

COLLECTION DEVELOPMENT POLICY

Pittsburg Public Library

Approved by the Library Board of Trustees, November 9, 2022

Purpose of Policy

The purpose of the Pittsburg Public Library's Collection Development Policy is to inform the Library staff and public about the principles upon which selections are made. This plan outlines the responsibilities of persons involved in selection, and provides guidelines for development.

Policy Statement

Materials are selected for the Library's collection to meet the cultural, informational, educational, and recreational needs of the residents of the community. Materials are selected to reflect the diversity of interests, backgrounds, beliefs, and viewpoints found throughout the community.

The Library Board of Trustees has a legal responsibility for the collection and its protection under the First Amendment of the Bill of Rights of the United State Constitution and K.S.A. 12-1219. The Library Board and Staff endorse the American Library Association Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement (see Appendices).

The selection of any title does not constitute endorsement of its contents. The library provides materials for all of our patrons and some items may be better suited for some patrons, but not for others. Decisions are not made on the basis of any anticipated approval or disapproval, but solely on the title in relation to building the collection and to serving the interests of library patrons. Materials are evaluated as complete works and not on the basis of a particular passage.

Parents or guardians have the rights and responsibilities for making sure that their own children find materials that align with their own personal values. The Library provides a variety of materials for patrons and their children from which to choose. Displays and booklists are merely suggestions of new or pertinent content. Ultimately, it is the job of the parents or guardians to help their children decide what is appropriate. The Library does not infringe upon that right.

Selection Criteria

In general, the Library's collections emphasize up-to-date information that reflects a variety of viewpoints; Library staff retains or replaces older materials if they are considered standard works, are useful, or are in demand. Collection guidelines typically give preference to general treatments that support informal study over those that are specialized, scholarly, or intended for professional use. Textbooks are not generally selected except when such work would also serve the general public.

Collection Development staff use their training, knowledge, and expertise, along with the following general guidelines to select materials for the collection:

- Reviews from professionally recognized sources, including, but not limited to, Library Journal, School Library Journal, The New York Times Book Review, Booklist, Publisher's Weekly, Kirkus Reviews
- Publisher's catalogs and Booklists by recognized authorities

- Popular appeal, as determined by patron demand, reputation of author, circulation history of similar materials, or promotion/discussion of the title in public media
- The individual merit of each item (which may include literary or artistic merit, lasting value, accuracy, authoritativeness, timeliness)
- Relationship to the existing collection
- Availability from established library vendors
- Library's materials budget
- Suitability of format for library circulation and use
- Availability and accessibility of the same materials from another library
- Online resources are also evaluated based on accessibility and the availability of library licensing

Responsibility for Collection Development

Responsibility for selection of library materials rests with the Library Director who operates within the framework of the policies determined by the Library Board of Trustees. The Director may delegate authority to specific staff to manage selection, acquisition, evaluation, retention, and withdrawal of materials. All Library staff may participate in the selection process by making suggestions for purchase.

Patron Requests:

Patron requests are welcome and usually honored, unless the item requested does not fit the Library's selection criteria. Factors such as publication date, number and frequency of consecutive purchase requests from a single patron, prohibitive cost, narrow range of interest or unavailability sometimes prevent purchase. In those cases, the Library attempts to obtain requested materials through interlibrary loan (see Interlibrary Loan policy).

Formats:

The Library collects a variety of print and non-print formats. Library staff consider the addition of new formats to the collection when industry reports, national survey results, and local requests indicate that a significant portion of the community has the necessary technology to make use of the new format. Library staff also consider the availability of items in the format, cost, maintenance needs, and the Library's ability to acquire, process, store, and circulate the items when adopting or discontinuing formats.

Collection Maintenance:

Systematic evaluation and weeding of the collection are required in order to keep the collection current, responsive to patron needs, to ensure its vitality and usefulness, and to make room for newer materials. Staff involved in the collection maintenance process rely on the professional guidelines found in *Crew: A Weeding Manual for Modern Libraries* (Texas State Library and Archives Commission). This helps identify items which are inaccurate, outdated, trivial, damaged, or available elsewhere.

