



# Collection Development Policy

Adopted: 02/2002

Revised: 01/2018

Reviewed: 01/2018

This document is intended to guide the Scott County Public Library (SCPL) staff in the selection and retention of print and non-print library materials and to inform the public about our collection focus.

## Library Mission Statement

The Scott County Public Library is a center of community life, offering opportunities for people of all ages to learn, know, gather and grow.

Scott County residents will have access to innovative library services, delivered in an efficient and effective manner, that will assist everyone to continue to grow and learn throughout their lives, provide the materials, programs, and services needed to meet their recreational needs, develop their ability to find and use information in a variety of formats, provide the information services needed to answer their questions and enable people to explore their personal heritage.

The library has identified four service responses as appropriate to our community; 1. Satisfy Curiosity: Lifelong Learning, 2. Create Young Readers: Emergent Literacy, 3. Stimulate Imagination: Reading, Viewing and Listening for Pleasure 4. Building Community

## PHILOSOPHY AND OBJECTIVES OF SELECTION

SCPL's service commitment is to the people within its service area including people of every age, education, background, personal philosophy, religious belief, occupation, sexual orientation, economic level, ethnic origin and human condition. SCPL has adopted the American Library Association's guidelines for public access to information contained within the following documents: Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement (attachment #1).

The SCPL selects, organizes, makes available, and encourages the use of print and non-print materials which:

- Support the informational, recreational, and educational needs of the community at large.
- Provide access to a variety of ideas, opinions, and perspectives on current topics.
- Support local business, cultural, recreational, and civic activities.
- Stimulate the individual's sense of self-awareness and intellectual development.
- Enable informed participation in the affairs of the community, the state, the nation, and the world by providing free access to informational resources.
- Promote intellectual freedom by providing for free access to a variety of subjects and views within the limitations of space and budget.

## RESPONSIBILITY FOR SELECTION OF MATERIALS

The Board of Trustees, the governing body that determines the Library's policies, delegates the responsibility for the selection of books and other library materials to the Director. In turn, the Director may delegate selection of particular materials to qualified staff members. A committee of librarians for participating libraries may select materials for statewide electronic collections.

## CRITERIA FOR SELECTION

SCPL seeks to develop an outstanding collection for its patrons within the constraints of budget allocations and shelf space. All or some of the following general criteria will be considered when making selection decisions:

- Standard review media for public libraries (such as Library Journal and Booklist).
- Publishers' announcements of upcoming and recent publications, and vendors' catalogs.

- Bibliographies for specific areas which provide for retrospective purchases, such as those found in the *Core Collection Series* by H. W. Wilson.
- Popular demand and/or appeal.
- Recommendations by patrons and staff.
- Present and potential relevance to community interests and needs.
- Suitability of physical form for library use.
- Suitability of subject and style for intended audience.
- Relation to the existing library collection and to other material on the subject.
- Availability of material in other libraries ~~or in print~~.
- Cost of the item.
- Physical limitations of the building.
- Library's ability to provide delivery platforms as well as user support and training.
- Balance to the collection which reflects a diversity of materials and resources.

SCPL offers interlibrary loan service to provide patrons access to books, magazine articles, and other materials that are not in the collection. The library staff welcomes such interlibrary loan requests from patrons and makes every effort to fill them in the timeliest manner possible.

### **COLLECTION MAINTENANCE**

Maintenance of the collection, which includes weeding, replacement, and repair, will be conducted on a continuing basis, and requires the same careful attention as initial selection. To a well-kept library, regular weeding is just as important as adding materials to the collection.

The following general criteria will be used for weeding:

- Out of date, inaccurate, or has been superseded by more relevant or current materials on the subject.
- Poor physical condition and its use is not sufficient to warrant repair or rebinding.
- Duplicate copies of a title that is no longer in demand.
- Insufficient use of an item
- Limited space for housing materials.
- Change in the needs of the community
- Maintain balance in the collection

The final decision to weed items from the collection rests with the Library Director. The Director may delegate weeding to qualified staff members. Materials of little or no value or in very poor condition may be destroyed or sent for recycling. Materials still useful elsewhere may be made available to schools or other appropriate non-profit institutions. Materials with market value are made available to the public through sales conducted by the Friends of the Library.

### **SPECIAL COLLECTIONS**

Because of the specialized nature of items housed in the Kentucky Room, a separate Collection Development Policy has been approved for this area (attachment #2).

### **GIFTS AND DONATIONS**

SCPL welcomes donations of library materials from the public. Items that will not be accepted are: textbooks, encyclopedia sets, audiovisual materials in outdated formats, and items that are in poor physical condition. Donations will be considered as possible additions to the collection and are subject to the same selection criteria and collection maintenance criteria used for the acquisition of materials. The library will accept materials only if the donation is made without stipulations on the part of the donor. Donated items not needed for the library collection will be given to the Friends of the Library for use in their book sale.

Those patrons desiring a receipt for tax purposes must state the value of the contribution. The library is not an appraisal agency and cannot assess the worth of donated materials.

The Scott County Public Library encourages monetary gifts in memory or in honor of individuals or groups. Materials will be ordered in keeping with the donor's wishes if the request complies with the library's selection guidelines. A memorial/honor form must be completed by the donor so proper acknowledgements can be sent to an individual or family members by the library.

