

# **Collection Development Policy**

## Overview

Canton Public Library (hereinafter: Library) materials, including books, periodicals, newspapers, recordings, and other print and non-print materials, shall be selected to support the mission of the Library and for values of interest, information, recreation, and enlightenment for all people of the Canton community.

It is the policy of the Library to maintain an up-to-date collection of standard works in all fields of knowledge, that are of permanent value, plus timely materials on current issues and items in current demand.

Every effort will be made to represent all points of view and all sides of an issue, if possible. Library materials will not be excluded or labeled because of race, gender, nationality, or political, ethical, or religious views of the creator.

The Library will adhere to and defend the principles in the Library Bill of Rights, the Freedom to Read and the Freedom to View Statements adopted by the American Library Association, which are available to view at the Library or in the Appendix to these policies.

Library materials shall be removed from the collection only as part of the collection management process, under court order, or by action of the Library Board of Trustees.

## Responsibility for Selection

Materials selection is the responsibility of the Library Director, who operates within the framework of policies determined by the Library Board of Trustees.

## Selection of Materials

Selection is affected by the following factors:

1. Interest and relevance to the Canton community;
2. Potential usefulness to the public;
3. Popular appeal;
4. Informational value, especially as it pertains to the timeliness of the subject matter;
5. The reputation and/or authority of the author and publisher (or editor, composer, etc.);
6. Availability and quality of reviews;
7. Price;
8. Date of publication;
9. Availability of same or similar material through other sources such as Interlibrary Loan;
10. Physical format;
11. Special discretion of the Library Director.

Selection of Library materials will not be inhibited by the possibility that materials may come into the possession of children.

### Requests for Additions to the Collection

All requests or suggestions from Library patrons or staff for the addition of specific titles or subjects will be considered by the Library Director, and will be subject to the above selection criteria.

### Gifts and Donations

The Library encourages and appreciates gifts and donations.

The Library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed, and will be subject to the above selection criteria. Possible reasons for exclusion include: outdated material with no historical value; poor condition; duplication of item or similar item already in the collection. Items not included may be donated to the Friends of the Library for a future sale, recycled, or otherwise disposed of as the Library Director determines appropriate.

Donated materials integrated into the collection are subject to the same policies and procedures as all Library materials.

Upon request, gift items that are added will be marked with an appropriate bookplate. A letter for tax purposes may be given to the donor if a request is made at the time of donation. The Library can only acknowledge the gift and cannot appraise the value of donated materials.

Memorial gifts of books or other circulating materials, or money specified for that purpose, are also accepted. Memorial gifts will be marked with an appropriate bookplate, and a letter of acknowledgement will be sent to the family. Specific memorial books can be ordered for the Library on request if the request meets the criteria established by the Library Board of Trustees. Donors who wish to donate specific books or funds for specific books, should first consult with the Library Director to discuss the needs of the Library. Book selection will be made by the Library Director if no specific book is requested.

Memorial gift items integrated into the collection are subject to the same policies and procedures as all Library materials.

Unspecified memorials or donations may be spent on books, programming, or other Library functions with primary consideration given to the donor's preferences, if any.

### Weeding

An up-to-date and useful collection is maintained through a continual withdrawal and replacement process. Materials may be withdrawn due to poor condition, lack of demand, duplication of title, an excess of similar or duplicate subject matter, or outdated information. Library staff will not withdraw material because it contains controversial or unpopular opinions.

Replacement of damaged volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions.

This ongoing process of weeding is the responsibility of the Library Director and is authorized by the Library Board of Trustees.

Withdrawn materials may be donated to the Friends of the Library for a future sale, recycled, or otherwise disposed of as the Library Director determines appropriate.

### Access to Materials and Circulation of Materials

The Library recognizes that some materials are controversial and that any given item may offend some Library patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

The Library provides unrestricted access to its print holdings and other resources for all patrons. Library patrons are free to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others.

