

## **Kewanee Public Library District**

# **COLLECTION DEVELOPMENT POLICY**

### **Introduction**

The Kewanee Public Library District serves the city of Kewanee and a small rural area whose residents represent broad educational and socio-economic levels. As a community institution, the Library is dedicated to serving individuals and groups of all ages, working actively to introduce library materials to as many people as possible.

### **Mission Statement**

Kewanee Public Library District exists to serve and enrich the lives of the community.

### **Vision Statement**

Kewanee Public Library District will provide access to and help in using library resources for information, education, business, and pleasure.

### **Goals**

The Library's primary collection goal is to support its mission and community members of all ages by providing contemporary resources in the areas of fiction, non-fiction, and audio-visual materials. The Library provides resources where individuals can examine issues freely and formulate their own conclusions. We seek to present sound, factual data and honest expressions of opinion on all sides of controversial issues of public importance. The Library does not promulgate particular beliefs or views. Staff will apply the Library's selection criteria in order to choose titles most applicable to identified needs in the community.

Electronic delivery, resource sharing amongst libraries, and other methods of information access are used by our library to meet patron's needs and extend our limited resources.

### **Selection Criteria**

In a rapidly changing world, the public library is guided by a responsibility to the present and future community to enrich the collection and maintain an overall balance. The Library will build and maintain a large, well-balanced collection of print and non-print materials in a variety of forms. Materials are selected without regard as to whether they agree or disagree with the opinions of any or all members of the Library Staff and Board of Trustees. Once accepted, materials are not labeled or otherwise marked so as to prejudice a reader in advance as to its merits.

To build collections of merit and significance, all donated and purchased acquisitions are considered in terms of the following guidelines. An item need not meet all of the criteria in order to be acceptable.

- Overall purpose

- Reputation of the author – whether or not the author’s work is read and requested
- Timeliness – materials on issues of current interest are purchased if timeliness gives them relevance and importance
- Popular demand – Titles are usually selected as soon as they become bestsellers in order to be of value in meeting popular demand
- Reviews in selection aids found in professional, literary, specialized, and general periodicals
- Reputation of the publisher
- Accuracy

### **Language**

Most materials are collected in English. Limited collections of Spanish language materials are maintained for youth and adults.

### **Formats**

The Library collects material in the following formats: print (including books, newspapers, and magazines, and large print materials), digital (including databases, e-books, and e-audiobooks), audio recordings (CDs and audiobooks), and video recordings (DVDs and Blu-Ray).

### **Gifts**

The Kewanee Public Library District accepts and encourages gifts of materials and funds for the purchase of materials. Unrestricted monetary gifts permit the most flexible use for enriching the collection; however, funds are welcomed for the purchase of specific items consistent with the selection criteria as well as for the acquisition of materials recommended by the Library Staff.

Materials given to the Library are evaluated by the same standards as purchased materials. It is explicitly understood that such factors as duplication, lack of community interest, outdated knowledge, processing cost, inadequate housing, or other factors may prevent the addition of gifts to the collection or their permanent retention. If the Library cannot use donated materials, it may dispose of the gifts in any appropriate manner.

The Library does not appraise gifts, but will, upon request, provide a written acknowledgement of donated items.

The Library frequently receives sums of money for the purchase of materials in memory of a loved one from individuals or organizations. A memorial gift plate is placed in these books and they are integrated into the collection.

### **Restrictions**

The Library reserves the right to exclude materials that it judges to have been written

purely to appeal to a taste for sensationalism and/or pornography. However, a serious work that illuminates some problem or aspect of life will not be excluded because its language or subject matter may be offensive to some readers.

### **Intellectual Freedom**

The Board of Trustees of the Kewanee Public Library District accepts and upholds the Library Bill of Rights and the Freedom to Read statement of the American Library Association.

The Library is aware that one of more persons may take issue with the selection of any specific item, and welcomes any expression of opinion by patrons. However, the Library does not undertake the task of pleasing patrons by the elimination of items purchased after due deliberation and under the guidance of the policies expressed herein.

If any collection item is challenged by individuals, organizations, or librarians within the Kewanee Public Library District, the form "Request of Reconsideration of Materials" may be completed by the patron. Written requests for reconsideration will be evaluated by member of the Library Staff using the Library's selection criteria. Final determinations will rest with the Library Director and the Board of Trustees. A letter of explanation of the Library's decision will be sent as promptly as possible to the person or organization concerned.

Responsibility for children's selections of materials rests solely with their parents and legal guardians. Selection will not be inhibited by the possibility that controversial titles may come into the possession of children.

### **Withdrawing Materials**

The Library maintains an active discard practice based on evaluating the datedness of materials, frequency of circulation, community interest, and the physical condition of items. The Library will not withdraw an item simply because it is challenged or because a patron wishes to purchase it.

When materials are withdrawn due to loss, damage, or wear, the Library considers several factors before attempting to replace the items:

- Extent of the present library collection on the subject
- Historical value of the materials
- Indexing or listing in a standard library tool
- Public interest in the subject

### **Preservation Goals**

Although Kewanee Public Library is primarily a popular materials library, the Library acknowledges its role in preserving local history. The Library maintains a selective – not complete – collection of materials that document the history of Kewanee, Illinois. This collection includes materials published by local authors, newspaper clippings, photographs, and local family histories.

## **Revision & Approval**

The collection development policy of the Kewanee Public Library District is written and maintained by the Director, Information Services Manager, Young Adult Services Manager, and the Youth Services Manager. This policy is to be reviewed every two years and revised as necessary. Final approval of any policy, including the Collection Development Policy, lies with the Board of Trustees.

**Request for Reconsideration of Materials**

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Author \_\_\_\_\_

Title \_\_\_\_\_

To what in the item do you object? (Be specific; cite pages, etc.)

What do you feel might be the result of reading/viewing this item?

For what age group would you recommend this item?

Is there anything good about this item?

Did you read/view the entire item? \_\_\_\_\_ if not, what parts did you read/view?

What would you like the library to do about this item?

Signature \_\_\_\_\_ Date \_\_\_\_\_

## 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.

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. 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.
7. 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.

## 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.

A Joint Statement by:  
American Library Association  
Association of American Publishers

Subsequently endorsed by:  
American Booksellers for Free Expression  
The Association of American University Presses  
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

## **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 January 10, 1990, by the ALA Council