



## **Collection Development Policy**

### **Library Mission Statement**

The Thorntown Public Library provides public internet access for residents, supports families in helping young children become readers, links residents to information about our community, and satisfies the information needs of the curious.

### **Library Materials Definition**

The phrase “library materials” as it occurs in this policy includes, but is not limited to, books, periodicals, software, board games, microforms, audio-visual, and online sources.

### **Goal of Collection Development**

The library’s goal is to provide and make accessible a balanced collection of retrospective and contemporary material in various media that is responsive to a broad range of community interests and needs.

#### *Adult Collection*

The aim of the adult collection is to make available books and other materials that will meet educational, informational, cultural, and recreational interests and needs of the patrons. To fulfill this purpose, the library endeavors to maintain a carefully selected collection of materials of permanent value and of current interest. Each title/selection is judged individually according to *its* intrinsic merit and is judged as a whole.

#### *Youth Collection*

The children’s collection is selected to provide enjoyable reading for reading’s sake, and to provide information in fields of knowledge which interest children. The collection is carefully selected for children of all ages and abilities, and the emphasis is placed upon materials which stimulate imagination, mental growth, and the development of love of reading.

#### *Young Adult Collection*

Materials for young adults are selected to widen the adolescent’s thinking, to enrich his life, and to help him fulfill his recreational and emotional needs.

## **Intellectual Freedom**

Selections are made on the merit of the work as it relates to the library's goals and objectives and serves the expressed or anticipated needs and interest of the community. The library recognizes that many materials are controversial and that any given item may offend some users. Selections will not be made on the basis of any assumed approval or disapproval. Attempts will be made to represent differing viewpoints, values, philosophies, cultures, and religions whenever possible, within the range of materials published. Material which is biased or which represents only one point of view may be selected to provide necessary alternatives to other material. Material should not be proscribed or removed because of partisan or doctrinal disapproval. Inclusion of questionable language or attitudes in materials is not in itself reason to exclude it from the collection.

Library material will not be marked or identified to show approval or disapproval of the contents, and no item will be sequestered except for the express purpose of protecting it from damage or theft.

Responsibility for the use of the library's collection by children ages seventeen and under rests with their parents and legal guardians. Collection development of adult materials will not be limited by the possibility that items may come into the possession of minors.

The library has adopted the American Library Association's Library Bill of Rights, and the Freedom to Read statement. These statements are included as appendices to this policy and interpreted to include all library material regardless of format.

In order to ensure effective communication between the library and the community concerning the range of ideas and information in the library collection, the library maintains a materials evaluation procedure. The procedure for reconsideration of library materials is included in this policy.

## **Responsibility for Collection Development**

Ultimate responsibility for collection development of materials rests with the Library Director, operating within the framework of this policy as adopted by the Board of Trustees. It is at the discretion of the Director to delegate collection development responsibility to members of the library staff. Due to the library's membership in consortia and subscriptions to online databases, many print and digital items are selected by other consortium members and vendors.

## **Collection Development Criteria**

All materials, whether purchased or donated, will be selected or withdrawn in accordance with one or more of the following criteria:

- Public demand, interest or need
- Timeliness and/or significance of the subject
- Contribution to a balanced collection
- Support of the library's mission & Strategic Plan
- Community relevance
- Reviews from professionally recognized sources
- Cost
- Format

- Significance of the author/creator or publisher
- Availability of the item in the Evergreen consortium.

### **Selection Emphasis**

Considering space and budget limitations, the library selects materials to provide a balanced collection. The library collection includes both works of current interest and those of lasting value. Materials are selected in accordance with standards appropriate to the subject matter and to the needs of the community.

#### *Adult Collection*

The print collection will include fiction and non-fiction, both in regular print and large print; mysteries, science fiction, romance, westerns, and Christian fiction. Many, but not all, best-sellers will be acquired in a timely manner. The library maintains standing orders for several well-received authors through the Baker & Taylor Automatically Yours plan.

The video collection will include current and classic entertainment titles as well as appropriate non-fiction titles. The collection will include unrated titles as well as titles that bear the MPAA ratings of PG, PG-13, R, and NR. No NC-17 or X-rated titles will be acquired. Videos that reach \$50 million in theater sales will be automatically acquired through the Box Office Hits standing order plan from Baker & Taylor.

The adult collection will maintain a balanced general reference collection in print. Many reference materials will be updated annually, or as new editions become available. A few titles may be maintained in both print and non-print. Reference books that are deemed particularly useful are placed on Baker & Taylor's Continuations order plan.

Music CDs will be added in very limited quantities and usually at patron request.

Audiobooks will be acquired regularly, predominantly in fiction, as is appropriate for the demand. Romance, Christian fiction, and mystery standing orders are maintained with Recorded Books.

Magazines for popular use will be acquired. Indian's INSPIRE databases will be promoted and accessed to expand the periodicals offerings of the library. Back issues of magazines will be maintained dependent on content and timeliness.

Newspapers published in Boone County, Crawfordsville, Lafayette, Indianapolis (IndyStar) and nationally (USA Today) will be purchased, displayed, and retained for 14 days. Past issues of newspapers will be delivered to a recycling station.

Games (board, dice, card, tile, etc.) for a variety of ages, skill, and interest levels will be acquired for the collection. Emphasis will be placed on games that foster critical thinking and positive interactions, as well as those that can be enjoyed by diverse groups.

