

209: Collection Development Policy

Created 2021

Mission Statement

The mission of Freeport Public Library is to be the community's center for information, recreation, and lifelong learning.

Statement of Purpose

The Freeport Public Library provides materials and services to help the community obtain information for their educational, recreational, professional, personal, and reference needs. This purpose of this policy is to aid in the process of materials selection and overall management of the collection. The Freeport Public Library seeks to maintain the principles expressed in the Library Bill of Rights, the Freedom to Read and Freedom to View Statements (See Appendix A).

Materials Selection

The responsibility for Freeport Public Library's collection rests with the Library Director. The Library Director operates within the framework of policies determined by the Library Board of Trustees. Staff members of all levels have a role in the selection of materials and follow the guidance of Department Managers. Library materials are selected on the basis of literacy, educational, informational and recreational value to the community.

Management of Collection

Retention of Collection

In order to retain relevant and reliable collections, the library understands the need to evaluate the collection; which includes withdrawal of materials. Library patrons deserve and should have access to a well-selected and properly maintained collection of materials that meet the community's current needs and expectations. The following types of materials will be continually reviewed for withdrawal:

- The item is damaged, worn, in poor physical condition, or is mutilated
- The content is outdated
- The material is no longer of interest or demand, including multiple copies of the same item
- There are superseding editions of specific titles

Withdrawn materials are saved for periodic book sales, donated to other institutions/organizations, or discarded.

Reconsideration of Materials

The Freeport Public Library does not endorse particular beliefs or views, nor does the selection of an item express or imply an endorsement of the author's viewpoint. The Library welcomes expression of opinion by patrons, but will be governed by this Materials Selection Policy in making additions to or deleting items from the collection.

Patrons who request the reconsideration of library materials will be asked to submit their request in writing by completing and signing the “Request for Reconsideration of Library Material” form. Any requests for reconsideration must be from an eligible Freeport Public Library cardholder or eligible non-resident card holder. All other requests will not be accepted

Upon receipt of a formal written request, a decision will be made regarding the disposition of the material. The Library Director will communicate the decision and the reasons for it, in writing, to the person who initiated the request for reconsideration. The Director will inform the Board of Trustees of the reconsideration and disposition of library materials.

In the event that the person who initiated the request is not satisfied with the decision, an appeal for a hearing before the Library Board of Trustees can be made by making a written request to the President of the Board. The Library Board reserves the right to limit the length of presentation and number of speakers at the hearing. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Freeport Public Library. On the basis of this determination, the Board may vote to uphold or override the decision of the Director.

Gifts and Donations

Gifts are received with the understanding that they may or may not be included in the collection. All gifts are accepted with no restrictions placed upon their use. The same standards of selection are applied to gifts as to materials acquired for purchase. All gifts are accepted with the understanding that gifted materials follow the same retention procedures as materials acquired by purchase.

If requested, the library can give written acknowledgement of the number of gift items donated, but cannot attach any monetary value to gifts for income tax purposes.

Appendix A

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.

Freedom to Read

<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>

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.