censorship by others. Many materials are controversial and any item may offend someone. Selections for the Henderson County Public Library will not be made on the basis of anticipated approval or disapproval, but solely on the merits of the material in relation to the building of the collection and to serving the needs and interests of the community. The library holds that censorship is purely an individual matter and declares that, while anyone is free to reject material of which he or she does not approve, no one can restrict the freedom of others to have access to them.

Challenged material

The Library Board of Trustees considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution. If a patron claims that a particular item is not constitutionally protected, the burden of proof rests with the patron.

Individuals have the right to question materials in the library collection. Patrons with objections to the presence or absence of any library material shall be directed to speak with the Library Director or supervisor on duty. If not satisfied with the verbal response given, the patron will be given the option to voice objections in writing through the formal process established in this Policy.

Patrons who wish to lodge a formal complaint shall be given a copy of this Collection Development Policy and a copy of *Challenge to Library Material*. The completed form should be returned to the Library Director who will review the case and reply to the patron in writing. If the patron is not satisfied with the Library Director's response, the patron may present objections or concerns to the Library Board of Trustees during its regular monthly meeting. The Library Board will review the case and make a final decision before the next scheduled regular monthly meeting. A written response will be sent to the patron by the President of the Library Board.

Withdrawal of Materials

The Library Board of Trustees recognizes that withdrawing material that is no longer useful from the collection is necessary to ensure the integrity of the collection. The library collection will be continually evaluated. Items may be withdrawn if they are outdated, contain inaccurate information, are damaged, badly marked, worn, or are seldom-used or unneeded duplicates. Other factors such as space, replacement costs, and quality may also be considered.

In order to properly maintain the collection, the library will follow the Kentucky Library Standards and the CREW Manual in weeding the collection:

(<http://www.tsl.state.tx.us/ld/pubs/crew/guidelines.html>).

Withdrawn materials may be given to the Friends group of the library, sold, or otherwise be disposed of per library policy.

Gifts and Memorials

The library accepts donations of books and other materials with the understanding that no restrictions are placed on their use, and that the library is not obligated to keep donated materials for any length of time. Donations may be added to the library collection, given to the Friends of the Library for resale (all proceeds which benefit the library directly or indirectly), or discarded based on need and the condition of the material. The material is evaluated by the same selection criteria standards employed for the purchase of new materials. The library does not provide valuations of gifts for tax deduction.

The library accepts gifts of money for purchase of material in memory of an individual. Library selection criteria also apply in these cases.

Adopted by the Henderson County Public Library Board of Trustees: October 9, 2014