

VALENTINE PUBLIC LIBRARY

Collection Development Policy

1. Purpose of the Valentine Public Library in Collection Development

In keeping with the Valentine Public Library's mission statement, the purpose of the library is to provide a variety of services to fill the needs of the community. The library is supported by the taxpayers of the City of Valentine and Cherry County and its materials are made available to residents of all ages on an equal basis free of charge. Residents living outside Cherry County may have a library card for an annual fee which will give the cardholder access to the same services as a local resident.

2. Goals of the Valentine Public Library within Collection Development

1. Identify and respond to the needs of the clientele.
2. Collect and organize books and other printed, visual, and recorded materials to meet the user's needs for recreation, information, reference and research.
3. Make materials, information, and services accessible to all members of the community.
4. Recruit, train, support, and retain a competent and motivated staff that is service oriented.

3. Objectives of the Valentine Public Library within Collection Development

1. To assemble, preserve, and administer, in organized collections, books and related recreational and educational material.
2. To provide recreational reading materials for leisure and personal enrichment
3. To facilitate continuing education, both formal and informal.
4. To serve the community as a center for reliable information.
5. To support educational, civic and cultural activities of groups and organizations.
6. To provide opportunity and encouragement for everyone to educate themselves continuously.
7. To be aware of community needs, to provide programs of service to meet such needs, and to cooperate with other organizations, agencies and institutions, which can provide programs to meet community needs.

4. Cooperative Programs

1. Interlibrary loan.
2. Inter-local agreement with Cherry County to provide bookmobile service, book and library services to rural schools and county residents.
3. NebraskaAccess online database provided through the Nebraska Library Commission.
4. To inform and educate the public on available services offered through the State of Nebraska in partnership with the Nebraska Library

- Commission such as programs targeted at job creation, training, distance learning and e-government services.
5. To provide access to health care information.
 6. To provide access to E-books and material through Overdrive.

5. Community Profile

The community of Valentine consists of a populace of approximately 2,800 people residing within the city limits. Cherry County is approximately 5,800 square miles with the City of Valentine serving as the county seat. There are 6 rural grade schools in Cherry County. One parochial school, a Valentine K-5 Elementary School, A Middle School, grades 6-8 and a High School are within the city limits. Located in Cody, NE is a High School grades 9 – 12.

6. Description of Collection

There are approximately 28,500 volumes in the collection. The library provides a broad range of general interest materials including; adult fiction and non-fiction, large print, westerns, reference, Nebraska and local history, genealogy, children's fiction and non-fiction, young adult fiction and non-fiction, periodicals, newspapers, audio books, videos, cake pans and other non-book related items. The library also provides access to electronic audio and e-books through Nebraska OverDrive. New books and materials are constantly being added to the collection in all areas.

7. Definitions

1. "Selection" is the decision to add a piece of library material to the collection or to remove it from the collection.
2. "Library material" is any format of material added to the collection, including but not limited to: books, magazines, audio material, videos, photographs, maps, pamphlets, clippings, microfilm or microfiche, and online databases. New formats that become available as technology changes shall automatically be included in the term "library materials".
3. "Material review" is an evaluation written by a person knowledgeable about the material's subject matter. Reviews occur in library review journals, professional journals, newspapers, online sources and in other popular media. Primary review sources include, Booklist, Library Journal, Ingram Advance, and online sources such as Amazon and Goodreads.
4. "Deselection" is the component of selection that involves removing items from the collection or "weeding."
5. "Collection management" includes selection, deselection, preservation, storage, budgeting and resource allocation, collection evaluation, and facilitating patron access to library materials.

8. Materials Selection Philosophy

Library materials are chosen to serve the recreational, informational, educational, and cultural needs of the entire community. The primary goal is

to provide the best possible collection with the financial resources available. The library strives to create an attractive, up-to-date, balanced collection representing all fields of knowledge and all sides of issues in a neutral, unbiased manner, as budgets, availability of materials and space permit.

Selection of materials will always cover a wide range of ideas, issues and lifestyles. Attention is paid to award winning and best selling literature, while striving to maintain balance in all areas and with all age groups. Due to the wide diversity of interest, there will be some materials that appeal or do not appeal to specific individuals. The existence of a particular viewpoint in the collection is an expression of the library's policy of intellectual freedom, not an endorsement of that particular point of view. The library encourages free expression and free access to ideas, both essential elements in a democratic society and does not knowingly discriminate in its material selection regarding age, race, beliefs or affiliations of the author or producer. The library subscribes to the principles of the "Library Bill of Rights," the "Freedom to Read Statement," and the "Freedom to View Statement," of the American Library Association, which are included as appendices in the Valentine Public Library Policies and Procedures manual.

9. General Selection Guidelines

Selection is based upon the merits of a work in relation to the needs, interests and demands of the community. Due to the large volume of materials published in a variety of formats each year, selection criteria are used for evaluating materials. Selection guidelines, listed below, form the basis for decision-making. Whenever possible, a material review is preferred.

10. Selection Responsibility

1. The Director, with the assistance of the staff, shall have the responsibility for the selection and purchase of available materials, which best meet the interests and needs of the community.
2. Anyone may recommend and/or request materials to be considered for selection. All requests will be reviewed and selected based on user demand, quality, availability and budgetary concerns.
3. Each acquisition shall be marked to identify purchase and original ownership by the library.

