

Collection Development Policy

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I. PURPOSE

This policy is established by the Library Board of Control to further public understanding of the purpose and nature of the library's collection and to provide guidance and direction to the library staff for the development and maintenance of the library's collection. Because of the volume of publishing as well as the limitations of budget and space, the library must have a collection development policy with which to support the library's mission and community needs.

II. THE LIBRARY

A. About Calcasieu Parish Public Library

The Calcasieu Parish Public Library provides parish-wide service. The library collection is available to all registered library patrons, including those who live, work, and attend school within the parish. The Library serves people in a variety of communities of differing interests and concerns.

B. Mission Statement

The Calcasieu Parish Public Library welcomes all with convenient access to high quality and innovative collections, resources, and services that enrich lives and create connections in our community.

C. Strategic Plans

Every five years, the Library creates a new strategic plan with an overall guiding vision, goals, and objectives informed by staff and community input. Strategic Plans do not alter the Collection Development Policy; however, they may impact priorities in selection decisions.

D. The Collection

The library collection extends to both physical and virtual locations. It includes standard print and audiovisual materials as well as newer formats: books, magazines, DVDs, Blurays, CDs, audiobooks, talking books, Launchpads, Playaway Audio and Views, video games, hotspots, laptops, dolls, cake pans, puzzles, eBooks, and eAudiobooks. This list is not exhaustive, and newer formats may be added as patron needs and interests dictate.



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The library collection also offers books in Large Print with 16-point font size for individuals with visual impairments.

Materials are classified and shelved in specific sections according to material type and age group of target audience, with some sections being further divided into fiction and nonfiction. Factors to determine if an item is placed in Children, Young Adult, or Adult collections include publisher/distributor suggestions, recommendations from professional reviews, classification in the Library of Congress and other libraries, and the location of related works.

Nonfiction materials are sorted using the Dewey Decimal System, the exception for which are biographies: these are organized in alphabetical order by the subject's last name. Materials that include fiction books and music CDs are in alphabetical order by the last name of the authors/artists. Other materials, such as videos and magazines, are in alphabetical order by the title.

III. LIBRARY PRINCIPLES

A. *Support for Intellectual Freedom*

Library staff and Board believe that the right to read is an important part of the intellectual freedom that is basic to democracy and has adopted the American Library Association's Library Bill of Rights (*See Appendix A*) and Freedom to Read (*See Appendix B*) statement as official library policy.

The Library will not act in the role of censor for any age level, material type, or subject matter. It should be clearly understood and emphasized that the library does not endorse all opinions expressed in the available materials and holdings.

B. *Accessibility of Materials*

The majority of materials are shelved on open shelves, freely and easily accessible to all patrons, who are free to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others. Children are not limited to the children's collection, although these collections are kept separate from other library collections to facilitate use.

Requirements for responsible use may be applied to the use of certain materials and/or equipment.

C. *Displays*

Library staff may select certain titles to feature in themed promotional displays or house new items separate from the main collection. Displays are intended to facilitate use and discoverability of items in the collection. Titles are selected based on their relevance to the display and its theme; the choice to feature an item should not be viewed as an endorsement by library staff of the title or contents therein.



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D. *Parent/Guardian Responsibility*

Parents/Guardians are responsible for supervising their children's use of library materials. The Library does not act *in loco parentis*, meaning the responsibility for a child's reading must rest with the parent or guardian, not with the library. Additionally, online library resources accessed outside the library branch are not filtered for content. Parents/guardians should monitor their children's access appropriately.

IV. SELECTION

“Selection” herein refers to matters relating to collection development and acquisitions.

A. *Staff Roles*

Ultimate responsibility for material selection rests with the Director who operates within the framework of policies determined by the Library Board of Control. Because the Library Director must be able to answer to the Library Board and the general public for actual selections made by staff, he/she has the authority to reject or select any item contrary to the recommendations of the staff. The Collection Services Librarian oversees the selection process and provides professional support for other material selectors as well as tracks the material budget to ensure a flow of new materials throughout the year according to budget allocations.

Library staff will exercise impartiality and judicious selection in all acquisition practices. Allocation of the materials budget and the number of items purchased for each area of the collection will be determined by indicators of use, the average cost per item, and objectives for development of the collection based on annual evaluation by the Collection Services Librarian in cooperation with library staff.