Responsibility for the selection of reading material of children rests with their parents or legal guardians. Library staff does not act in place of the parent. Parents who authorize the registration of their minor children for a library card provide consent for their children to access the collections and resources of the Library, including online materials. Parents and legal guardians assume complete responsibility for selection of items, determining appropriateness of items, and charges/fees for items associated with their child's account.

Library materials will not be marked or identified to show approval or disapproval, or to judge appropriateness of their contents, and no Library material will be sequestered except to protect it from damage or theft.

Parents and legal guardians who wish to limit borrowing privileges of Library materials for their minor children may contact the Library Director.

### Designations of Age Appropriateness of Materials Selected for Youth

Materials for patrons under age 18 consist of three collections:

1. The "E" collection, which is intended generally for children aged birth to 2<sup>nd</sup> grade;
2. The "J" collection, which is intended generally for Library patrons in 3<sup>rd</sup> grade through 8<sup>th</sup> grade;
3. The "YA" collection, which is intended generally for Library patrons in 9<sup>th</sup> grade and above.

Library patrons are not limited by these age guidelines when accessing collections. All patrons are welcome to check out any materials in any collection. Responsibility for a minor's reading selections rests with the parent or guardian, not with the Library.

Decisions pertaining to placement of particular items in the collections are done by the Library Director based on the following factors:

1. The standard that the average person, applying contemporary community standards, would find that the material, taken as a whole, has a tendency to appeal to ages birth through 2<sup>nd</sup> grade for “E” materials, 3<sup>rd</sup> through 8<sup>th</sup> grade for “J” materials, and 9<sup>th</sup> grade and above for YA materials. This statement is required by Missouri Regulation 15 CSR 30-200.015.
2. Publisher recommendations;
3. Format;
4. Intended audience and where the material will likely be found by browsers;
5. The prevailing location in libraries similar to ours.

### Display of Library Materials

To support the discovery of Library resources, services, and/or events, individual Library items and promotional information are displayed in designated locations in the Library. Library staff prepares displays of Library materials and promotional information for the purpose of:

1. Highlighting newly acquired items;
2. Informing Library patrons of the variety of subjects, genres, and formats included in Library collections;
3. Highlighting Library resources, services, and events.

The Library offers resources that present a wide variety of views and opinions on current and historical issues. The inclusion of an item in the collection or a display does not represent an endorsement of its contents by the Library.

Factors to be considered by Library staff when planning the timing, duration, placement, and theme of a materials display shall include:

1. Purpose of the display;
2. Size and location of designated display;
3. Number of related materials available;
4. Expressed interests and/or information needs of the Canton Community;
5. Historical, regional, or educational relevance;
6. Current season of the year and holidays.

Displays intended for a specific age group will only feature materials drawn from the corresponding collection. No age-inappropriate materials in any form, as defined within this policy, shall be displayed in areas designated by the Library as containing materials predominately for minors.

## Resource and Material Challenges

Although materials are carefully selected and located, there can arise differences of opinion regarding suitability of materials. Complaints about materials and location of materials will be handled by Library staff according to Library policies and based on the intellectual freedom statements endorsed by the Library Board of Trustees.

Residents of the City of Canton and Library cardholders may issue a complaint about Library materials, resources, displays, or programs in writing by filling out a "Statement of Concern about Library Resources" form provided by the Library. This form will ask the Library patron to specify the nature of the objection and to acknowledge whether or not they have read or viewed the item in question. Only parents/guardians of minor children, one of whom must be a Library cardholder, may file a challenge that specifically targets children's materials, displays, or programs.

The completed form will be given to the Library Director. Patron privacy rules will keep the form and its contents confidential during review. At this point, the item in question will remain on the shelves, the display will remain in place, or the resource will be available until a process is completed that includes the following:

1. Review of the form by the Library Director;
2. Communication in writing to the patron about the decision made by the Library Director;
3. If the patron wishes to appeal this decision, it will be formally reconsidered by a Committee appointed by the President of the Library Board of Trustees with a recommendation made to the full Library Board of Trustees for a final ruling on the matter.

Challenged titles and results of challenges will be public record and will be published on the Library website. However, personally identifying information will be redacted from the published results.