Collection maintenance also helps selectors evaluate the collection by identifying areas or titles where additional materials are needed or where updated editions are desirable. Holdings of other libraries in the area are considered in collection maintenance decisions. Withdrawn materials in good condition are given to the Friends of the Library for resale. Materials that are not given to Friends are disposed of at the discretion of the Library.

Self-published Materials:

As a general rule, self-published materials are not purchased by the Library, unless they meet the same selection guidelines as other materials purchased for the library, have received positive reviews from professional journals, or have significant local interest.

Gifts, Memorials and Donations:

The Collection Development Policy also applies to all materials obtained through gifts, memorials, and donations. Donations that are not added to the collection are placed in the Friends of the Library book sale. Gifts of money are welcome, and donors may request items to be purchased in broad subject designations or work with Library staff to select a title, paying the Library's cost of the item.

The Director and the Library Board will decide whether to accept gifts of items other than materials or money, not covered by written policies. Gifts made to the Library become the sole property of the Library and remain so until they are either added to the collection or until a decision is made by the Library administration about their appropriate use.

By current law, the Library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

Reconsideration:

The Library's collection reflects a variety of viewpoints on a wide range of subjects. Because a collection of diverse materials may result in concerns about materials or requests for reconsideration, the Library has a process for the reconsideration of library resources to assure that concerns are handled in a timely and consistent manner.

Collection Development staff are available to discuss concerns and comments about the suitability or classification of an item in the library's collection and will try to assist patrons in finding materials that are suitable for their use. If patrons wish to pursue their concerns after discussion with staff, they may fill out a Request for Reconsideration of Library Resources form (see Appendices).

The completed form and a copy of the material in question will be evaluated by the Library Director by consulting authoritative lists and critical reviews and the Library's selection policy. The Director will inform the Library Board of all requests for reconsideration of library material in a timely manner.

Within 30 days of receipt of the reconsideration request, the Director will inform the complainant of the results of the evaluation of the material or resource and any action which will be taken by the Library. In the event of an appeal of the decision of the Director by the complainant, the Library Board will serve as the final arbiter with the guidelines for selection in mind.

Appendix

Request for Reconsideration of Library Resources Form
American Library Association Library Bill of Rights
American Library Association Freedom to Read Statement
American Library Association Freedom to View Statement

Request for Reconsideration of Library Resources

Pittsburg Public Library

Approved by the Library Board, December 14, 2022

The Board of Trustees of the Pittsburg Public Library has established procedures for the reconsideration of library resources. Completion of this form is the first step in that procedure. Only one form per household/organization is accepted at a time. Challenged material must be read in full and form must be completed and signed to proceed with the reconsideration process. The Library Board and Staff endorse the American Library Association Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement. Please read entire Collection Development Policy for more information.

If you wish to request a reconsideration of a library resource, please return the completed form to the Library Director, Pittsburg Public Library, 308 N Walnut, Pittsburg, KS 66762.

This completed form and a copy of the material in question will be evaluated by the Director by consulting authoritative lists and critical reviews and the Library's Collection Development Policy. Within 30 days of receipt of the reconsideration request, the Director will inform the complainant of the results of the evaluation of the material by the Director and any action which will be taken by the Library. In the event of an appeal of the decision of the Director by the complainant, the Library Board will serve as the final arbiter with the guidelines for selection in mind.

Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Who do you represent: Self? _____ Or an organization? _____

Name and address of Organization: _____

1. Resource on which you are commenting:

Audio Recording

DVD

Book

Magazine

Digital resource (please specify)

Newspaper

Display

Other

Title: _____

Author/Producer: _____

Other: _____

2. What brought this resource to your attention? (Recommended by a staff member, review, friend's recommendation, found on shelf, visited Library, publicity announcement, etc.)

3. Did you read/view/listen to the material in full?

4. What concerns you about the resource? Cite page numbers or minute markers where possible, use additional pages, if necessary.

5. What positive qualities does the material present?

6. How has the material been assessed in professional review sources? Use citations and additional pages, if necessary.

7. What would you replace the material with? Include titles and professional reviews of replacement.

8. Why do you believe you should be able to restrict the reading choices of community members, including children? Please note that parents always have the right to educate their own children about the books that may be best for them. The Library does not infringe upon that right.

Date: _____ Signature of Patron: _____

Date: _____ Received by Director: _____

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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

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.

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

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