### *Youth Collection*

The print collection will include fiction and non-fiction picture books, early readers, chapter books for interest levels up to 8<sup>th</sup> grade, board books for toddlers, and age appropriate magazines. An age appropriate reference collection will be maintained and updated as needed.

The youth video collection includes titles that bear the MPAA ratings of G and youth appropriate NR. Popular series will be automatically acquired through the CATS standing order plan from Baker & Taylor.

Music CDs will be added in very limited quantities and usually to enhance youth programming.

Audiobooks will be acquired occasionally, predominantly in fiction for chapter books.

Playaways and other emerging formats will be considered on a case-by-case basis. Those that enhance the youth collection and library experience will be added as time and resources allow.

The above categories will be regularly weeded and updated, as appropriate. Guidelines for weeding the collection are included in this policy.

### **Collection Development Tools**

Tools used in collection development include professional journals, trade journals, frequent reference requests, publishers' promotional materials and representatives, and reviews from reputable print and online sources. The library will use standing orders to purchase materials in selected genres and formats; however, the library does not accept preview materials.

### **Patron Requests**

Purchase suggestions from patrons are welcome and provide librarians with useful information about interests or needs that may not be adequately met by the collection. Suggestions will be evaluated in terms of this policy in making additions to or deleting items from the collection. While every item customers request may not be purchased, items may be available to request from other Evergreen Indiana libraries, or a substantial effort will be made to acquire requested items through Interlibrary Loan.

### **Multiple Copies**

The library does not have the space or budget to purchase and maintain multiple copies of titles. When there are several reserves on a specific title, additional copies may be reserved through Evergreen Indiana. In subject areas where interest is in the subject more than in a particular title, the library prefers to buy a copy of several different titles instead of buying numerous copies of one title.

### **Collection Maintenance**

The library strives to maintain a collection that meets the needs of the community. In doing so, systematic collection development of the library's materials improves the efficiency and vitality of the library's resources. Materials are withdrawn from the collection by staff because of loss, low circulation, physical damage, obsolescence, or lack of shelf space. Materials that have been lost or damaged may be

replaced using the same criteria as for selection. Systematic collection development helps library staff evaluate the collection by identifying areas or titles where additional materials are needed, older editions that need to be updated, and subjects, titles, or authors that are no longer of interest to the community. This includes memorial/honorarium materials. If library staff is uncertain about a title to be withdrawn, standard bibliographic tools, and if necessary, subject experts, will be consulted to determine if the title has historical or literary value.

### **Special Collections**

Many of the items included in the following collections are unique, rare, irreplaceable, or hold special significance to the Thorntown community and/or Boone County. For these reasons, items from the special collections are rarely discarded.

#### *Indiana Collection*

The Indiana collection at the Thorntown Public Library contains material on the history, description, and development of Thorntown, Boone County, its residents, and to an extent, nearby counties. Materials that focus on Indiana history, heritage, architecture, travel, and famous Hoosiers are also acquired.

#### *Genealogy*

The library will acquire genealogical material related to Boone County. The library attempts to include indexes to births, deaths, marriages, wills and land records, and when possible, indexes and compilations of the records for surrounding counties. Donations of family histories are accepted if any of the ancestors or descendants had ties with Boone County. A general collection to help beginning and experienced genealogy researches is also developed and maintained.

#### *Information File*

The information file include newspaper clippings, brochures, programs, booklets, and other small publications that pertain to Boone County and Thorntown.

### **Donated Materials and/or Funds**

Materials and funds to purchase materials donated to the library are subject to the following:

- The library retains unconditional ownership of the gift,
- The library makes the final decision on its use or other disposition of the gift,
- The library reserves the right to decide conditions of display, housing, and access to the materials,
- Donations not added to the library collection may be given to the Friends of the Library for fund-raising, and
- The library does not accept gift subscriptions to periodicals.

### **Memorials/Honorariums**

Memorial materials or honorariums may be purchased with donor funds given to the library. An appropriate bookplate will be included in each gift identifying the donor and purpose of the donation.

### **Challenged Materials and Reconsideration**

Community members concerned with specific materials in the collection should discuss the material with the appropriate department supervisor, and/or the director. If a satisfactory resolution is not reached, the patron may complete a "Request for Reconsideration" form. These are available from the director.

Upon receipt of the completed form, the director will ask library staff for background information as to the criteria used in ordering the material in question, its relevance to the collection, and reasons for having the material in the collection.

The director will, at the earliest possible date, study the information provided by the library staff and respond, in writing, to the person who initiated the request for reconsideration.

If the person or persons initiating the request are not satisfied with the director's decision, he or she may appeal the decision to the Board of Trustees. Any person wishing to make such an appeal should notify the Library Director of his or her intent, so that the subject can be placed on the agenda of the next library board meeting.

### **General De-selection ("Weeding") Criteria**

Ongoing evaluation of the collection is necessary in order to maintain a current, accurate, and inviting collection. The criteria listed below apply to de-selection of all types of materials.

- Poor circulation statistics
- Out-of-date information
- Poor condition and/or physical appearance
- Space
- Extra/duplicate copies
- Community relevance
- Obsolete format

*Approved by Board June 11, 2018*

## Appendices

### 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.

Adopted June 19, 1939. Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

## **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.

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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.