

**Greater Clarks Hill
Collection Development Policy
For the Columbia County Libraries**

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Columbia County Public Libraries Collection Policy

Objectives of the Library Collection:

The objective of the library collection is to support the Columbia County Libraries Mission Statement: The purpose of the Columbia County Libraris is to provide quality library services and materials to adults and children in the community in order to meet their informational, recreational and educational reading needs.

Gifts:

Only gifts that are free of liens or claims are accepted. The library has sole and absolute authority in accepting or declining a gift, and is granted unconditional ownership of the gift. The donor may specify that the item be returned to them if the library declines or ceases to use the item(s), if no such request is made, the library may dispose of or sell the item as it deems appropriate. Some items may be used in Friends of the Library media sales. If the item is sold, all proceeds belong to Columbia County Public libraries. If a monetary gift is donated, the donor is invited to select an item from the library's wish list. If no item is selected, the library chooses how to spend the donation. The library does not determine the monetary value of gifts for tax deduction or any other purpose. The donor is given the appropriate form to use as s/he determines. Gifts are an addition to the collection, not a supplementation. Gifts are not viewed as means of cost reduction.

Responsibility:

The heads of each department are responsible for the selection of items in their department. They will use materials and techniques outlined in the evaluation and selection section of this document. They are encouraged to solicit suggestions and feedback from staff and patrons. The Columbia County Public libraries manager is the final authority for collection development.

Evaluation:

Selection will be made mainly by community demands, with every effort made to represent all points of view on topics of interest. The library welcomes patron suggestions and requests. Some of the selection criteria met but not limited to are:

- Current popularity of author
- Positive critical reviews
- Reputation and/or authority of the author
- Part of a series the library collects (e.g. Time Life series)

- Affordability
- Artistic, literary, historic, and/or scientific merit
- Media attention
- Adequate coverage of controversial issues

Copyright and fair use policies are adhered to when selecting software for public use. Software will only be available for use by the patron inside The Columbia County Public Libraries. Value, validity, and timeliness are of the utmost importance when selecting reference materials. The Columbia County Public Libraries do not use the Motion Picture Association of America as a guide for selecting media.

Intellectual Freedom:

The Columbia County Public libraries as a public institution tries in earnest to reflect views of the entire public not simply the majority. Patrons may find certain materials objectionable, but are reminded that they are responsible only for their own and their children's reading, listening, and viewing interests. No one may restrict access for others. The library provides material that allows patrons to examine issues and reach their own conclusions. Isolation of items is only for protection of the items themselves (items likely to be stolen). The Columbia County Public Libraries adhere to The Library Bill of Rights and The Freedom to Read posted at the end of this document. Patrons are encouraged to visit the American Library Association's web site, www.ala.org.

Format:

The library appreciates the value of non print items for educational and entertainment means and the collection reflects this. Whenever possible, the library chooses the most appropriate format for the item selected. The preferred format for books (both fiction and nonfiction) and serials is print on paper. Print items may be duplicated in audio or visual format. Graphic novels are included in the collection when the item is both in popular demand and in receipt of critical acclaim.

Selection Aids:

The department heads use reviews written in *The Library Journal*, *Public Library Journal*, *VOYA*, *American Libraries*, *School Library Journal* and other reputable, affordable guides as they are made available in the selection process. Local schools are consulted to ensure items that enhance and compliment their curriculum are selected. Advice from local grade school, high school, and preschool teachers are both welcomed and sought for selection of materials located in the young adult and juvenile section.