The donor of any gift should understand that the library shall assume the complete authority over disposition of the gift and reserves the right to assign gifts wherever the need is greatest.

#### **REQUESTS FOR RECONSIDERATION**

Occasionally, objections to a selection will be made by the public despite the care taken to select appropriate and useful materials for the library and the qualifications of the staff that make the selections.

All objections to the presence of any library material will be referred to the Library Director, Assistant Director, or department manager, who will discuss the matter with the complainant. The Director will be kept informed of all such complaints. In the event that they are unable to come to a resolution, the patron will be given the Citizen's Request for Reevaluation of Library Materials form. Upon receiving the patron's completed form, the Director will reexamine reviews of the material and will take the complaint to the Board of Trustees who will make the final decision.

## Attachment #1

**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, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; 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 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.

## Attachment #2

**Kentucky Room Collection Development Policy****Mission Statement for the Kentucky Room**

The purpose of the local history and genealogy collection is to preserve the materials that document the history of Scott County and its people; and to make these materials available to researchers and the general public.

**Goal of the Kentucky Room**

The goal for the Kentucky Room is to collect and maintain these materials in trust for future generations; staff is committed to accomplishing this goal by using accepted preservation methods, and providing access to the materials under safe conditions.

**Collection Development Policy***Scope*

The Scott County Public Library's Kentucky Room collection offers patrons who are conducting genealogical or local historical research an excellent combination of resources unique to Scott County, Kentucky and its people. The Kentucky Room is committed to promoting and supporting researchers in the areas of genealogy and local history by collecting items of interest to their studies.

*Collecting Policy*

The Kentucky Room will collect materials pertaining to Scott County, Kentucky or that has a significant connection to our local history and culture. The major emphasis is historical, but also includes current information on Scott County and Kentucky. The collection includes but is not limited to books on the history and culture of Kentucky, with a focus on Central Kentucky; books on the history, culture, and genealogies of Scott County, Kentucky; rare and/or significant books and publications on Scott County and Central Kentucky; local newspapers on microfilm and microfilm data pertaining to Central Kentucky. As space permits, the collection will expand to include publications such as maps, memorabilia, historical pamphlets, and postcards depicting Scott County and Central Kentucky; as well as photographs pertaining to Central Kentucky, its agriculture, culture and people

The genealogy collection focus is on Scott County, Kentucky families. This collection may include, but is not limited to, biographical works, atlases, maps, pedigrees, family histories, oral histories on Scott County family genealogies and local history, census records, vital records, cemetery records, newspaper records, family and personal papers: letters, diaries, scrapbooks, and family files.

The Kentucky Room will not collect the following: textiles of any form, artwork, original government records or documents, posters larger than 24"x36", or information on electronic/digital formats. Two and three dimensional items will be reviewed on an individual basis to see if they fit within the scope of our collection.

*Circulation and Access Policy*

While our policy of limiting circulation of certain items is essential to their preservation, these items may be viewed by patrons within the confines of the Kentucky Room. Patrons may copy pages by using library copier, digital cameras, phone cameras, and personal wand scanners.

*Special Collections*

Special Collections includes items of a rare or fragile nature. The collection may include books, manuscripts, records, and personal papers. Because of the fragility of the items, special handling is required; copying on a copier is limited to library staff only. Patrons may copy using personal digital cameras, phone cameras, or personal wand scanners. To view items in our Special Collections requires patrons to complete a request form available in the Kentucky Room; all items will be viewed by patrons within the confines of the Kentucky Room. Patrons must be 18 years of age or minors accompanied by an adult to view Special Collection materials.

*Preservation and Maintenance*

Local history materials, when appropriate, will be preserved by “best practices” methods and will be housed in acid-free folders, enclosures, and containers. The collection will be maintained in a separate, clean, and safe environment.

*De-Accessions of Materials*

Scott County Public Library reserves the right to dispose of any materials inappropriate to our collections in a manner deemed appropriate. Withdrawn items may be donated to the Friends of the Library, discarded, returned to donors, or offered to other institutions and depositories when feasible.

**Gifts**

Scott County Public Library endeavors to expand the Kentucky Room collection in anticipation of meeting the needs and desires of our patrons. We welcome donations of items that fit within the parameters of our collection policy, and are in good condition. Items must be appraised for condition before inclusion in the Kentucky Room collection. Donations will be accepted provided that (a) there is a signed Deed of Gift form that legally transfers ownership and copyright of the materials to the Scott County Public Library, and (b) the donor does not place restrictions on the use and access to public of the materials. Under special circumstances, items from the Scott County Public Library may be loaned to other institutions for exhibition. The Scott County Public Library reserves the right to decline gift and monetary donations.

*Monetary Donations*

In the case of monetary tax-deductible donations to the Kentucky Room, please send your donations to the Scott County Public Library with a designation to funding for the Kentucky Room. For additional information please contact the Director of the Scott County Public Library.

Your donation to the Kentucky Room collection will be greatly appreciated and will make a dramatic difference in the preservation of Scott County, Kentucky history and the level of service we can provide to our patrons.