B. *Established Criteria for Materials*

1. General Selection Criteria & Goals

- The basic test for selection of any item is whether it is of proven or potential interest to the people served. Other considerations include the quality of the material, the attention of critics and reviewers, level of popular demand, the number of similar materials already in the collection, and the extent to which the material may be available elsewhere in the community. In addition, the cost and physical makeup of the material are considered, though unabridged editions will be prioritized over abridgements.
- The Collection Services Librarian and library staff further consider a title in terms of its relevance to Calcasieu Parish Public Library collection priorities, level of community interest, ability to provide diversity or balance to the collection, availability through interlibrary loan, collection priorities of other libraries in the service area, and funding and spatial constraints. No attempt is made to collect or maintain the complete works of any author/performer/creator/series.
- Multiple copies of works will be obtained in order to fulfill requests within a reasonable time period. Titles and works may also be purchased in multiple



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formats to fulfill patron need. While a majority of materials available are written in the English language, some Spanish and French language versions of titles are available both in hardcopy and online.

- In addition to collection-wide selection and collection criteria, the development of some subject collections, such as Genealogy, requires the application of more specific selection criteria and collection parameters.

2. Special Considerations for Nonfiction Materials

- The library's goal is to provide an information/reference center rather than to establish a scholarly research center. Thus, general treatments with breadth are prioritized over those which are specialized, scholarly, or primarily for professional use. Preference is given to works of broad, popular appeal which meet the needs of the independent learner rather than textbooks or other materials which meet curriculum requirements of the formal student.
- Collection emphasis is on up-to-date information. Older materials which remain accurate will be retained and replaced according to patron demand.
- Single-volume overviews may be selected for smaller collections where space is a consideration, while multi-volume works may be placed at larger library branches.

3. Application of Impartiality

- Materials will be selected both to satisfy the prevalent tastes, needs and reading abilities in the community and to provide diversity and inclusion. In choosing materials to suit a variety of tastes, differing viewpoints on controversial issues will be included.
- It should also be recognized that some materials chosen may be offensive, shocking, or boring to some readers but may be meaningful and significant to others. Works being considered should be viewed as a whole, not in isolated parts.
- Selection of adult material will not be restricted by the possibility that these materials may come into the possession of minors.

C. *Tools & Resources*

The library collection is evaluated annually using specialized software tools and reports to identify any areas in need of growth. Additionally, staff reviews State Standards for Public Libraries, which evaluate a collection based on Materials per Capita, Age of the Collection and Turnover of Materials. Staff uses collection comparison to standards, space available, and any revised collection objectives for the upcoming year to further determine needed additions.

Library staff also utilizes several professional sources to guide in selection: library journals, trade journals, subject bibliographies, publishers' promotional materials, award lists, and reviews from other reputable sources. Reviews may be further sourced from



national newspapers and magazines, local publications, broadcast media, and from reputable sources available via the Internet.

Using the selection tools described above, the Collection Services Librarian and staff evaluate each title according to the following criteria:

- appropriateness to interests and skills of intended audience
- vitality and originality of thought
- contemporary utility
- permanent significance
- artistic or creative excellence
- reputation of author or artist
- relative importance compared to other materials on subject
- comprehensiveness
- suitability of physical form to library use
- technical or production quality (for non-print)
- *La. R.S. 25:255 (C)(2)(a)* community standards requirement

D. Electronic Content

This category includes online information resources and virtual collections. Online resources include free resources, resources and virtual titles paid for by the library, and resources selected and paid for by the State Library of Louisiana. Some of this material may only be available to registered library users.

Resources that serve as informational or learning tools are selected with the following considerations: ease of use by library users, anticipated demand by library users, price of print format versus electronic, authority, accuracy, frequency of updating, training requirements for staff and the public, licensing fees, and usage restrictions. Online resources that offer virtual collections (such as eBooks or eAudiobooks) are selected using criteria applied to their physical collection counterparts. Titles and works offered on these online platforms are pre-selected by the vendor.

E. Suggestions & Requests

Involvement by the community in the selection process is encouraged. Several mechanisms are provided for this purpose, including analysis of pending hold and interlibrary loan requests, reference questions, and purchase suggestions submitted by library users. Patron suggestions for purchase will be evaluated in accordance with the Collection Development Policy. Fulfillment of an interlibrary loan is determined by availability at other institutions.

F. Replacement Copies

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
- whether the item has historic value
- whether another networking agency could better provide that or a comparable item
- the number of copies held in the collection
- the existing coverage of the subject within the collection
- the cost of mending versus the cost of replacement, if applicable

G. *Purchasing*

As a government entity, Calcasieu Parish Public Library must follow all purchasing regulations set forth by federal, state, and local laws. This may, at times, impact selection if a vendor or item does not meet the necessary requirements for procurement.

V. SPECIAL COLLECTIONS & ADDITIONS

A. *Southwest Louisiana Genealogical Library Materials*

This collection includes books, microforms, and online resources. Special locations for printed materials include Census materials, Acadian materials, and Families. This is a non-circulating collection located in the Carnegie building in downtown Lake Charles.

