

Pottsboro Area Public Library Selection Process Policy

Introduction

The purpose of the library selection process is to acquire information resources, which support and enrich lives, education, careers, and businesses. The Collection Development Policy of the Pottsboro Area Public Library is intended to provide a basis for the development of library information resources that will serve all persons in the community.

The Pottsboro Area Public Library recognizes that it was established to serve everyone within the Library's service area and that individuals and groups within the community have diverse interests, backgrounds, and needs.

Mission

The mission of the Pottsboro Area Public Library is to Learn. Engage. Enrich.

Statement of Intellectual Freedom and Censorship

The Collection Development Policy of the Pottsboro Area Public Library is based on the following principles:

1. The essence of democracy is that individuals have the right of unrestricted inquiry and the right of forming their own opinions. In a democratic society, everyone is free to determine what they wish to read, to hear, or to view. Likewise, each group or organization is free to determine what it will recommend to its members.
2. The freedom to read, to hear, and to view is protected by the First Amendment to the Constitution of the United States of America. These freedoms are essential to our democracy and will be upheld, supported, and defended in the selection and the provision for access to all library information resources.
3. Freedom of choice in selecting information resources is a necessary safeguard to the freedom to read, to hear, and to view.
4. Selection of information resources and their inclusion in the collection and/or access to resources does not constitute or imply library staff agreement with or approval of the content, viewpoint, implications, or means of expression of the information resources.
5. The Library staff does not act in loco parentis. It is the parent(s) and/or legal guardian(s), and only the parent(s) and/or legal guardian(s), who may restrict their children from access to library information resources. For purposes of this policy child, children, or minor shall mean anyone under 18 years of age. Library information resources selection and access will not be inhibited by the possibility that resources may inadvertently come into the possession of minors. As it does with traditional library resources, the Library will provide training on the use of electronic information resources. It will also make available information to help parents and legal guardians in efforts to exercise their rights and responsibilities regarding their own children's use of electronic resources, including the Internet.
6. The Library attempts to provide information resources for all persons in the community the Library serves, without exclusion.
7. The Library is not a judicial body. Laws governing obscenity, subversive materials and other questionable matters are subject to interpretation in courts. Consequently, no challenged information resources will be automatically removed from the Library due to complaints of obscenity, subversiveness or any other category covered by law until after an independent determination by and under the orders from a judicial court of competent jurisdiction and only after an adversary hearing in accordance with well-established principles of law. Conversely, no information resource will knowingly be selected which has previously been adjudicated to be in noncompliance with the law.

8. The Library has adopted the following American Library Association (ALA) guidelines for public access of information:

ALA Code of Ethics	http://www.ala.org/tools/ethics
ALA Freedom to Read Statement	http://www.ala.org/advocacy/intfreedom/freedomreadstatement
ALA Freedom to View Statement	http://www.ala.org/advocacy/intfreedom/freedomviewstatement
ALA Library Bill of Rights	http://www.ala.org/advocacy/intfreedom/librarybill

Selection Guidelines

In accordance with the above principles, the following guidelines will apply regarding information resources selection:

1. Selection - As budgetary constraints limit the procurement of material to a small portion of what is available, selections will be made to maintain diversity, quality, and responsiveness to interest patterns.
 - a. Diversity will be pursued by attempting to meet the purposes relating to the use of materials for all ages and educational levels, by providing as many subject fields as possible, by providing alternative and/or opposing viewpoints, by providing unpopular as well as popular materials, and by providing a variety of materials reflective of the diversity existing in our culture and society.
 - b. Quality will be pursued by the application of professional discretion and standards established by the library profession and using appropriate selection aids. Reviews in professionally recognized periodicals will be the primary source for information resources selection. Standard bibliographies, as well as book lists and recommendations by recognized authorities will be used.
 - c. Responsiveness to interest patterns will be pursued by careful consideration of requests for purchase, patterns of utilization of existing information resources, patterns of purchases of similar information resources from retailers, and any other source of information indicative of community interest patterns. An attempt will be made to meet, to the highest degree possible, the interests of all persons in the community. Responsiveness to the interests of one individual or group will not be restricted based on the dislike or disinterest of another individual or group.
 - d. Selections may be made based on any one, several, or all of the above considerations.
 - e. The Library utilizes electronic information resources, including online databases, digital audiobooks, e-books, e-magazines, and the Internet. In providing online resources to meet the information needs of citizens, the Library will consider such factors as the availability of the resource, established selection criteria, user responsiveness, costs, and the effectiveness of the resource.
 - f. Gifts and unsolicited information resources will be evaluated considering the above policies and principles as per any other selection.
 - g. Citizen recommendations and requests for the purchase of information resources will be evaluated considering the above policies and principles as per any other selection. The Library recognizes that recommendations from individuals are a vital component in the information resources selection process. Such participation is taken into consideration during the selection of new information resources and/or retention of information resources.

