

# GERING PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

## **Purpose of the Policy**

To provide guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs of the Gering community.

To help maintain a well-balanced and broad collection of materials for information, reference, research, and recreation.

## **Responsibility for Selection**

The responsibility for selection lies with the staff of the library operating within the areas of service to children, teens, and adults. The ultimate responsibility for materials selection rests with the Library Director who operates within the framework of policies determined by the Library Board.

## **Criteria for Selection**

Library materials are selected by the Library Director and staff. Competent reviewing media and basic lists of standard works are consulted as an aid in selection.

The Gering Public Library Board of Trustees endorses the American Library Association's Library Bill of Rights (Appendix A) and all interpretations pertinent to the selection and use of library materials.

The library supports the individual's right to access ideas and information representing all points of view. To this end, the library welcomes and solicits patron suggestions, comments and ideas about the collection and its development.

Within standards of purpose and quality, the library's collection will be built to meet the needs and interests of the community.

Every book or other library material must meet much of the following criteria as are applicable to its inclusion in the collection:

- Current usefulness or permanent value.
- Authority and competence in presentation.
- Importance as a record of the times.
- Relation to the existing collection.
- Relative importance in comparison with other works on the subject.
- High standards of quality in content, format, and binding.

Recorded books selection will generally follow the same criteria for books.

Video/DVD selection will generally follow the same criteria for books and other materials, with emphasis on “how to”, documentary, travel, musicals, award winners, PBS titles, long-term popular films, films based on popular books, and classical themes. Children’s videos/DVDs will include educational and entertainment selections.

The nature of the media and the technical quality of production are additional factors to be considered in selecting audio, video, electronic, and other non-print formats.

Sites selected from the World Wide Web and linked from the library's homepage are subject to the same selection criteria as other materials.

Selection of materials by the library does not mean endorsement of the contents or the views expressed in those materials.

### **The Use of the Library’s Materials**

Library materials are not marked or identified to show approval or disapproval of the contents.

Selection of materials for the adult collection is not restricted by the possibility that children may obtain materials their parents consider inappropriate. Responsibility for the reading selection of children rests with their parents and legal guardians.

No books shall be kept in a controlled area except rare and valuable books.

### **The Scope of the Collection**

The library seeks to draw upon the collection of other libraries to secure by interlibrary loan specialized materials that are beyond the scope of the library’s collection or for materials no longer available in the library.

Textbooks are not ordinarily purchased by the library except in subject areas where material in another form is not conveniently available.

The library acknowledges a particular interest in local and state history and in works of local authors. The library will, however, apply the same standards of selection to the works of local authors as it does to other library materials.

The library may choose to purchase books in electronic format when available and when cost effective to extend the scope of its collection. These books will be available through the Internet and downloadable for library patrons.

### **Gifts**

The library welcomes gifts of books and other materials with the understanding that the Library Director will evaluate them in accordance with the criteria applied to purchase materials. No conditions may be imposed relating to any book after its acceptance by the library.

When the library receives a cash gift for the purchase of memorial books or collections, the selection will be made by the Library Director in consultation with the donor. The name of the donor or person memorialized will be entered on a bookplate. Once in the collection, a memorial item shall be treated as any other item with regard to weeding or replacement.

### **Maintaining the Collection**

The same criteria will be used in “weeding” materials from the collection as are used in their acquisition. In order to maintain the collection in its most attractive and useful condition, the Library Director will use his/her judgment in removing from the collection materials that are no longer useful or are not in a condition suitable for circulation. Books that are deteriorating will be repaired, rebound, or replaced. Materials no longer useful to the library may be given to another library or to the Friends of the Gering Library to be sold for the benefit of the library.

### **Dealing with Complaints from Patron(s) on Materials Selection**

The Gering Library Board recognizes that the library may become a target of pressure from various groups and individuals who may wish to use the library's name and services as instruments of their own tastes and views. These groups or individuals would have the library disregard its professional responsibility to the whole community and, instead, promote the ideas and interests of only a portion of the community.

To deal with the pressures to censor -- or to proselytize -- the Gering Library Board needs to be supportive of the Library Director's efforts to select materials, as well as to turn away gifts of materials, so that the widest possible range of expression regarding the ideas and issues of our time can be heard.

It is the responsibility of the Library Director, supported by the Library Board, 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 and tastes upon the community at large. To meet these challenges, the Library Board understands and follows this procedure for dealing with a materials selection complaint:

- The complaint must be filed in writing using the appropriate form, Request for Reconsideration of Library Materials (Appendix B).
- The Library Director will notify each Library Board member of the complaint and forward available review literature on the material. The Library Director will also submit her recommendation and evaluation of the material and its place in the collection.
- At the next regularly scheduled Board Meeting, the complaint will be reviewed and a decision made regarding the complaint.
- The Library Director will notify the patron of the Board's decision soon after the meeting.
- The Library Director will keep the Board informed of any response from the patron.

## **LIBRARY BILL OF RIGHTS**

### Appendix A

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.

**GERING PUBLIC LIBRARY**  
**REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**  
 Appendix B

Title \_\_\_\_\_ Book \_\_\_\_\_ Magazine \_\_\_\_\_ Other \_\_\_\_\_

Author \_\_\_\_\_

Publisher \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone # \_\_\_\_\_

Do you represent:    Yourself \_\_\_\_\_  
                                   Organization (name) \_\_\_\_\_  
                                   Other (name) \_\_\_\_\_

To what in the work do you object? (Please be specific. Cite pages.)

\_\_\_\_\_

\_\_\_\_\_

Did you read the entire work? \_\_\_\_\_ If no, what parts did you read? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What do you feel might be the result of reading this work? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What do you believe is the theme of this work? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you aware of judgments of this work by literary critics? \_\_\_\_\_

What would you like your library to do about this work? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated? \_\_\_\_\_

\_\_\_\_\_

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

Please return by mail or in person to: Gering Public Library, 1055 P Street, Gering, NE 69341