B. *Materials in Thielen Room*

This collection contains older materials of local historical interest such as local publications, and studies, as well as general published works typically predating the mid-twentieth century. It is shelved in the Thielen Room on the second floor of Central Library. These materials are available on site upon request.

C. *Gifts*

The Library accepts unrestricted, irrevocable gifts of books and other library materials. Gifts are accepted with the understanding that they will be considered for addition to the collection in accordance with the Collection Development Policy selection guidelines. The Library reserves the right to sell or otherwise dispose of gifts and donated materials. Calcasieu Parish Public Library will not assign a value to donated gift materials.

D. *Memorial Items*

Patrons may donate funds to purchase library materials in memory or honor of someone. They may make general purchase suggestions regarding the subject matter. Materials are selected and purchased by the Collection Services Librarian. A book plate is placed in the material and, when it is sent to the library branch, the donor and the honoree's family are notified. A notation is also placed in the MARC record so patrons

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may search by the name of the donors or the name of the honoree. Direct donation of actual materials is discouraged as these are often not in compliance with collection selection rules regarding currency, authority, etc.

E. Monetary Donations

Gifts of money are always welcome and appreciated. Specific recommendations from the donor are honored as far as the suggestions enhance subject areas of need within the collection and are in accordance with the Collection Development Policy selection guidelines.

F. New Formats

The following factors must be taken into consideration when deciding whether to add a new format to the collection: availability of items in the format; cost per item; and the Library's ability to acquire, process, and circulate the items in the specific format. Non-book materials are selected and deselected according to the same criteria as print materials, including relevance, requests, usage, and support for the Library's mission.

VI. DESELECTION

"Deselection" herein refers to matters relating to collection management and withdrawal, or weeding.

A. Weeding Criteria & Procedures

In order to maintain a collection of current, relevant library materials that meets the needs of our diverse, changing constituents, Calcasieu Parish Public Library engages in an ongoing process of continual assessment. The Library has established a set of criteria to determine when an item should be transferred from one location to another or removed from the collection entirely.

Weeding of materials is an important aspect of collection development. When library items lose the value for which they were originally selected, they should be withdrawn. This process assures currency of the items, adequate space for newer and more popular materials, and a more attractive, more heavily used collection. This task takes skill, care, time, and knowledge of the materials to do a competent job.

The professional staff will evaluate the materials collection for replacement and/or discard on an ongoing basis, using the CREW method of evaluation developed by Joseph P. Segal. This process (Continuous Review, Evaluation and Weeding), uses the following criteria to evaluate a title's current usefulness to the materials collection:

- **M = Misleading** (and/or factually inaccurate)
- **U = Ugly** (worn and beyond mending or rebinding)
 - Most library materials are processed in such a way as to ensure their maximum use under normal circumstances. All materials returned to the library are inspected for damage. Damaged but still usable materials may be mended. Items that are no longer usable will be withdrawn.



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- **S = Superseded** (by a truly new edition or by a much better book on the subject)
- **T = Trivial** (of no discernible literary or scientific merit)
- **I = Irrelevant** (to the needs and interests of the community)
 - Relevance may be informed by date of publication or circulation statistics for an item, including when it last circulated and its average yearly use.
 - Guidance may also be applied from the State Standards for Public Libraries.
- **E = Elsewhere** (material or information may be obtained expeditiously through interlibrary loan, reciprocal borrowing, or in electronic format)

B. *Withdrawn Materials*

Calcasieu Parish Public Library may dispose of weeded materials using appropriate disposal services or by making them available to be claimed or sold to organizations or individuals (*LA Rev Stat § 25:151 (2019)*). The Library may also utilize appropriate recycling or disposal services for withdrawn materials.

C. *Lost & Damaged Items*

Cardholders are responsible for all items charged on their account. Cardholders will be billed for the replacement cost of materials based on the price of the item at time of purchase. The library will not accept replacement copies of lost or damaged material in lieu of paying for them.

D. *Reconsideration of Materials*

A singular obligation of the public library is to reflect within its collection differing points of view. Calcasieu Parish Public Library does not endorse particular beliefs or views, nor does the selection of an item express or imply endorsements of the viewpoint of the author or artist. Library material will not be marked or identified to show approval or disapproval of the contents.

Comments from members of the community about the collection or individual items in the collection frequently provide librarians with useful information about interest or needs that may not be adequately met by the collection. The Library welcomes expression of opinion by patrons but will be governed by the Collection Development Policy in decisions to add or remove items from the collection.

