



Collection Development Policy

I. Introduction

The mission of the Lincoln County Public Library is to *cultivate lifelong learners and facilitate connections that build community*. The collection development policy ensures that over time; the Lincoln County Public Library's collection will remain on course, reflecting the needs of the community, while encouraging both professional and personal growth. In support of its mission "to cultivate lifelong learners" the Lincoln County Public Library fully endorses the principles documented in the Library Bill of rights and the Freedom to Read Statement of the American Library Association.

The purpose of this document is to outline Lincoln County Public Library's policy regarding the development of the collection of materials. The Lincoln County Public Library adheres to the following collection development principles:

- Lincoln County Public Library serves customers of all ages and cultural backgrounds and realizes that customers have diverse needs, interests, value systems and reading abilities.
- Lincoln County Public Library encourages parents to use the library with their children, and supports parents' rights and responsibilities to guide their children's reading and viewing of library materials. Library staff is available to assist parents and children to access and choose the most appropriate materials. The Lincoln County Public Library does not make a determination of what children should read, view, or borrow from the library. The Library does not act *in loco parentis*, but provides materials that support parents and children's searches for diverse materials and ideas.
- Materials are provided in varying formats that meet the educational, recreational and informational needs expressed by customers and that represent divergent and alternative views. Not all materials will be suitable for, nor of interest to, all segments of the community. What may be offensive to one person may be significant and of value to another.
- Resource sharing is viewed as an additional means of providing customers access to a larger volume of materials and information.
- Purchase suggestions from customers are encouraged, both in general and in the development of special collections.
- Through a process of ongoing assessment and maintenance, collections are kept relevant in content and format and useful to customers.
- The Lincoln County Public Library endorses and defends the concepts of intellectual freedom as protected by the United States Constitution. The Library adheres to the Library Bill of Rights as

outlined by the American Library Association and the ALA's Freedom to Read Statement. [See Appendices A and B.]

II. Responsibility for Selection

The ultimate responsibility of selecting materials for the Library rests with the Library Director, who in turn delegates selection responsibilities to the Technical Services Supervisor and operates within the framework of policies adopted by the Library Board of Trustees.

III. Criteria & Format

The Lincoln County Public Library selects materials that will best meet the needs of the community within the budgetary limitations of its funding sources. In order to select materials, the Lincoln County Public Library uses the following criteria which are listed in no significant order:

- Need for information in a subject area
- Suitability of reading level, interest, and treatment of subject for intended audience
- Timeliness and accuracy of information/data
- Appropriateness and relevancy of subject to the community and public interest
- Balance and diversity of viewpoint with impartiality of opinion or clearly stated bias
- Public demand
- Historical value
- Locally/regionally produced or authored. However, the fact that an author or producer is/was a resident of Lincoln County does not necessarily mean that the library will automatically select or accept copies of the item. See also Section III. C. 10. Local Author Collection
- Quality of writing, illustrations or performance
- Durability and quality of production
- Reputation and/or authority of author, editor, illustrator, publisher or performer
- Price, format and ease of use
- Positive reviews and/or widespread critical attention
- Inclusion in standard bibliographies and indexes
- Availability of material in the community and at other area libraries
- Space limitations. Shelving arrangements of materials are dictated by size of the branch library and size of the collection

A. Print Materials

1. Adult Print Materials

a. Non-fiction

Non-fiction titles written for teens & adults are placed in this collection. The library acquires materials of both permanent and current interest in all subjects, based upon the

merits of a work in relation to the needs, interests, and demands of the community. Each item is evaluated in its entirety and not on the basis of a particular section.

Certain subject areas will follow further selection criteria:

- Computer Books: this collection will be comprised of books dealing with basic computer skills, major operating systems, major software packages, and other generally popular topics. Books dealing with certifications, specific computer languages, and less popular software packages will not be actively collected.
- Art books: this collection may include nude subjects depicted in paintings, sculptures or photography contained in books which meet selection criteria.

b. Fiction

Fiction collections are a large component of the library collections. These collections of popular and literary works are geared to the variety of reading interests and needs of the community.

