



Purpose of the Collection Development Policy

This policy serves as one basis for making decisions about the development and maintenance of the collection of Library Center of the Ozarks. This policy will establish procedures for acquiring and removing new materials, thereby ensuring the proper development and maintenance of a current and useful collection.

Responsibility for Selection

The selection of materials is a shared responsibility. All professional librarians are expected to participate by recommending materials to be acquired, evaluating current resources for withdrawal from the collection and/or replacement, and performing other collection development functions as needed. The final decision on what resources shall be part of the collection is the responsibility of the Library Director or individuals selected by the Board of Trustees, who have the authority to reject or select any item contrary to the staff's recommendations. Material is selected in accordance with the American Library Association's Library Bill of Rights (Appendix A), the Freedom to Read Statement (Appendix B), and the Freedom to View Statement (Appendix C).

Selection Criteria

Selecting materials should be based on established criteria. The most important factors to be considered are:

- Authoritativeness and/or reputation of the author, creator, publisher
- Accuracy of the information presented
- Depth of coverage
- Currency
- Date of publication
- Relationships to the existing collection
- Cost versus quality
- Contemporary or permanent value
- Public demand
- Purpose of the material

- Literary, artistic, or other recognized merit, including receipt of or nomination for major awards or prizes
- Positive reviews in standard reviewing sources
- Recommendations from subject selectors
- Physical qualities: durability, visual qualities
- Space limitations

Gifts and Memorials

The Library accepts books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, outdated information, or other considerations, the Library may give them to a “Friends of the Library Center of the Ozarks” organization for sale (all proceeds which benefit the library directly or indirectly) or dispose of them. Gift materials not added to the collection are not returned to the donor. The same selection criteria applied to purchased materials are also applied to gifts. The Library does not assign a value to donated material for tax purposes. Donations of money to buy books in honor or memory of an individual may be identified with a bookplate upon request. Library selection criteria also apply in these cases.

Reviewing and Weeding the Collection

The Library collection is continually reviewed. Careful periodical weeding of no longer useful materials is necessary to ensure the collection is active, current, and accurate. Weeding is an integral part of collection development and maintenance. Items will be withdrawn based on these criteria:

- A newer edition supersedes items with outdated, obsolete, or inaccurate information or items that are worn, badly marked, or damaged
- Unneeded duplicates or seldom-used materials
- Space
- Replacement cost

At the Library's discretion, weeded materials will be donated to a “Friends of the Library Center” Organization for book sales or disposed of through other means determined by the Library.

Request for Reconsideration

Library Center of the Ozarks selects material using established criteria and full consideration of customers' varying age groups and backgrounds. The Library neither promotes nor censors viewpoints. Requests for removing or reclassifying items from the collection may be made using a formal procedure outlined below.

For a recommendation for reconsideration to be considered, it must meet the following criteria:

- The current recommendation form must be completed in full.
- The patron must be a resident of the Branson-Hollister Subdistrict and hold a valid borrower card from the Library Center of the Ozarks.

The recommendation must be submitted to the Library Director.

Procedure for Request for Reconsideration

Library cardholders or residents of Branson-Hollister sub-district requesting reconsideration and removal of items in the collection may submit a Request for Reconsideration of Library Material form found at the end of this policy. The Director will respond directly to the patron or refer the recommendation to an ad hoc staff review committee. The Committee will review the recommendation and prepare a report which will determine whether the materials in question meet the selection criteria of the Library. The Director will utilize the report in responding to the patron. The process will be completed within 30 days of receipt of the request. If there are concerns about this decision, a written appeal may be made to the Board of Trustees.

The item in question will not be removed from the shelf during the reconsideration process, and an item is only evaluated for reconsideration once in a twelve-month period. The Library is not required to reconsider Library materials that have been the subject of a previous request for reconsideration.

Library Leadership has the authority to establish such guidelines and procedures as necessary to ensure fair and equitable service within budget and staffing constraints.

Revised 5.7.24

Appendix A

The 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.

Appendix B

The American Library Association Freedom to Read Statement

1. 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 avoid the subversion of politics and the corruption of morals. We, as citizens 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.
2. Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.
3. 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 need the help of censors to assist them in this task. 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.
4. 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.
5. 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.
6. 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.

7. 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:

- *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 or unpopular with 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.
- *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.
- *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.
- *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.
- *It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing it 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 the citizen. 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.
- *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.*
- 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.
- *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 citizens 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; revised January 28, 1972, January 16, 1991, July 12, 2000, by the ALA Council and the AAP Freedom to Read Committee.

Appendix C

American Library Association 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:

- 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 ensure the constitutional guarantees of freedom of expression.
- To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
- 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.
- 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
- 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.

Request for Reconsideration of Library Material

Instructions: Please read, watch, or listen to the entire book, magazine, video, or sound recording you wish to discuss before completing this form. The Library Center of the Ozarks has established a collection development policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

Once a committee is formed, there will be a 30 day review process.

<p>Name of person making request: _____</p> <p>Address: _____</p> <p>Phone: _____ Email: _____</p> <p>If representing an organization, please identify the name of the organization:</p> <p>_____</p>
<p>Material you wish to discuss:</p> <p>Title: _____</p> <p>Author: _____</p> <p>Format (book, movie, audiobook, eBook/audiobook, etc., - Juvenile or Adult : _____</p> <p>Have you examined the entire resource? If not, what sections did you review? _____</p> <p>Have you read the library's Collection Development Policy? _____</p>
<p>What concerns you about the resource? Please be specific and cite page numbers, scenes, or tracks.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>What brought this resource to your attention?</p> <p>_____</p> <p>_____</p> <p>_____</p>

Have you read any reviews of this material? If so, please list the source of the review(s).

What action are you requesting the committee consider?

Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

Approved 3.5.2024

Revised 5.7.2024