Analysis of Subject Fields:

Selection is mainly based on items discussed in Evaluation section. The Columbia County Public libraries strives to keep a balanced collection, with emphasis (not a limitation) on items listed below:

000's Generalities-Computer Science-focus on manuals for the nonprofessional, manuals that discuss programs the library uses, effort is made to keep a wide selection; items such as encyclopedias are replaced annually or biannually. The previous year's encyclopedias will be put into general circulation as the reference items are replaced. Library science items are purchased mostly for employee use, but are still put in circulation for the budding librarian patron

100's Philosophy and psychology- focus is on self help type materials; parapsychology-materials that also include local interest are emphasized; concentration on balanced representation of different view points of subjects that may be seen as controversial

200's Religion-items that represent local religious organizations; mythology included for local school interest; different versions of the bible; as with 100's, concentration on balance (representation of different views)

300's Social Science-wedding plan type items; etiquette volumes; items regarding customs concerning different cultures, especially Asian culture; test guides, several copies of various test prep guides making sure one recent up to date copy is kept in reference; items on basic law such as divorce and real estate, as well as law as it applies to seniors; balanced representation for items concerning anthropology and sexual orientation; items on history of American slavery; materials concerning international relations are consistently monitored for updating; educational items focusing on elementary education and education for preschool age children; items for home schooling; political science

400's Language-emphasis is on English translated to other languages and the history of the English language; please see the fiction guidelines for developing collections in other languages

500's Natural Sciences and mathematics-for the most part, math is a timeless discipline and items are replaced when volumes are worn out or missing
The natural sciences will be evaluated on at least an annual basis and will be judged on timeliness, accuracy, and relevancy

600's Technology (Applied Sciences)- emphasis placed on gardening for zone 9; large variety of items concerning culinary interests, pets and domestic animals are selected; many different items concerning health, fitness, and medicine are selected and evaluated on at least an annual basis and will be judged on

timeliness, accuracy, and relevancy; business, home repair, auto repair, engineering, and home economics will be evaluated on an as needed basis
700's The Arts-basic selection on art, architecture, music, and landscaping; variety of items concerning sports and games; interior decorating items updated regularly; focus on digital photography as well as classic photography; emphasis placed on current and popular trends; hobbies; biographies on individual musicians and athletes will be placed in the Biography section, but biographies on artists, teams, and musical groups will be placed in the Dewey designation

800's Literature and Rhetoric-emphasis is placed on items used in the curriculum of local schools; items that are considered classics are selected as well as their modern counterpart(s) when available and vice versa

900's Geography and History-variety of travel guides, emphasis is on a variety of travel guides; emphasis on local history; some genealogy items are heavily collected as reference materials, "how to" materials are selected for general circulation, collective biographies will be kept in this Dewey designation

items in Heritage Room will be handled later

Fiction: alphabetized by author's last name, there is no separation of genres, hardcover items will be chosen over paperback items when possible, paperback items will be chosen when they receive favorable reviews in critical journals and/or on best seller lists

Mystery: items are very popular and circulated frequently, new items as well as items that are considered classics are collected

Romance: items chosen by current popularity of author and placement on "best seller" lists

Christian Fiction: emphasis is placed on volumes that are part of a series

Fantasy/Sci Fi: emphasis is placed on current titles and/or popular demand

Horror: emphasis is placed on popular demand and/or popularity of author

Western: emphasis placed on popularity of author/demand, classics collected

Audio-Visual: Films that are both "new releases" and in popular demand are collected. Films that are considered classics as well as those that have received critical acclaim are included in the collection. For any film collected that represents one point of view, a film representing the opposite view (when available) will be included. Films especially for juveniles will be shelved in the juvenile section. The Columbia County Public Libraries do not currently have their own physical audio collection, but one will be developed for the fiscal year ending June 2010. The Library currently holds a subscription for downloadable

books. Each year circulation statistics for downloadable audio and e-books will be evaluated before services are renewed.

Young Adults: Items included in this category must meet the educational and entertainment needs of this age group. Selection is based on reviews found in *The Library Journal*, *Public Library Journal*, *VOYA*, *American Libraries*, *School Library Journal* and other reputable, affordable guides as they are made available in the selection process. Consideration is given to the current curriculum of local schools. Items that compliment or enhance the curriculum are included. The Young Adult librarian is responsible for the development of the young adult collection working in conjunction with the Reference Services Manager.