When possible hardcover books with good binding are purchased. When a hardcover is not available, trade paperback editions are purchased. When no other editions are available, mass-market paperbacks may be purchased.

The Library does not actively select materials published by vanity presses or on-demand publishers. However, if there is a request for a vanity press or on-demand title, it will be considered for addition to the library's collection.

2. Young Adult Print Materials

The Young Adult collection contains novels written specifically for patrons from approximately 13-18 years of age. Emphasis is on books that widen the boundaries of the adolescent's thinking, enrich his/her life, and help fulfill recreational or emotional needs. Plot, characterization, theme, writing style, and appropriateness for the teen reader are taken into account.

3. Children's Print Materials

The Library's children's collections serve children from infancy through age twelve. Materials for this collection reflect the wide range of reading and interest levels that this age group includes. The children's collections exist to encourage children to develop a lifelong habit of reading for both recreational and informational needs. Materials are chosen based on positive reviews, popularity, award winners, children's classics and/or accuracy of factual content. Children's collections include the following types of print resources:

a. **Board Books**

The board book collection is intended for babies up to pre-k. This collection is to familiarize children with books and help obtain all the skills needed for early literacy.

b. **Picture Books**

The Picture Book collection is comprised of books of interest to all ages. While illustrations are the predominant feature, picture books are generally designed for adults to read to children.

c. **Beginning Readers**

The Beginning Reader collection is intended for kindergarten through early third-grade readers and includes fiction & nonfiction titles. They are characterized by a controlled vocabulary, large print, heavy use of illustrations, and a limited number of pages.

d. **Juvenile Fiction**

This collection serves students through sixth grade. The books feature age-appropriate vocabulary and subject matter, a limited number of pages and very few illustrations.

e. **Juvenile Non-fiction**

The Juvenile non-fiction collection includes materials to serve the information needs of upper-elementary-age children through the sixth grade. The subject matter, vocabulary, organization and scope must be age-appropriate.

f. **Magazines**

The magazine collection is a supplement collection to increase children's love of reading, learning, and thinking through age appropriate articles, puzzles, and games.

B. Non-Print Materials

1. DVDs

DVDs will be collected for both children and adults. These collections are intended to provide quality entertainment and educational materials for home use. The primary emphasis will be on acquiring well-reviewed popular materials and unique items not widely commercially available.

The selection of visual productions intended for leisure-time or entertainment purposes shall be limited to works of lasting importance which are considered significant within their respective genres. The purchase of first-run feature films and other contemporary visual productions whose long-term significance is unknown shall be minimized.

Commercial television programs and DVDs of popular musical groups will not be actively collected.

Movies with an "R" rating assigned by the Motion Picture Association of America (MPAA) will be considered for the library collection if they meet any of the following criteria:

- Award winner or nominee for nationally recognized award.
- Critically acclaimed by national press.
- "R" rating is not assigned by the MPAA for: "explicit sex-related dialogue," "strong sexuality/nudity," "strong violence," "strong sexuality," or "pervasive sexuality." Rating assignments will be checked at <http://www.mpa.org/movieratings>.

2. Books-On-CD

The Library's goal is to provide a collection of recorded instructional, educational, and quality literature that parallels most areas of the general collection. Every effort will be made to ensure that the print version of each title is available in the Library. Efforts are made to select on a variety of topics and to appeal to a range of interests. Both abridged and unabridged selections will be purchased.

The children's department will also collect Read-Alongs (CD and book). These read-alongs are designed for children to listen to the recording and read along with the book.

3. Music CDs

The Library's goal is to provide a collection of music on compact disc that is historically significant and of enduring popularity. The primary emphasis will be on acquiring well-reviewed materials and unique items. The selection of music shall be limited to works of lasting importance, which are considered significant within their respective genres or regional artists.

