

COLLECTION DEVELOPMENT POLICY

I. Statement of Policy

The Board of Trustees of the Shenandoah Public Library will strive to combine the needs of the community with the availability of critically reviewed resources within the context of the Library's stated mission and goals.

II. Objectives of Selection

The Shenandoah Public Library will maintain its popular collections. Consideration will also be given to instruction on information retrieval and the development of life-long learning skills. The Library will continue to provide timely access to appropriate reference materials. Materials deemed advanced, specific, ephemeral will be sought through interlibrary loan. The SPL's bibliographic resources will be shared through the arrangements of the State Library.

Materials selected will be based on guidelines endorsed by the American Library Association in the Library Bill of Rights and associated documents (see attached copies).

III. Responsibility for Selection

The Board of Trustees delegates the responsibility for the selection of materials to the professional staff, working under the policies determined by the Trustees.

IV. Criteria for Selection

Involved in the choice of materials are the experience and knowledge of those staff selecting materials, their familiarity with the community, its needs, demands, and other library resources, the existing collection and the Library's materials budget.

Materials are judged on the basis of the work as a whole, not on a part taken out of context. Reviews in professional journals (Library Journal, School Library Journal, Booklist) are used in the selection process and are sought whenever possible. However, the lack of a review or an unfavorable review shall not be the sole reason for rejecting a title requested by library patrons.

General Criteria (in no particular order)

1. Relevance to community interests and needs
2. Opinions of critics, reviews, staff members and public
3. Reputation and/or significance of author
4. Expressed public demand
5. Budgetary and space considerations
6. Current usefulness or permanent value
7. Statement of challenge or original point of view
8. Relation to existing collection
9. Relative importance in comparison with other works on the subject
10. Quality in content, format and binding
11. Availability of materials in the subject areas

Specific Criteria for the Evaluation of Works of Imagination

1. Representation of important movement (literary or social), genre, trend, or national culture.
2. Vitality and originality
3. Artistic presentation and experimentation
4. Sustained interest
5. Effective characterization
6. Authenticity of historical, regional or social setting

Specific Criteria for Online Databases

1. Content fits within the mission of the Library
2. Provides added value over other formats
3. Search interface is user-friendly
4. Available by both remote and in-house access
5. Unlimited access when possible
6. Vendor provides usage statistics
7. Reasonable cost
8. Can be maintained over a variety of computer platforms.

Shenandoah PL will not maintain more than one version of a resource (such as electronic or print) unless there are compelling reasons to do so. Usage statistics will be evaluated annually, and patron feedback will be solicited.

Formats

Materials are purchased in the most appropriate format for library use. Books are generally purchased in hardcover editions because of their durability. However, if the hardcover is prohibitively expensive, paperback editions are preferred if the title would be used infrequently or is ephemeral.

The Library recognizes the place of non-print formats in the collection as

legitimate educational and recreational resources for the community. The Library monitors the development of new formats and may add these to the collection. The continuation of current formats and the adoption of new formats will be based on an analysis of market acceptance of the format, its ability to provide a cost-effective alternative to existing formats, and the Library's financial ability to acquire, to process and to maintain a sufficient collection.

Exclusions from Collections

The Library does not keep, acquire or purchase material that violates the legal definition of obscene material as defined by state statute.

No material will be excluded from selection because of the race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sexual orientation, gender identity, age, marital status, receipt of public assistance, political affiliation, disability, educational background and/or socio-economic status of the creator of the work.

Shenandoah Public Library generally does not buy items of a promotional nature, such as those advertised in infomercials.

Interlibrary Loan

Borrowing items from other libraries at the request of patrons is not a substitute for collection development. However, it does support the mission of the Library by expanding the range of materials available to Library patrons without needlessly duplicating the resources of other libraries. In meeting patron needs, SPL follows the state and national interlibrary loan protocols. Items in frequent or recurring demand are considered for purchase.

V. Collection Maintenance

Weeding (the removal of materials) is necessary to maintain a vital, useful, well-kept collection. Selection of materials for weeding is based on the following criteria:

1. Materials worn out
2. Ephemeral materials
3. Materials no longer considered accurate or factual
4. Materials with low or no circulation and/or are of questionable value
5. Excess copies of a title no longer in demand

Replacement of material withdrawn is not automatic. The need for replacement is based on:

1. The number of duplicate copies
2. Adequate coverage of the subject in the collection
3. Demand

Disposal of materials discarded from the collection is accomplished according to

the following methods:

1. At the Friends of the Library annual book sale
2. Options for the disposal of the remainders from the sale are left to the discretion of the Friends of the Shenandoah Public Library who purchase the materials from the Library.
3. Material unsuitable for sale is donated to a charitable organization or destroyed and thrown away insuring that no for-profit organization or private individual will realize any financial gain.

VI. Challenged Materials

The Shenandoah Public Library recognizes that some materials are controversial and that some items may offend some patrons. Selection of materials will be made on the basis of the principles stated in this policy.

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

Patrons concerned about particular material may complete a “Statement of Concern about Library Resources” (attached copy). The Appeals Policy will govern the rest of the process.

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.

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

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

Subsequently endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

Access to Library Resources and Services for Minors

An Interpretation of the Library Bill of Rights

The American Library Association supports equal and equitable access to all library resources and services by users of all ages. Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users is in violation of the American Library Association's *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The right to use a library includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, apparent maturity, educational level, literacy skills, emancipatory or other legal status of users violates Article V. This includes minors who do not have a parent or guardian available to sign a library card application or permission slip. Unaccompanied youth experiencing homelessness should be able to obtain a library card regardless of library policies related to chronological age.