11. Specific Selection Guidelines and Criteria

The following factors will be taken into consideration when selecting items for the collection:

- Relevance to community needs and interests
- Current and projected demand
- Availability and suitability of physical format for library purposes
- Suitability of presentation for intended audience
- Relevance to existing subject coverage in the collection

- Clarity, readability and ease of use
- Timeliness or permanence of material
- Accuracy and authenticity
- Literary merit and inclusion in standard bibliographies and indices
- Current and historical significance
- Authority and reputation of the author, publisher, and/or producer
- Local authorship or production
- Initial and ongoing costs
- Overall quality
- Technical aspects of audiovisual materials
- Regional availability and accessibility
- Space and maintenance requirements
- User interface and content of electronic products
- Online, network, and remote access capabilities
- System resource demands (hardware and personnel)
- Lease or ownership of electronic products

Selection priority shall be given to materials which have the following distinction:

- Award winning and honor books such as Newbery Medal, Caldecott Medal, Golden Sower Awards, and books recommended by the Nebraska Library Commission.
- Listed on the best seller lists and popularity of the author.
- User demand. If three or more requests by separate individuals are received by the staff for a title, the book may be purchased.
- Reference materials for accreditation.

The library does not attempt to acquire textbooks that support local curricula. Multiple copies of popular books may be purchased to meet demand. Paperback books may be purchased for juvenile and young adult fiction; adult fiction, when not available in hardback; and non-fiction materials which are likely to become outdated or have no permanent value. The library will attempt to have information available in a variety of formats (book, non-book, magazine, etc.) when available and practical. Audio recordings will be selected for potential long-term use to meet general interests. Regardless of an item's popularity, the library may choose not to select it, because its format is not durable enough to withstand reasonable library use, or it would require excessive staff time to maintain.

Objections to items in the collection should be made in writing to the library director. (See also the "Request for Reconsideration of Materials" policy). Materials that no longer meet the needs of the community and no longer support the library's collection will be withdrawn and disposed of in accordance with the library's "Deselection of Materials" policy.

12. User Needs

The library staff acknowledges that each person has information needs that are important to that individual. They also recognize that there are limited financial resources to respond to all of these needs. The staff has a responsibility to use public funds in ways that are advantageous to the largest number of its constituents. While the library staff, in relation to materials for the collection will not deny any need consistent with the library mission, the staff will nevertheless develop its collection with the recognition that it has the ability to meet certain needs more effectively and efficiently than other needs. The staff will try to develop its collection to meet the needs of individuals with greater emphasis placed on the largest demand.

13. Gifts, Bequests and Memorials

The Valentine Public Library and staff welcome gifts of new and used books, audio recordings, videos and similar materials. Items will be added to the collection in accordance with the selection policy of the library. Once donated, items become the property of Valentine Public Library and may be given to other libraries, non-profit agencies, sold, traded or discarded if they are not added to the collection. Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift.

The library staff will acknowledge receipt of the donated items but is unable to set fair market or appraisal values. It is recommended that the donor make a list of items donated. If the items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value. The library staff also reserves the right to decide when a gift added to the collection must be withdrawn.

Monetary gifts, bequests, and memorial or honorary contributions will automatically be deposited in the Valentine Public Library Foundation or with the Friends of the Library. Books, videos, and other materials purchased with bequests and memorial or honorary contributions will be identified with special donor plates whenever possible. If requested, notification of memorial or honorary contributions will be sent to the family of the person being recognized. Suggestions for subject areas, books, or other areas of interest are always welcome and will be followed to the extent possible.

Unrestricted gifts of land or property or other assets will be gratefully accepted by the Valentine Public Library Foundation Board. Gifts or bequests with specific restrictions attached will be reviewed by the Board before acceptance.

14. Request for Reconsideration of Materials

The Valentine Public Library welcomes comments and suggestions regarding the appropriateness of materials in the collection, especially concerning outdated materials. Suggestions will be considered and utilized by the library in the ongoing process of collection development.

Individuals may take issue with library materials that do not support their tastes and views. Library staff is available to discuss concerns and identify alternate materials that may be available. If a patron's concern is not satisfied through discussion with staff, a formal, written request for reconsideration of materials may be submitted to the library director. Copies of this form are available from the director's office.

For a request for reconsideration to be considered, the form must be completed in full and the patron submitting the request must hold a valid borrower's card. Upon completion of this form, and return to the library director, the request will be considered by the Board of Trustees.

In keeping with the Library Bill of Rights, this policy adheres to the interpretation which has been adopted by the American Library Association. It reads as follows: **Challenged materials that meet the criteria for selection in the materials selection policy of the library should not be removed under any legal or extra-legal pressure. The *Library Bill of Rights* states in Article I that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation," and in Article II, that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval."**

15. Deselection of Materials

Materials that no longer fit the stated service roles of the library will be withdrawn (weeded) from the collection. This may include materials that are damaged, include obsolete information, or are no longer used. Decisions will be based on accepted professional practice, such as those described in the "Crew" method and the professional judgment of the library director or designated staff. When necessary, local specialists will be consulted to determine the continued relevance and reliability of material.

Weeding will be done on a continuous basis. Statistical tools and circulation reports are continually being reviewed to determine how the collection is being used and how it can change to better suit the needs of the community. Materials no longer useful may be sold, taken to a used bookstore, recycled, given away or destroyed.

The library director will supervise all collection maintenance activities and make final decisions related to removal of items from the collection. Removal of worn or outdated materials will be based upon current professional library practices.

Adopted and reviewed by the Valentine Public Library Board of Trustees:
10/23/2017

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 that 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.

INTELLECTUAL FREEDOM

ALA actively advocates in defense of the rights of library users to read, seek information, and speak freely as guaranteed by the First Amendment. A publicly supported library provides free and equal access to information for all people of that community. We enjoy this basic right in our democratic society. It is a core value of the library profession.

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.