Selections will include instrumental and vocal recordings in the following genres: classical, new age, international, pop/rock, country, R&B/soul, holiday, bluegrass, blues/jazz, musicals/soundtracks, and religious.

The following criteria will be taken into account when selecting compact discs:

- authority and competency of producer
- artistic merit
- technical quality
- availability from vendors
- cost

Children's music CDs will have the following additional selection criteria:

- useful in the development of motor skills
- useful in teaching

C. Other Collections

1. Reference

Reference materials are those designed by the arrangement and treatment of their subject matter to be consulted for definite items of information rather than to be read consecutively. They can provide quick, concise, and current information or they may serve as an index to other materials in the collection. Since they are typically used daily by the public and Library staff to answer specific questions, books in the reference collection are designated for use within the Library.

In selecting for the reference collections, the primary criteria are the Library's users' information needs and the format in which it is available.

Computer-based reference resources may be preferred over print publications in some instances. These decisions will be based upon cost, content, currency, and ease of use. In addition to the general selection criteria mentioned above, the following must also be considered in acquiring materials for the reference collections:

- the expense of ongoing maintenance, especially in the case of serial publications that will require frequent updating

2. Professional Collection

The professional collection contains books and other materials related to the library profession or used for story time/other programs. These materials are for staff use only.

3. Genealogy/Local History

The Local History Room staff request, arrange, and make available for research, materials that aid in tracing family relationships, especially those families who played a role in the settling and developing of this area. Although the branch libraries may provide basic genealogical resources, the major collection is housed at the Charles R. Jonas Library. The genealogical collection aims to be most thorough and inclusive for those families who have lived in Lincoln County and the surrounding counties. Emphasis is also given to the State of North Carolina as a whole.

Materials relating to the Southeast region and for major migratory routes into and out of this area are also collected.

The local history collection concentrates on the history of Lincoln County, North Carolina, portions of South Carolina, Pennsylvania and Tennessee.

The collection contains audio, books, maps, newspapers and newspaper clipping files, film, microfilm and microfiche, photographs, papers, scrapbooks, CD-ROMS and other items of historical significance including journals, minutes, and ledgers. Based on the format, rarity and condition of the items they may be kept in fireproof locked files. These materials are available upon request and must be used in the presence of library staff.

Microfilm is collected in the following categories:

- Local newspapers
- Census
- Courthouse & military records
- Vital statistics (i.e. birth, marriage, death statistics)
- Government records

Lincoln County will obtain a digital copy of family histories/materials to later be added to the digital collection for access on the web.

4. Spanish Language

Small Spanish language collections have been established at all Library locations, with a larger collection in Jonas. The Spanish language collections contain both print and non-print materials. Selection of Spanish language materials will follow the same criteria as for general material selection. The following guidelines have also been established for this collection:

- Adult Fiction: a combination of translated English bestsellers and novels written originally in Spanish will be included. The emphasis will be placed on novels written originally in Spanish.
- Adult Non-fiction: this collection will contain general non-fiction titles that are representative of the regular adult non-fiction collection.
- Children's Books: when possible, bilingual (English/Spanish) children's print materials will be selected.

5. Large Print

Large Print materials are collected for adult fiction and non-fiction and, in a limited capacity, for children. Selection of Large Print materials will follow the same criteria for general material selection.

6. Graphic Novels

The library acquires graphic novels for children, teens and adults on the basis of the literary or artistic merit and in response to demand. Materials which are not constructed to withstand normal library use and circulation are generally not acquired. Selections are based upon professional reviews, customer requests, and the popularity of styles, authors, characters, and series.

7. Periodicals

Periodicals are selected and evaluated annually to supplement the book collection and to provide materials on current issues, for research, and for general reading. The Library selects newspapers of local, state and national interest, depending on the place of publication, the breadth of coverage, and the degree of fulfillment of reference or recreational needs. Newspapers representing special groups, such as associations, religious, philosophical and political groups or organizations, may be added sparingly, taking into consideration public demand and collection balance.