Juveniles: Items that meet the recreational and educational needs are collected. Suitability for children and their usefulness in library programs are the most important qualities for this category. The Children's Librarian is responsible for the development of the children's collection.

Serials: in general selected by popular demand as funds are available; efforts are made to maintain complete local serials (e.g., *The Columbia County News Times*). Professional journals are kept for three years, back issues of other items are kept as space allows.

Replacement:

Items will be replaced on the following basis:

- Subjects that are time sensitive (e.g., medical texts) are deselected and replaced annually
- Last copy in library system
- Patron demand for the title
- Items considered to be literary classics
- Part of a series or collection the library currently holds or plans to hold (based on popularity)
- Math items replaced when volumes are worn out

Deselection:

Deselection will be based on the CREW (Continuous Review Evaluation and Weeding) method. Further, items that are in poor condition, rarely circulated, or contain outdated content will be deselected. Lack of space and multiple copies no longer in demand will also factor into the deselection process. Every effort will be made to recycle items either by donation to a local charity or school, or by using appropriate facilities in keeping with good environmental health. The following items will be closely monitored for updating: materials concerning international relations, travel guides, and health and/or medical items. Value, validity, and timeliness are of the utmost importance when selecting reference materials. These issues may be reconsidered when the item in question contributes to educational (by means of comparison) or recreational needs. All items that fall into this category will be clearly and redundantly marked as such. Some items are

deselected and replaced annually (e.g., Physician's Desk Reference, encyclopedias, etc.).

For the branch libraries that have space as an issue, fiction items that have not circulated in one to three years will be deselected. When space is not an issue, fiction items will be deselected when worn or in a state of disrepair.

Following these guidelines will ensure that the Georgia Public Library Service recommended minimum replacement of 3% is met.

Reconsideration:

Opinions and comments are welcome and may or may not be used in the selection process. However, for an item to be considered for removal or reshelving, the patron must make a formal complaint by filling out the Request for Reconsideration form (included in this policy). No other forms of complaint will be considered "formal." The Columbia County Library Manager and heads of department will review the item. The patron will be notified within five days after a decision has been made.

Appeals:

If any patron is dissatisfied with the results of reconsideration, s/he may request an appeal of the decision to the Library Board of Trustees. The request should be in written form and be accompanied by the Reconsideration Form. The patron will be informed once a decision has been reached as to whether or not a hearing will be granted, and will be notified when s/he may address the board. A meeting open to the public will be held, and The Library Board of Trustees may vote to override or uphold the library's decision.

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 18, 1948.
Amended February 2, 1961, 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.

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; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by:

[American Library Association](#)
[Association of American Publishers](#)

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 guarantees 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 by the ALA Council January 10, 1990

Library Policies Consulted

Arizona Health Sciences Library
The University of Arizona
Tucson, AZ
www.ahsl.arizona.edu/policies/cdpolicy.cfm

Boulder Public Library
Boulder, CO
www.boulder.lib.co.us

Hancock County Public Library
Greenfield, IN
www.hcplibrary.org/policy/collect.php

Kokomo-Howard Public Library
Kokomo, IN
www.kokomo.lib.in.us/information/collectionDevPolicy.pdf

Lawrence Public Library
Lawrence, KS
www.lawrence.lib.ks.us/artscoll.html

Muehl Public Library
Seymour, WI
www.owls.lib.wi.us/sev/collection.htm

Newark Public Library in Jersey
Newark, NJ
www.npl.org/Pages/AboutLibrary/collectionsdevpol.html

Paris Bourbon County Public Library
Paris, KY
<http://bourbonlibrary.org/collection.htm>

Tippecanoe County Public Library
Lafayette IN
www.tcpl.lib.in.us/admin/collman.htm

Western Massachusetts Regional Library System
South Deerfield, MA
www.wmrls.org/services/colldev/weed_it.html