



Collection Development Policy

Library Mission Statement - Collection Development

The Purpose of the Harrison County Public Library, a tax supported public service organization, is to provide a comprehensive collection of materials in a variety of media that records knowledge, ideas and culture in an attempt to meet the informational, professional, cultural, recreational, and educational needs of all the community's residents, regardless of age or formal schooling.

Purpose of the Collection Development Policy

This policy provides guidance for librarians in their role as selectors of library materials and informs the public about the principles upon which decisions are made in the selection of those materials.

Responsibility for Collection Development

Final responsibility of the collection development of materials rests with the Library Director, operating within the framework of this collection development policy as adopted by the Board of Trustees. It is at the discretion of the Director to delegate collection development responsibility to members of the library staff.

Materials Selection Policy

Library materials are selected on the basis of literary, educational, information, and recreational value or anticipated needs and interests of the community. Although many materials may be considered controversial and offensive, selection of materials will not be made on assumed approval or disapproval.

Frederick Porter Griffin Center Selection Policy

The Frederick Porter Griffin Center for Local History and Genealogy houses materials and artifacts pertaining to the history, description and development of Harrison County, Indiana as well as many local family histories. Most of these materials and artifacts are only available in house due to their rarity and delicacy. When suitable, copies will be acquired for circulation from the other branches of the Harrison County Public Library.

Materials produced by or about the State of Indiana will be limited to those relevant to Harrison County and its prominent historical figures. General information will be added to the general collection of the other branches when appropriate.

Acceptable materials include, but are not limited to artifacts of historical significance, in their physical or print forms, yearbooks, identifiable photographs, postcards, and materials of any format deemed historically significant by those in charge of The Frederick Porter Griffin Center's collection development. Materials that are not accepted are materials by locals that do not contribute to the social and cultural history of the region, the hard copies already available on microform, and restricted collections. Materials produced locally may be added into the general collection so long as they are acceptable based on the Collection Development Policy.

Donated Materials and Gifts

Donated materials and gifts are accepted with the understanding that only those items which meet the criteria for material selection will be added to the collection. Donations are final and become the property of the Harrison County Public Library. The library makes the final decision on which items are added to the collection based on numerous factors such as condition of materials, demand or need. Books that are not included in the collection may be sent to the Friends of the Library Book Box.

Collection Development Criteria

All acquisitions, whether purchased or donated, will be selected or withdrawn in accordance with one or more of the following criteria:

1. Critical reviews and information in professional collection development aids
2. Effectiveness of style, format, and content for intended audience
3. Need for variety and balance of viewpoints and subjects within the collection
4. Relation to existing collection and other materials on the subject
5. Reputation and significance of author, publisher, director, composer and/or artist
6. Customer interest
7. Cost
8. Contemporary significance or permanent value
9. Format
10. Collection Development Selection Sources

Collection development tools include professional journals, subject bibliographies, patron requests, publisher marketing materials and reviews from the following sources:

1. Bestseller lists
2. New York Times
3. Publisher's Weekly
4. Book reviews
5. Booklist
6. Library Journal
7. Publisher's Weekly
8. School Library Journal
9. Bookletters
10. Kirkus Review
11. Large print books
12. Thorndike catalogs
13. Random House catalogs
14. Center Point catalogs
15. Audio books

16. Audio Editions
17. Recorded Books
18. Audiovisual Materials
19. Midwest Tape Reviews
20. Other selection sources
21. Vendor catalogs/websites
22. Patron/staff recommendations
23. TV/radio interviews with authors

Weeding of Materials

Maintenance of the collection is essential to keep content up to date and meet the needs of the community. Dated, inaccurate, and damaged items should be removed along with unnecessary duplicate copies. Lack of shelf space will be considered when withdrawing items along with reviewing materials that are no longer of interest to the community. This may include memorial materials. Materials that are damaged or lost will be replaced using the same criteria as acquisitions of new materials.

The CREW Method (<http://www.tsl.state.tx.us/ld/pubs/crew/crewmeth.pdf>) will be used as a collection development tool for weeding. Formulas for the CREW Guidelines take into consideration age of publication, condition, number of circulations, etc. Guidelines are different for different areas of the collection. Formulas are subject to review and revision to meet local needs.

Challenged Materials

Intellectual Freedom and Censorship

The Harrison County Public Library endorses the following American Library Documents:

1. Library Bill of Rights;
2. Freedom to Read Statement;
3. Freedom to View.

The principles of Intellectual Freedom apply to material selection.

With respect to the use of library material by children, the decision as to what a minor may or may not read or view is the responsibility of the parent or guardian.

Concerns with specific materials in the collection should be discussed with the appropriate department supervisor, branch manager and/or the Director. If a resolution is not reached, the patron may complete a "Request for Reconsideration of Library Materials" form. The completed form will be forwarded to the Library Director.

The Library Director will consider the request in a timely fashion, reviewing the questioned material in its entirety and conducting the necessary research in order to re-evaluate the item's appropriateness for inclusion in the Library's collection.

Once a decision has been made, a letter will be sent to the person who completed the form explaining the decision, and the reasons for it.

If the person is dissatisfied with the resolution, he/she may appeal to the Library Board in a written letter. The Library Board will reconsider the decision based on whether or not the particular item conforms to the Criteria for Selection outlined in the Board-approved Collection Development Policy. The Board will send a decision letter to the person who completed the form. The Board's decision is final.

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 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 arise 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

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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 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 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.

*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 possible 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 guarantee 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. Collection development 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, and 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 and was endorsed by the ALA Council in June 1979. This statement was updated and approved by the AFVA Board of Directors in 1989 and was endorsed by the ALA Council, January 10, 1990.

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