8. eResources

This category includes computer-based information resources available via the Internet. In most instances, this material may be available to registered library users at remote locations via the Library's Web page.

This collection includes, but is not limited to, citation or full-text databases and instructional multimedia programs. The following criteria will apply when considering computer-based resources for the collection:

- ease of use by library users, including enhanced searching capabilities
- Authority
- Accuracy
- demand by library users
- remote access capability
- licensing fees and usage restrictions

The Library is also a member of NC LIVE (www.nclive.org). The collection development of those databases is determined by the NC LIVE Librarians Council and does not necessarily reflect the policies of the Lincoln County Public Library.

9. eBooks/eAudio

eBooks & eAudio are selected on the same criteria as print materials & books-on-CD, also taking in to consideration the following criteria:

- authority and competency of producer
- artistic merit and reputation of the reader
- technical quality, i.e. sound quality
- compatibility with standard formats

The Library is also a member of the NC Digital Library consortia. The resources in this collection are selected by library staff from member organizations and does not necessarily reflect the policies of the Lincoln County Public Library.

10. Local Author Collection

This collection includes authors living in & around Lincoln County. This collection does not include established local authors who are popular within the publishing community. For an item to be included in the Local Author Collection, the following criteria must be met:

- Material to be considered must have an ISBN number and be recognized by the Library of Congress as a published work.
- Items to be considered for inclusion must be bound in such a way as to withstand the day-to-day handling of circulating materials.
- Material to be considered for this collection must be donated to the Library by the author or the author's family. Once donated, materials become the property of the Lincoln County Public Library.
- Items in this collection are weeded according to the same criteria used for purchases and are not retained indefinitely.
- All donations to the local author collection must be approved for inclusion by the Technical Services Supervisor. Materials deemed inappropriate for the Library's collection will not be added.

D. Other considerations

1. Replacements

While the Library attempts to maintain copies of standard and important works, it does not automatically replace all materials withdrawn due to loss or damage. In making a decision as to whether or not an item will be replaced, staff will consider the following factors:

- whether the item is still available and can be replaced
- whether another item or format might better serve the same purpose; whether there remains sufficient demand to replace the item
- whether updated, newer, or revised materials might better replace a given item; the number of copies held in the collection; the existing coverage of the subject within the collection; and the cost of mending versus the cost of replacement

2. Duplicates

Duplicate copies of books will be acquired when patron demand requires it. Generally, when an item has five or more holds or demand is anticipated due to popularity of author or media attention, duplicated copies of a book will be acquired.

Duplicate copies of AV materials may be acquired as budget allows.

Having duplicates for AV is not a high priority.

3. New Formats

A format is defined as the medium through which information or entertainment is conveyed. The Library will consider new formats under the following circumstances:

- Public demand
- Demise of a current format
- Only source of information
- When a new format is more cost-effective than the current format

When a new format shall be investigated the following issues will be addressed:

- How would this format be funded?
- What selection policy would apply to this format?
- What Public Services concerns would arise (including adequate access)?
- What processing concerns would arise?
- What security concerns would arise?
- What publicity concerns would arise?

4. Donations

The Lincoln County Public Library welcomes donations of both materials and money to purchase materials. Monetary donations to purchase books are encouraged. Donors may specify types of materials to be purchased but are requested to keep in mind that specific titles may not be available and may not fit the collection's criteria or needs. Materials purchased with monetary donations must be based upon library selection criteria. Donations of material from individuals are examined and may be added to the collection under the same criteria used for purchasing materials.

Items not accepted by the Library:

- Textbooks, condensed books, magazines and items that have been stored in damp areas will not be accepted.
- Any encyclopedia sets
- Any disposable materials, i.e. workbooks, that have been used.
- VHS/audio visual materials in outdated formats

All materials donated become the property of the Lincoln County Public Library to be disposed of according to the Lincoln County Purchasing Policy. The Library does not assign a monetary value to donations for tax purposes, but does issue a receipt indicating the number of boxes or items given. The library does not accept donated magazine subscriptions unless the Technical Services Supervisor has previously approved the title. In order to be eligible for acceptance the magazine must meet the general selection criteria for other materials. Donated magazine subscriptions received by the library that have not been previously approved or do not meet selection criteria will be discarded immediately upon receipt at the Library.

