

## **Tazewell County Public Library: Collection Development Policy**

### **Purpose of the Collection Development Policy**

The Collection Development Policy informs the Library Board of Trustees, staff, and the public on the guiding principles on the selection, evaluation, and removal of materials.

### **TCPL's Mission Statement, Vision, and Values**

**Mission Statement:** To build an engaged community by connecting people with ideas and opportunities.

**Vision:** To be the heart and hub of our community where all can dream, discover, create, and find support; the library should be the one cradle to grave institution that a person never outgrows.

#### **Values**

- Compassion
- Preservation
- Equitable Access
- Education & Lifelong Learning
- Innovation
- Service & Outreach
- Imagination
- Welcoming Spaces
- Privacy

### **Selection Philosophy**

To support its mission of “connecting people with ideas and opportunities,” TCPL endorses the principles of intellectual freedom as stated in the American Library Association’s Library Bill of Rights, the Freedom to Read Statement, and Freedom to View Statements as well as the Association of Rural & Small Libraries’ Access to Information Statement. These documents are available to read in the appendix.

### **Selection Use**

The use of Library materials and programs is voluntary. Parents or guardians of minors are responsible for monitoring the selection of materials or attendance at programs by their children.

### **Selection Responsibility**

The Library Board of Trustees delegates the selection of materials for the collection to the Library Director, and designated staff members.

The Library Director, who is trained and educated, has ultimate responsibility for collection development and maintenance, and in collaboration with qualified Library staff, oversees all collection development and maintenance planning, budgeting, selecting, and management.

Any Library staff and patrons can participate in the collection development process by relaying

purchase requests, observed trends, and general feedback regarding the collection.

### **Selection Criteria**

The Tazewell County Public Library supports a core collection of books and other materials in a variety of formats that is current, balanced, and representative of the interests of the public, including materials that are timely and those that have withstood the test of time.

When selecting materials, the library focuses on recreational, informational, and educational needs. The library does not acquire academic and research materials or government documents. The library cooperates with other libraries in the Holston Associated Libraries (HAL) consortium to supply these academic and research materials for patrons.

By necessity, the library's selection decisions are influenced by budget and space considerations as well as the availability and accessibility of alternative information resources.

In making selection decisions, library staff use their knowledge of the collection and awareness of community needs. Library staff review various bibliographies, selection lists, catalogs, journals, websites and other sources to aid in the selection process. In addition, the library has standing orders to automatically receive popular authors. These standing orders are annually reviewed.

When selecting materials, staff will consider these criteria when adding new materials to the collection:

- Date of Publication
- Price
- Availability and suitability of format
- Sturdy binding and legible print
- Authority of author, creator, publisher, or sponsoring group
- Provides informational or educational value
- Audience and age of patron
- Accuracy of information, presentation, subject
- Quality of images, photographs, designs, or illustrations.
- Literary and artistic quality
- Patron demand or popular appeal
- Professional reviews
- Availability elsewhere in community
- Media tie-ins
- Part of a series
- Ties in with current library programming
- Current reading titles in local high schools or book clubs
- Current trends, events or topics
- Fills an identified gap in the collection

Items will not be included in or excluded from the collection solely because of:

- Race, religion, nationality, sexual orientation or views of the author
- Depictions or descriptions of violence or sexual activity

- Controversial content
- Endorsement or disapproval by any individual or community group

Items that are not acquired for the collection:

- Textbooks
- Print on Demand books

### **Children's Collection**

The library's children's collections are developed for children (primarily) and adult (secondarily) patrons. The juvenile audience is defined as children from infancy through grade six or age twelve. The adult audience includes teachers, parents and care givers of children. This collection emphasizes reading for enjoyment and the development of learning and reading skills.

Abridgements will be selected only when the story and concepts are considered suitable for children, but the style of writing of the original is too complex for the average child.

### **Audiovisual Collection**

The library has a collection of DVDs and books on CD. DVDs are bought based on professional reviews and popular appeal. The library does not acquire Blue-ray discs. Unabridged books on CD are bought based on quality of reader and popular appeal. The library does not acquire Playaways, abridged book on CDs, or cassette audiobooks.

