

ADAMS COUNTY LIBRARY SYSTEM
140 Baltimore Street
Gettysburg, PA 17325

COLLECTION DEVELOPMENT POLICY

Materials Selection Philosophy

Library materials are chosen to serve the informational, educational, cultural and recreational needs of the entire community. The scope of the Adams County Library System's collection is fundamentally popular and light research materials. The primary goal is to provide the best possible collection with the financial resources available. The library strives to create an 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.

Material Selection

Final responsibility for selection of all library materials rests with the library executive director, who operates within the framework of policies determined by the Board of Trustees. Materials are selected to fulfill the mission established by the Adams County Library System Board of Trustees. The executive director will delegate to the staff members involved in selection the authority to interpret the policy in making day-to-day decisions. Problems will be referred to the executive director for resolution.

Selection of materials is performed by a team of staff members and is based on the professional knowledge and judgment of the library staff, whose expertise includes familiarity with all types of materials and familiarity with the strengths and weaknesses of the existing collections, and awareness of the needs of the community. Staff members consult standard bibliographic works and published reviews in professional and general periodicals for evaluations of available materials. Some works will be purchased based on the strength of an author's or performer's previous popularity before a written review is available. Suggestions from other staff members and library users are encouraged and seriously considered.

The following criteria serve as guidelines:

- a. Popular demand
- b. Value of information
- c. Accuracy
- d. Relevance to community interests, needs, and languages spoken
- e. Authority of the author in the field
- f. Representation of varying points of view
- g. Price, format or production quality

Gifts

The library accepts gifts of books and other materials with the understanding that they become the property of the library and are evaluated in the same manner as purchased materials. Acceptance by the library of any gift does not mean that that item will become a part of the collection. Donated materials will be withdrawn in the same manner as purchased materials. The library does not accept responsibility for notifying donors of withdrawal or replacement of donated items.

Library staff may not establish the fair market value of a gift nor appraise gifts or potential gifts to the collection. The Internal Revenue Code, Section 2512(c), "Valuation of Gifts" (1986) precludes

the recipient of a gift from evaluating it. It is the sole responsibility of the donor to determine the value of a contributed item.

Only monetary donations are accepted for materials that will be placed in memory or in honor of another individual. No physical materials will be accepted for honor or memory designations, with the exception of rare or special materials that are pre-approved by the executive director.

Collection Maintenance

The collection will be periodically examined for the purpose of discarding materials so as to maintain a balanced, timely, and useful collection. Materials which no longer meet the stated objectives of the library system will be discarded according to accepted professional practices. Materials discarded might include but are not limited to worn, obsolete, unused and unnecessary items. Disposition of all library materials will be at the discretion of the executive director.

Intellectual Freedom Statement

Library staff members select materials covering a wide range of ideas, issues and lifestyles. Due to this diversity there will always 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 appended to this policy.

Responsibility for what children read rests with the children's parents and/or legal guardians. Selections will not be inhibited by the possibility that controversial books may come into the children's possession.

Reconsideration of Materials

No challenged materials which have been duly selected shall be removed from the library's collection except upon the recommendation of the library executive director.

Procedure:

A patron challenging any part of the collection shall be offered a copy of the Collection Development Policy, including the "Request for Reconsideration of Library Materials" form. The form must be filled out by the library user and submitted to the executive director.

The library executive director will review the form and reply in writing to the person.

Appeal and Review

The Board of Trustees of the Adams County Library System will review the Collection Development Policy periodically and reserves the right to amend it at any time. The Board authorizes the executive director to waive policy rules under appropriate circumstances. The executive director is the chief person empowered to make decisions regarding the management of the library's collections. Any appeals for changes to, or exceptions to, any portion of the Collection Management Policy will be considered. An individual wishing to file an appeal shall submit it to the executive director in writing. The executive director will respond in writing.

Revised: March 23, 2023

Adams County Library System
Request for Reconsideration of Library Materials

The Adams County Library System will give your comments careful consideration. Please return this form to any branch library and it will be forwarded to the executive director for review.

Your name: _____ Date: _____

Your address: _____

Phone: _____ Email Address: _____

Library barcode number: _____

Do you represent an organization? _____ (Please Specify)

Format of material:

Book DVD Magazine/Newspaper Audio Online resource Other _____

Title: _____

Author/Creator: _____

Have you read/listened to/seen the entire work? Yes No

Describe your concern about the material. (please be specific; cite pages, etc.)

All materials in the Adams County Library System's collection have been selected within the Library's Collection Development Policy. Have you had an opportunity to read this policy?

Yes No

What action do you wish the library to take regarding this work?

Are you usually able to find what you want in the library collection? Yes No

If not, what materials would you like to be able to find in the collection.

This form received by: _____ Date: _____

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 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.

"Library Bill of Rights", American Library Association, June 30, 2006.

<http://www.ala.org/advocacy/intfreedom/librarybill> (Accessed February 8, 2023)

Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952

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.

"The Freedom to Read Statement", American Library Association, July 26, 2006.

<http://www.ala.org/advocacy/intfreedom/freedomreadstatement> (Accessed February 8, 2023)

Document ID: aaac95d4-2988-0024-6573-10a5ce6b21b2

Freedom to View Statement

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

"Freedom to View Statement", American Library Association, May 29, 2007.

<http://www.ala.org/advocacy/intfreedom/freedomviewstatement> (Accessed February 8, 2023)

Document ID: 95444382-9c6c-e904-0962-be3aa96cdb5a