Donations that are added to the collection are shelved with other materials in normal sequence. The Library does not provide special shelving or separate locations for donated items. Donated items, including memorials/honorariums, are weeded according to the same criteria used for purchases, and are not retained indefinitely.

Gift books may be plated with a library bookplate if the donor wishes. Books donated as memorials are identified with an appropriate plate with the donor's approval.

5. Requests

Patron requests are honored as they meet the selection criteria outlined in the Collection Development Policy. Requests are submitted online or via paper form [see Appendix C.] Materials that are not purchased by the Library may be available via Inter-Library Loan (ILL) as long as they meet the request guidelines.

6. Materials Not Purchased

Textbooks: The Library does not buy textbooks used by the local schools, colleges or universities. Textbooks may, however, be purchased in those subject areas where there is little or no material in any other format or in those instances where they substantially add to the collection.

Videocassettes, Records, & Music Cassette Tapes: The Library does not actively collect videocassettes, records and music cassette tapes. These formats have all been replaced by newer formats.

Hooked-On-Phonics: The Library does not buy Hooked-On-Phonics. Other phonics learning tools such as books, videos and CD-ROMs are collected.

Video Games: The Library does not collect video games in any format.

7. Weeding or Withdrawal of Materials

The following criteria are used in selecting materials for withdrawal:

- Damage or poor condition of items.
- Relevance to the needs and interest of the community
- Number of copies in the collection
- Accuracy and timeliness to the subject matter.
- Item no longer meets other current selection criteria
- Local interest
- Current demand and frequency of use
- Availability elsewhere including other libraries and online.

Any material withdrawn from the collection remains the property of Lincoln County but may be sold at book sales in the library or disposed of according to the Lincoln County Purchasing Policy.

See Appendix D: *Lincoln County Public Library's Weeding Guidelines*

8. Reconsideration of Library Materials

Should a member of the community question the place of a book or other material in the collection, he or she may submit a "Request for Reconsideration of Library Materials" form to the Technical Services Supervisor. [See Appendix E.] This form is available in all Library locations. After completing this form the following procedure will be used:

1. The Technical Services Supervisor will answer the request in writing within fourteen days.
2. Patron accepts written statement from the Technical Services Supervisor or patron rejects statement and requests in writing a response from the Library Director.
3. The Library Director will answer in writing within fourteen days.
4. Patron accepts written statement from the Library Director or patron rejects statement and requests in writing a hearing with the Library Board.
5. Library Director forwards request to the Library Board Chairman. At the Chairman's discretion, an emergency meeting can be called according to the rules stated in the By-Laws or the hearing can be scheduled at the next Board meeting. The Board Chairman conveys the time, place, and nature of the hearing in writing to the person issuing the request for reconsideration and to the Library Director.

6. At the hearing, the person issuing the request and the Library Director shall state their cases. The Board Chairman will serve as Mediator with the sole power to call additional witnesses as needed. The Library Board will meet separately and issue their decision in writing.

During this procedure the questioned material shall be in the possession, first, of the Technical Services Supervisor, and then, if a hearing is necessary, will be made available to the Library Board members until a decision is reached.

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.

APPENDIX: B

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 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.

APPENDIX: C



Lincoln County Public Library

Library Material Request Form

The library welcomes your recommendations for purchase consideration.

Patron requests are very important criteria in the materials selection process. We thank you for your input.

Date of request: _____						
Format (please circle one)	Book	Large Print	Magazine	DVD	Audiobook	CD
Title 1: _____						
Author(s): _____						
Publisher: _____			Publication date: _____			
ISBN#: _____						
Title 2: _____						
Author(s): _____						
Publisher: _____			Publication date: _____			
ISBN#: _____						
Reason for request(s): _____						

Please provide the following information if you wish to be contacted regarding the status of your request.

