

## **Olive Free Library Collection Development Policy**

### Philosophy

The Board recognizes that individuals within the community have diverse interests, backgrounds, cultural heritages, social values, and needs. The Board further recognizes that the Library serves all of the people within the community regardless of age, race, national origin, or political or social views.

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 existence of a particular viewpoint in the collection is a reflection of the Library's policy of intellectual freedom, not an endorsement of that particular point of view. Selection of adult collection materials will not be inhibited by the possibility that the items may be utilized by minors.

The Board believes that while anyone is free to reject for themselves materials of which they do not approve, this cannot be exercised to restrict freedom of others to read or inquire.

The Olive Free Library supports the American Library Association *Library Bill of Rights*, *Freedom to Read* and *Freedom to View* statements, all of which are included as a part of this policy statement.

### Responsibility for Materials Selection

The authority and responsibility for the selection of library materials are delegated by the Library Board to the Library Director. While this responsibility may be shared with other members of the Library staff, the Director has the authority to reject or select any item.

### Selection Guidelines

Materials for the library collection are chosen for a wide variety of reasons such as information, self-education, and the recreational pursuits of library users. The decision to add an item to the collection by purchase is usually the result of selection based on demand, need, space and budget.

Selection based on demand: Patrons are welcome to request the purchase of specific items by the Library. The final decision rests with the Director, who must consider the request using the same criteria as all other selections and the special need of one individual or group against the needs of the whole community.

Selection based on need: Library materials are added to the collection for the purpose of updating and further developing certain subject areas. Materials are selected from reviews, availability lists, vendor catalogs, bibliographies, and local experts.

The decision to include or exclude a particular item in the library's collection is based on a number of considerations, although they may not all be applicable to each item:

- Individual merit
- Popular appeal/patron demand
- Local interest and needs

- Educational and informational value
- Representation of various points of view
- Availability of material elsewhere
- Suitability of material for patron base
- Existing Library holdings
- Cost and budgetary constraints
- Accuracy and authoritativeness of content

In purchasing new materials, the Library makes a distinction between those that depict prejudice as an aspect of real life and those that offer derogatory stereotypes as valid representations. The latter are not added to the collection. However, materials which authentically portray a period or way of life are accepted even if stereotyping is included. Materials which portray the prejudices of real or fictional characters are also considered acceptable. Materials recognized as classics are acceptable even though they may contain passages widely viewed as objectionable by current standards.

The library does not purchase out-of-print materials for the collection.

Professional and special materials, such as legal, medical, and religious works, are purchased only if they are of general interest.

No attempt is made to purchase all the works by a certain author.

The Library does not support educational curriculum through the purchase of textbooks. The Library may accept donations of educational curriculum for its Homeschool Curriculum Collection but reserves the right to refuse donations.

The acquisition or withdrawal of local history collection books and artifacts are governed by the Local History Museum and Special Collections policy.

The purchase of children's materials are guided by the same general principles that govern selection of adult materials. Responsibility for the choice of reading material for minors rests with their parents or guardians. Selection of materials for the library collection is not restricted by the possibility that minors may obtain materials their parents or guardians consider inappropriate, nor are children limited to the children's collection. While a person may reject materials for themselves and for their children, they cannot exercise censorship to restrict access to the materials by others.

### Reconsideration of Library Materials

Whenever any patron objects to the presence or absence of any library material, the complainant will be given a fair hearing. All complaints that cannot be readily resolved by staff members will be referred immediately to the Director, who will discuss the matter with the complainant. It is expected that complainant has read the Collection Development Policy in its entirety before bringing a complaint to staff members or the Director.

If the patron wishes, they may submit the form "Request for Withdrawal of Library Material" or "Request for the Addition of Library Material." If it is a request for the withdrawal, the Director

will examine the item, check reviews of the item, and determine if it conforms to the standards of the Collection Development policy. If it is a request for the addition of an item, the Director will check reviews of the item, determine if it conforms to the standards of the Collection Development policy, and determine if there are any budget restraints. The Director will decide whether to add, withdraw, or restrict the material in question and will write to the complainant within 30 days, giving the reasons for the decision. The Board of Trustees will also be notified of the complaint and of the Director's decision.

Materials subject to complaint shall not be removed from use pending final action. If the complainant wishes to contest the decision, they may present the complaint to the Board of Trustees. This may be done by letter or by attending a Board meeting. The Board will consider the complaint and the Director's recommendation. The written decision of the Board shall be final and shall be reported to the complainant within 20 days of the Board meeting.

### Weeding Policy

The Library keeps the collection vital and useful by retaining or replacing essential materials and by removing items that are outdated, of little historical significance, damaged, no longer in demand, or unneeded duplicates. Items dealing with local history are an exception, as are certain classics and award-winning children's books. Materials removed from the collection may be sold at book sales, given away, recycled, or disposed of at the discretion of the Library.

### Gifts and Donations

The Library accepts select gifts of books and other materials after determining if they meet the criteria of this policy and should be added to the collection, with the understanding that the items may later be withdrawn from the collection. The Library is not obligated to accept donations and the Library Directors decision will be final. The Library will not accept:

- Textbooks
- Encyclopedias
- Magazines
- Condensed books
- Items that are damaged or moldy

The Library will not assign a financial value to donated materials. However, if requested the Library will make available to donors a receipt for "X" number of items which can be used for tax purposes.

**Adopted by the Board of Trustees of the Olive Free Library on \_\_\_\_\_**

**Olive Free Library**  
**Request for the Addition of Library Material**  
(Prior to submitting this form please review our Collection Development Policy)

Recommended by: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Title of material: \_\_\_\_\_

Author of material: \_\_\_\_\_

Format of material: Book, Large Print Book, DVD, Music CD, Other

\_\_\_\_\_

ISBN, if known: \_\_\_\_\_

Where did you see/hear about this material?

\_\_\_\_\_

Thank You for Your Recommendation!

\_\_\_\_\_

**Olive Free Library**

**Patron's Request for Withdrawal of Library Material**

(Prior to submitting this form please review our Collection Development Policy)

Author: \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

Title: \_\_\_\_\_

Format of material: Book, DVD, Music CD, Other \_\_\_\_\_

Request initiated by: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Whom do you represent?

\_\_\_\_\_ Myself

\_\_\_\_\_ Organization (Please Specify)

\_\_\_\_\_

\_\_\_\_\_ Other (Please Specify)

\_\_\_\_\_

Did you read, see, listen to or otherwise use the material in its entirety?

Yes \_\_\_\_ No \_\_\_\_ If not, then which parts?

\_\_\_\_\_

Have you seen or heard reviews of this material? Yes \_\_\_\_ No \_\_\_\_

If yes, please name the source. \_\_\_\_\_

What do you think the material is about?

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To what in the work do you object? (Please be specific)

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What do you feel might be the result of reading, viewing, or hearing this work?

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For what age group would you recommend this work? \_\_\_\_\_

Is there anything good about the work?

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What would you like your library to do about this material?

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In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated?

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Signature \_\_\_\_\_ Date \_\_\_\_\_

The Library appreciates your interest. Your comments will be forwarded to the Director, who will respond to you by letter within 30 days.