

Collection Development Policy
Library of The Chathams
Adopted January 28, 2014

The mission of Library of The Chathams is to offer free access to ideas and services through a diverse and abundant selection of resources that will promote a broader understanding of the world and enrich lives by serving as the community's learning and entertainment destination.

Library of The Chathams provides materials to meet this mission. A fundamental part of this service is the selection, acquisition, organization, circulation and promotion of appropriate materials according to the following policies.

1. Community as a factor in selection, including consideration of:

- Local libraries, library system members and the State Library to provide the best library service while minimizing duplication of services and resources.
- Local agencies, groups and organizations whose purposes and activities are related to library objectives.
- The educational community to supplement and enrich the information, research and recreational needs of students of all ages.

2. Selection based on clientele to be served with the following guidelines:

- Materials should be of immediate or anticipated interest to individuals or groups in the community.
- Subject coverage should be as broad in scope as the interests of the community and, within the constraints of budgetary considerations, providing such variety and depth as demand may indicate.
- Materials should meet acceptable standards with respect to content, expression and manufacture.
- Requests by the public will always be given serious consideration.

3. Selection Criteria

- Each type of material placed in the Library must be considered in terms of its quality and the audience for whom it is intended. The addition of any item to the library collection in no way represents an endorsement by the library of any theory, idea or policy contained in it.
- There is no single standard that can be applied in all cases when making a selection decision. Some materials may be judged primarily in terms of artistic merit, scholarship, and/or their value as human expression; others are selected to satisfy the recreational and entertainment needs of the community. A well-rounded collection of materials that serves a broad spectrum of users must provide the widest possible selection of print and non-print formats.

- Criteria for the selection of materials will be based on:
 - i. Suitability of physical form for library use
 - ii. Suitability of subject and style for intended audience
 - iii. Present and potential relevance to community needs
 - iv. Appropriateness and effectiveness of medium to content
 - v. Insight into human and social conditions
 - vi. Importance as a document of the times
 - vii. Relation to existing collection and other material on subject
 - viii. Skill, competence, and purpose of the author
 - ix. Reputation and significance of the author
 - x. Cost
 - xi. Demand

Gifts

Library of The Chathams welcomes gifts to be added to the collection provided:

- They meet the same standards of selection as those applied to purchases.
- They can be integrated into the general library collection and do not need special housing.

The Library may offer the gift to another library or institution if it is not needed in this library. The Library may dispose of the gift at its discretion if it is dated or in poor physical condition not warranting the cost of repair.

Policies regarding gifts to the Friends of the Library are determined by the Friends Board.

The Library cannot accept any item that could possibly harbor mold.

Withdrawals

Materials will be withdrawn from the Library collection for reasons that may include: lack of demand, obsolete subject matter, poor format, insufficient shelving, poor or deteriorating physical condition, obsolete format, availability of materials through interlibrary loan.

Requests

Patrons are encouraged to request desired materials not owned by the Library. Each request is carefully reviewed using the material selection criteria outlined above. When a requested item is easily available from another library, it may be obtained in that manner if not deemed of interest to others in the community. Multiple requests are always considered a clear indication of interest in the community.

Controversial Materials

Library of The Chathams subscribes to the principles in the following statements of the American Library Association, which are attached and made part of this policy:

- Library Bill of Rights

- Freedom to Read Statement
- Freedom to View Statement

Reconsideration of Library Material

If a resident or library cardholder objects to any Library material, a request for the reconsideration of material may be made in writing on the *Request for Reconsideration* form attached. The completed form must be submitted to the Director for reconsideration.

Questioned materials will be treated objectively and investigated. General acceptance of the material will be researched by consulting authoritative lists and critical reviews in light of the library selection criteria outlined above. The material will be evaluated in its entirety; passages will not be taken out of context.

Within 30 days after receipt of the reconsideration request, the Director will inform the complainant of the results of the evaluation and any action that will be taken by the library. In the event of an appeal of the decision of the Director by the complainant, the Library Board of Trustees will serve as the final arbiter.

Responsibility for Selection

Collection development and materials selection authority is delegated by the Library Board of Trustees to the Director. The Director may assign responsibilities to designated staff, including (but not limited to) these staff positions; Youth Services Librarian, Reference Librarian, Technical Services Librarian. However, acceptance and/or purchase of new formats must be approved by the Director.

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 their 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 abridgement 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.

Adopted: June 18, 1948.

Amended: February 2, 1961, June 27, 1967, and January 23, 1980 by the ALA Council.

Adopted: November 1980 by the New Jersey Library Association.

Inclusion of "age" reaffirmed January 23, 1996 by the ALA Council.

FREEDOM TO READ STATEMENT

The freedom to read is guaranteed by the Constitution. Those with faith in free men 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 which are unorthodox or unpopular with the majority.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books 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 books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliation of the author.
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.
5. It is not in the public interest to force a reader to accept with any books the pre-judgment of a label characterizing the book or author as subversive or dangerous.
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.
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, bookmen can demonstrate that the answer to a bad book is a good one; the answer to a bad idea is a good one.

We do not state 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.

Excerpted from the joint statement by the American Library Association and the Association of American Publishers, 1972. Full statement available at www.ala.org.

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 by the ALA Council January 10, 1990*

Library of The Chathams
Request for Reconsideration of Library Materials

Please describe the item in question:

Title: _____

Author: _____

Publisher: _____

Format (book, video, etc.): _____ Call number or location in library: _____

Have you read/viewed/listened to the entire work?

If not, then which parts?

What do you believe is the purpose of this material?

Specifically, to what in the material do you object and where within the item is it located (page number, minutes into the video, etc.)?

What harmful effect do you feel might be/was the effect of your using this material?

Is there anything good or useful about this material? What?

Name: _____

Home telephone: _____ Work telephone: _____

Street Address: _____

City: _____ State: _____ Zip Code _____

Signature: _____ Date: _____