Name: _____		
Street Address: _____		
City: _____	State: _____	Zipcode: _____
Phone: _____	Email: _____	
Would you like to reserve this item? Yes No		
Library Card #: _____	Preferred Branch: _____	

APPENDIX: D

LINCOLN COUNTY PUBLIC LIBRARY WEEDING GUIDELINES

What is weeding?

Weeding is simply withdrawing materials from the library's collection. Material is typically withdrawn from the collection because:

- the item is in poor physical condition
- the item is no longer circulating regularly
- the item is a duplicate of a title that is not in demand
- the item contains outdated information & is of no widespread historic or reference interest
- the item no longer meets other current selection criteria

Why do we weed?

- *Collection Development*
Weeding is an integral part of collection development. It is critical in keeping our materials valuable and accessible for our patrons. Weeding has to be done regularly and systematically to insure a relevant, current, well-used, and attractive collection. With rapidly changing information, it is especially important to keep the collection current and reliable. Disposing of the old materials is just as important as acquiring new.
- *Shelf space*
No library is large enough to keep everything. We should always strive for quality over quantity. Ideally shelves should be 75 to 85 percent full. This makes the items much easier to browse, easier to shelve, & generally makes the collection look better. Most people don't have the time or patience to look for books on shelves crammed with outdated shabby books. Overflowing shelves or carts filled with books give an overall impression of neglect.
- *Aesthetics*
The way library materials look is important. Most busy library users want attractive, clean books that are in good condition for both themselves and their children.

Who weeds?

While the Technical Services Supervisor oversees the systematic weeding of the collection, each branch manager is responsible for weeding materials based on condition & is empowered to do so. Staff will defer to their supervisor regarding weeding decisions.

When do we weed?

Weeding is an ongoing process that has to be done regularly and systematically to ensure a current, well-used, and attractive collection. Weeding throughout the year reduces the number of materials withdrawn at one time and helps patrons find current materials. To ensure that every area of the collection is evaluated annually, a system-wide annual weeding schedule has been created for LCPL. As designated areas are evaluated, staff will inform the Technical Services Supervisor (TSS) of collection needs & request items to replace weeded titles & topics.

What do we weed?

For more than 30 years, *The CREW Method*, based on the work of Belinda Boon & Joseph P. Segal, has provided weeding guidance to public libraries. It offers six classic general guidelines under the acronym **MUSTIE** for the types of items to weed from your collection:

M = Misleading (materials that are factually inaccurate and /or have outdated information)

U = Ugly (materials that dirty, worn, torn, stained, damaged beyond repair)

S = Superseded (materials superseded by a new edition or by a much better book on the subject)

T = Trivial (materials of no discernible literary or scientific merit; usually of ephemeral interest in the past)

I = Irrelevant (materials that do not meet the needs and interests of the library's community)

E = Elsewhere (material or information is easily obtained through ILL or electronic resource)

What happens to weeded items?

Any material withdrawn from the collection remains the property of Lincoln County, but may be sold at book sales, in the library or disposed of according to the Lincoln County Purchasing Policy.

APPENDIX: E



Request for Reconsideration of Library Materials

Please submit to Technical Services Supervisor in writing. Thank you.

Name: _____ Date: _____

Address: _____

City _____ State _____ Zip: _____

Telephone: _____

1. Item which you are commenting is:

Book _____ Magazine _____ Newspaper _____ DVD _____
CD _____ Book on CD _____ Other _____

Title of Material: _____

Author/Producer _____ Call # on spine _____

Publisher _____ Publication Date _____

2. What brought this item to your attention? _____

3. Have you read, viewed, or listened to the entire work? If not, what parts? _____

4. Why do you want the Library to reconsider this material? _____

5. Signature: _____ Date _____