Selection Responsibility

Final responsibility and authority for information resource selection rests with the Library Director, who operates within a framework of policies and principles adopted by the governing board. The staff of the Library operates under the Director's delegated authority. The Library is authorized to develop such selection and access procedures as may be necessary to carry out Collection Development policies.

Collection Maintenance

In order to maintain a vital, current collection that meets the needs of the community, examination of materials is an ongoing process. When library books lose the value for which they were originally selected, they will be withdrawn. An item is considered for discard when it is:

- Obsolete, misleading, or outdated
- Worn beyond use

- Damaged
- No longer circulating and/or used for reference purposes

Space availability and low circulation over a period of time are other factors that may influence the withdrawal decision. Withdrawn materials are not automatically replaced. Replacement is considered in relation to adequate coverage in a specific subject area, availability of more current or better titles, suitability according to this selection policy and demand for the title. Gifts, including memorial items, are subject to these withdrawal and replacement policies. Discarded library materials may not be reserved for specific individuals. Donations of discarded materials may also be made, at the discretion of the Director, to the Friends of the Library, to neighboring libraries, educational institutions, or charitable organizations or for other public distribution.

Request for Reconsideration of Materials

The Library recognizes that citizens will often be as familiar with the content of certain library materials as the Library staff. For that reason, the Library welcomes comments and suggestions regarding materials in the collection. This is especially true of non-fiction in subject areas of a rapidly changing nature, such as technology and computer science, where materials only a few years old may no longer be viable. These types of suggestions and recommendations by citizens will be utilized by the Library in an on-going process of collection management.

The Pottsboro Area Public Library also recognizes that individuals may take issue with certain library materials because such books, DVDs, and other items may not support their tastes and views. The staff is always available to discuss concerns with the individual and to explain the Library's policies regarding the collection.

If the individual's concern is not satisfied through discussion with the Library staff, they may complete and submit a formal, written Request for Reconsideration of Library Materials.

Copies of this form may be obtained from the front desk and email from the Library.

For a Request for Reconsideration of Library Material to be considered, it must meet the following criteria:

1. The Request for Reconsideration of Library Material must be filled out completely.
2. The individual completing the form must be a resident of Grayson County.
3. The Request for Reconsideration of Library Material must be submitted to the Library Director.

Response to Request for Reconsideration of Materials

Citizens who submit a Request for Reconsideration of Library Material will receive a response from the Library Director.

1. The Library Director, along with necessary staff, will evaluate the original reasons for the purchase.
2. The citizen objections will be considered in terms of the principles of the Library Bill of Rights and the opinions of the various reviewing sources used in materials selection.
3. The Library Director, along with necessary staff, will prepare a report, which will determine whether the material in question meets the selection criteria of the Library. The Library Director will make a recommendation on retention, replacement, reclassification, or removal.
4. The Library Director will utilize this report in providing a response to the citizen within 30 days from the date the Request for Reconsideration of Library Materials was received by the Library.
5. If deemed necessary, the citizen can present the issue to the Library Board for further discussion. The Library Board and Library Director will discuss outcomes. However, the final decision regarding the material rests with the Library Director.
6. Any challenged title may be reconsidered once in a calendar year.