

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 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 of views expressed in those materials. The existence of a particular viewpoint in the collection is a reflection of the library's policy of intellectual freedom, not an endorsement of that particular point of view.

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 from other libraries that are beyond the scope of this library's collection. Materials will be borrowed 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.

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 should be made, taking these issues into account. Generally, recommended titles that are still accurate 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. Nevertheless, the library recognizes the right of the individual to question materials in the collection.

If an individual or group wishes to make a formal complaint about an item in the library's collection, they may complete the attached Request for Reconsideration Form. The form will then be reviewed by the Library Director and the Library Board, who will respond in writing to the complaint.

Adopted: February 23, 2010

Request for Reconsideration Form

Author _____

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 initiated by (name) _____

Complete address _____

Phone _____ Email _____

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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