1. Reconsideration Procedure

- The Calcasieu Parish Board of Control subscribes to the American Library Association Library Bill of Rights (*see Appendix A*). However, any patron can ask the library to reconsider an item in the collection. The patron who requests the reconsideration of library material will be asked to return the item, if it has been checked out, and put their requests in writing by completing and signing a form entitled, "Request for Reconsideration of Library Materials " (*see Appendix D*). The form must be completed in its entirety. The item and the form will be sent to the Collection Services Librarian. The Library will not formally review a specific title more than once



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- a year.
- Upon receipt of a formal written request, the Collection Services Librarian will search for reviews and other library holdings of the material in question. The Collection Services Librarian will then send a memo with reviews, holdings information, and circulation statistics along with the form to the Library Director.
The Director, will, at the earliest possible date, study the information provided by the Collection Services Librarian and respond, in writing, to the person who initiated the request for reconsideration.
- In accordance with *La. R.S. 25:255 (C)(2)(d)*, and request for reconsideration that may involve sexually explicit material as defined in *La. R.S. 25:255 (B)(4)* in a library collection accessible to minors will be reviewed by the Library Board of Control. The Board shall determine whether the library material meets the definition of sexually explicit material by majority vote in an open meeting.

2. Appeals Process

- In the event that the person(s) who initiated the request is not satisfied with the decision of the Director, he/she may request a meeting before the Library Board of Control by making a written request to the Board. An appeals request must be made before the next regularly scheduled Board Meeting. Upon receipt of the request, the Board may make the request an agenda item and the person(s) will be notified of the time and place of the Board meeting. The Library Board of Control reserves the right to limit the length of presentation and number of speakers at the meeting.
- After hearing from the person(s) making the reconsideration request, the Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the library and will review the background information provided by the Collection Services Librarian, the position of the patron, and the decision of the Director. Based on the information presented, the Board may vote to uphold or override the decision of the Director.

APPENDIX A: Library Bill of Rights (ALA)

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.



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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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.



APPENDIX B: Freedom to Read Statement (ALA)

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



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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.



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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



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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: Freedom to View Statement (ALA)

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

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APPENDIX D: Request for Reconsideration Form

Form must be completed in its entirety.

Item Format: Book eContent Magazine Other

Title: _____ Copyright: _____

Author: _____ Publisher: _____

Request Initiated by: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

I represent Myself An organization or group: _____
Name of Organization or Group

1. Have you reviewed our Collection Development Policy? Yes No

2. Did you read the entire work in question? Yes No

3. If no, which parts did you read? _____

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

5. For what age group would you recommend this work? _____

6. What do you believe is the theme of the work?

7. Are you aware of judgment of this work by literary/professional critics? Yes No

8. What would you like CPPL to do about this work?

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

Signature

Date



APPENDIX E: Frequently Asked Questions

This appendix is intended to provide a quick reference for answers to policy-related questions. It does not act in place of the Collection Development Policy.

Who orders your books and materials?

While the Library Director is ultimately responsible for making sure that item selection follows the Collection Development Policy, the Collection Services Librarian is assigned the primary task of applying the policy in choosing items to add to the collection (**IV. SELECTION, A. Staff Roles**).

How do you decide what items you add to the collection?

The Library follows a set of criteria based on professional standards and approaches. We build a collection appropriate for our role in the community, providing materials for both informational and leisure purposes. For more details, please visit section **IV. SELECTION, B. Established Criteria for Materials**.

The Library also utilizes several different professional tools and resources, such as trade publications, for guidance in identifying materials that fit our selection criteria. For more details, please visit section **IV. SELECTION, C. Tools & Resources**.

Why can't you get the item I requested?

The Library applies the same selection criteria to suggestions and requests. We may be unable to fulfill certain interlibrary loan requests if no lending library has the item available (**IV. SELECTION, E. Suggestions & Requests**). Additionally, we may not be able to purchase an item if it is unavailable from an approved vendor (**IV. SELECTION, G. Purchasing**).

Can I donate a book to the library to be added to the collection?

The Library applies the same selection criteria to donated items. Once a book is donated, the Library reserves the right to add it to the collection or dispose of it through other methods, such as book sales. (**V. SPECIAL COLLECTIONS & ADDITIONS, C. Gifts**)

How do I request that an item be taken out of the collection?

We understand that our patrons will not all have the same views on every single title in our collection, and we aim to build a collection rich enough to accommodate the variety of needs and interests in the community we serve. The Library encourages patrons who seek a better understanding of why an item or items are in our collection to review sections **III. LIBRARY PRINCIPLES** and **IV. SELECTION**.

To submit an official request for an item to be removed from the collection, a patron should complete **APPENDIX D: Request for Reconsideration Form** in its entirety. Items are not automatically removed from the collection, and they will undergo a formal review process. The Library Director will notify the patron of the final decision, which the patron may choose to appeal with the Library Board of Control. All of these processes and procedures are explained in full in section **VI. DESELECTION, D. Reconsideration of Materials**.