School and public libraries are charged with the mission of providing services and resources to meet the diverse interests and informational needs of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of providing library services and should be determined on an individual basis. Equitable access to all library resources and services should not be abridged based on chronological age, apparent maturity, educational level, literacy skills, legal status, or through restrictive scheduling and use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. A library's failure to acquire materials on the grounds that minors may be able to access those materials diminishes the credibility of the library in the community and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, sound, images, data, social media, online applications, games, technologies, programming, and other formats.¹ Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.² Libraries and their library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether or not content is constitutionally protected.

Article VII of the *Library Bill of Rights* states, “All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use.” This includes students and minors, who have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use.³

The mission, goals, and objectives of libraries cannot authorize libraries and their governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As “*Libraries: An American Value*” states, “We affirm the responsibility and the right of all parents and guardians to guide their own children’s use of the library and its resources and services.”⁴ Libraries and their governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies shall ensure that only parents and guardians have the right and the responsibility to determine their children’s—and only their children’s—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children. Libraries and library governing bodies should not use rating systems to inhibit a minor’s access to materials.⁵

Libraries and their governing bodies have a legal and professional obligation to ensure that all members of the communities they serve have free and equitable access to a diverse range of library resources and services that is inclusive, regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Libraries and their governing bodies must uphold this principle in order to provide adequate and effective service to minors.

¹ *Brown v. Entertainment Merchant’s Association, et al.* 564 U.S. 08-1448 (2011).

² *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975): “Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors.” See also *Tinker v. Des Moines School Dist.*, 393 U.S.503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*, 244 F.3d 572 (7th Cir. 2001).

³ “Privacy: An Interpretation of the *Library Bill of Rights*,” adopted June 19, 2002, by the ALA Council; amended July 1, 2014; and June 24, 2019.

⁴ “Libraries: An American Value,” adopted on February 3, 1999, by ALA Council.

⁵ “Rating Systems: An Interpretation of the *Library Bill of Rights*,” adopted on June 30, 2015, by ALA Council; amended June 25, 2019.

Board Approved : 2/4/2004

Board Reviewed : 1/4/2017

Board Revised: 11/6/2013, 7/10/2019, 11/9/2022

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 *under previous name* "Free Access to Libraries for Minors"; July 1, 2014; and June 25, 2019.



Shenandoah Public Library Statement of Concern About Library Resources

Name _____ Date _____
Address _____ Phone _____
City _____ State _____ Zip _____

Do you represent (please check one):

- ☐ Yourself
☐ An organization (name): _____
☐ Other group (name): _____

1. Resource on which you are commenting:

- | | | |
|------------------------------------|---|-----------------------------------|
| <input type="checkbox"/> Book | <input type="checkbox"/> Audiovisual Resource | <input type="checkbox"/> Magazine |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Content of Library Program | <input type="checkbox"/> Other |

Title: _____

Author/Producer: _____

2. What brought this title to your attention?

3. Have you read, viewed or listened to the entire work? ☐ Yes ☐ No
If not, with which parts are you familiar?

4. Specifically, what are your objections? (Cite pages, instances, etc. Use back if needed)

Signature _____

GIFTS POLICY

The Shenandoah Municipal Code in Chapter 22 provides that the [Library] Board shall have and exercise fiscal powers and duties on any monies and property allocated and / or gifted to the Library for its improvement.

The Board of Trustees and staff of the Shenandoah Public Library encourage the private support of the Library's program of service to the community through the gift of money, real property, personal property, mixed property, devices, bequests, and trust funds. These gifts allow the Library to undertake or expand services for the benefit of the public that would not otherwise be possible. The Library is responsible for seeing that gifts are properly accounted for and utilized. Gifts are accepted to enhance public library service and are not intended to replace municipal support.

The Library's acceptance of a gift does not guarantee its retention as Library property in perpetuity. As the Library's needs change, as gifts intended for use are used and become worn or outmoded, and as the public's interests and needs change, the Trustees may find it in the public interest to alter or convert a gift from its original intent. This possibility must be acknowledged; however, the Board will not take this act lightly nor exercise it frequently. Trust funds may be diverted from their original purpose only in the instance of a capital emergency.

Gift Procedures

A. Memorials

Checks for memorials should be made payable to the Shenandoah Public Library Foundation. The Library will assume responsibility for ordering memorial materials. These gifts are deductible for income tax purposes.

The Foundation will mail a letter to the family of the deceased informing them of the donation and a thank you note to the donor.

Memorials should be satisfactory to both the donor and the Library. It is suggested that materials, or furniture, or equipment meet Selection Policy criteria or space, utilization, and design criteria for the building.

B. Gift Materials

The Library does not accept special collections of books to be kept together as a separate entity. Gifts donated with special conditions or restrictions are generally not accepted. Gift collections may be accepted with the understanding that they will be integrated into the general collection as adhering to the Selection Policy criteria, the only form of donor identification being a bookplate.

Books advocating the principles and practices of a specific religious denomination may be accepted as gifts if they otherwise fit the Selection Policy criteria. The Library does not assume responsibility for replacing worn or lost copies of these titles nor for purchasing new or revised editions which were originally donated as gifts.

The Library does not provide appraisals of gifts. Donors are responsible for determining the value of their gifts and for providing a quantitative count of the donated materials if such a count is desired in the acknowledgment.

Plaques or other permanent, public recognition of a gift may be utilized at the Library's discretion. Whenever possible the cost of such a memorial will be included as part of the gift. The Library is solely responsible for determining the requirement for, and nature of, such signage.

C. Sustaining Gifts

Sizable gifts of money are invested by the Library Foundation.

D. Personal Property

Gifts of personal property may be received and accepted. Items other than library materials which are of historic value, and are not intended for use of or loan to the public, are museum objects. Generally these items are not solicited.