

## Collection Development Policy

The Pulaski County Library System is committed to serving the informational, educational, cultural and recreational literature needs of all its patrons through print and non-print collections. The goals of selection are to maintain a diverse and well-balanced collection of materials for information, reference, and research; to provide materials for the education and enlightenment of the community; to provide recreational resources; and to maintain a strong collection of current and classical literature.

The responsibility for selection lies with the professional staff of the library. The staff and public may recommend titles to be added to the collection, but the library director has the ultimate responsibility for the selection of library materials within the framework of the policies determined by the Board of Trustees.

### **Criteria for Selection:**

The main points considered in the selection of materials are:

1. Individual merit
2. Popular appeal or patron demand
3. Local interest
4. Existing library collection
5. Price, format, and ease of use
6. Availability of the material elsewhere in the community or through interlibrary loan
7. Critical reviews
8. Standard selection aids

### **Access to Borrowers:**

The Pulaski County Library System recognizes that full, confidential, and unrestricted access to information is essential for patrons to exercise their rights as citizens. The library believes that reading, listening, and viewing are individual, private matters. While anyone is free to select or reject materials for themselves or their own minor children, the freedom of others to read or inquire cannot be restricted.

The library strives to maintain materials representing all sides of an issue in a neutral, unbiased manner. Selection of materials by the library does not mean endorsement of the contents or of views expressed in those materials. The existence of a particular viewpoint in the collection reflects the library's policy of intellectual freedom. An attempt is made to create a balanced collection that presents various viewpoints.

The library does not stand in loco parentis. Parents and guardians, not the library, have the responsibility of guiding and directing the reading, listening, and viewing choices of their own minor children. Selection of adult collection materials will not be inhibited by the possibility that the items may be utilized by minors.

**Gifts and Donations:**

The library accepts gifts of books and other materials with the understanding that they will be added to the collection if they meet the criteria for selection. If gifts do not meet these criteria, they will be donated to the Friends of the Library for their used books sales or discarded appropriately.

Memorial books purchased by the library with donated funds will meet all library selection criteria and will have a gift label affixed to the material.

The library will not assign a financial value to donated materials. However, if requested, the library will give a receipt for tax purposes to the donor specifying the number of items that were donated.

**Interlibrary Loan:**

Because of limited budget and space, the library is not able to purchase all materials that are requested. Therefore, interlibrary loan is used to obtain those materials that are beyond the scope of this library's collection. Materials will be borrowed from other libraries in a timely manner upon request. Books borrowed from other libraries will be subject to the lending libraries' rules and regulations and will be returned promptly. A fee for postage may be charged.

**Collection Re-Evaluation:**

The withdrawal of materials from the collection is an ongoing process by which materials that are worn, damaged, outdated, duplicated, inaccurate, or no longer used may be removed. A careful study of each book is made, taking these issues into account. Generally, titles that are still accurate, popular, or valuable to the collection will not be discarded, or will be replaced when they become worn or damaged.

## **Challenged Materials:**

The Pulaski County Library System supports the guidelines established by the American Library Association in its Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement (appended) and considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution. Libraries have diverse materials reflecting differing points of view, and the library's mission is to provide access to information to all users. Parents or guardians have the right to guide the reading, viewing, and listening of their children but must give the same right to other parents/guardians.

The library recognizes the right of the individual to question materials in the collection. A questioned item will be considered in its entirety, not judged solely on portions taken out of context. One item per person at a time may be submitted for review. This will ensure that staff and/or the Library Board can read and review it judiciously and in a timely manner. The item will remain in circulation at the library until the review decision has been finalized.

If a Pulaski County resident wishes to make an informal complaint about an item in the library's collection, he/she is encouraged to discuss their concerns with the library director. If the patron is not satisfied with the response to their request, the director will provide the patron with information and a form to request formal reconsideration of the library resource. The director, with appropriate professional staff, will review the request and the material in question to consider whether its selection follows the criteria stated in the collection policy. The director and professional staff will respond in writing to the complaint within 15 business days stating the staff's decision and reasons for that decision. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Board of Trustees. The individual will be notified of the location and time of the next board meeting. The Board of Trustees reserves the right to limit the length of public comments and the decision of the Board is final. No materials will be removed without following the full reconsideration policy and no materials will be removed upon the authority of a single staff member or administrator.

Adopted: February 23, 2010

Revised & Approved July 26, 2022

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**Request for Reconsideration Form**

**Pulaski County Library System**

**Request to reconsider: a book, movie, magazine, newspaper, digital resource, etc.**

Author/Producer \_\_\_\_\_

Title \_\_\_\_\_

Publisher \_\_\_\_\_

Date of Publication \_\_\_\_\_ Call No. \_\_\_\_\_

Have you read/reviewed the entire work?

To what do you object? Please be specific. Cite pages.

What work would you suggest as an alternative or complement to this item?

Action requested?

**Request to reconsider an exhibit or display**

Date of display or exhibit:

Describe the exhibit or display in detail. To what specific items do you object?

Request initiated by (name) \_\_\_\_\_

Complete address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Library Card Number \_\_\_\_\_

Request is made on behalf of \_\_\_\_\_ self

\_\_\_\_\_ an organization or group

Name of group or organization \_\_\_\_\_

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

The Library Director and Library Board will consider your comments and respond in writing as soon as possible.

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