### **Reference Collection**

The library will support a small, noncirculating reference collection, consisting primarily of a dictionary, thesaurus, atlas, and local history books. Physical encyclopedias are no longer bought due to the access of online resources. Other books that may have traditionally been found in reference, such as a field guide to birds, are now in the circulating nonfiction collection.

### **Virginia Room Collection**

The purpose of this Virginia Room collection is to acquire information about the people and history of Tazewell County, Virginia from its beginnings, to support local history and genealogical research. Its audience are researchers and genealogists in Southwestern Virginia history.

This collection includes books, periodicals, maps, pamphlets, photographs, microfilms, yearbooks, etc. Museum objects are not collected. This collection is housed at the Tazewell Library. Due to its rare and unique nature, this collection does not circulate. Additional selection criteria include:

- Relevance to Tazewell County
- History of adjacent counties to Tazewell County (Virginia and West Virginia)
- Relevance to coal industry and communities of Virginia and West Virginia
- Relevance to African American community
- Works of local authors and family histories

Books in the Virginia Room Collection are kept longer than other titles due to their historical and genealogical significance. The deselection of these Virginia Room materials is up to the

professional discretion of the library director.

### **Library of Things Collection**

The Library of Things is a collection of nontraditional circulating items that fulfill the educational, recreational, and business needs of the Tazewell County community. These items may be too expensive for patrons to own for themselves. Examples of these items include Chromebooks, hotspots, crafting equipment, microscopes, board games, etc. These items are intended for all audiences.

### **Digital Collection**

The library supports a digital collection of eBooks, audiobooks, magazines, and streaming movies/tv for patrons to access on their electronic devices. This collection includes materials for various audiences. The digital collection uses the same selection criteria as the physical collection with emphasis on price and patron demand. eCollection services are reviewed annually to see if they still meet the library's needs or if other services are suitable.

### **Newspapers & Periodicals**

The library collects periodicals on a wide range of subjects of informational value and recreational interest. The library subscribes to selected local, state, and national newspapers based on local interest and informational value. Newspapers and periodicals are reviewed annually at the end of their subscription period.

Retention decisions for back issues are limited by available storage space. Newspapers are kept for 1 to 3 months. Magazines are kept for one year. The main Tazewell Library will keep the local weekly newspaper, *The Clinch Valley News*, until these papers are microfilmed or digitized.

### **Emerging Technologies and Artificial Intelligence (A.I.)**

The library may add emerging technologies and formats to the collection. Among other considerations, audience interest and price are two key factors in determining the inclusion of emerging technologies.

Books written by artificial intelligence will be evaluated on a case by case basis. TCPL places emphasis on books written by humans, but will consider adding best sellers and award winners written or co-written by A.I.

### **Patron Recommendation**

All patron requests will be considered. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. Patrons can submit the "Recommendation of Materials Request" form, found in the Appendix. Out-of-print materials can be ordered through Interlibrary Loan. Any patron request will be responded to within 30 days.

### **Collection Maintenance, Evaluation, and Assessment**

The library collection is continually evolving. To support a relevant, useful collection, staff will evaluate the collection to address community needs. Professional staff and branch managers handle all decisions on retention of library materials. Evaluation techniques will include but not be limited to the following:

- Regular inventory and catalog corrections
- Evaluation of physical condition
- Circulation use data
- Collection holding data, i.e., volumes, periodical titles, and audiovisual items per capita
- Review of standard bibliographic catalogs, library organizations, and professional review sources
- Online database use statistics
- Patron and staff recommendations

During this assessment process, staff members will decide whether to buy a newer edition or a more relevant title. Lost or missing titles may be repurchased. Damaged materials may be sent to Tech Services or to the bindery for repair. In some cases, the staff member may reclassify a material in another area where it may receive better visibility. Due to limited space, the library looks to avoid duplicate copies within the same library building.

Professional staff can also choose to remove materials entirely from the collection. Deselection is an integral and ongoing part of collection maintenance to address limited shelf space. The criteria used for deciding the retention of an item include:

- Outdated, obsolete, or false content
- Poor condition
- Unused or low circulating materials
- Number of copies within TCPL's system
- Classic title

Materials not circulated for three to five years are candidates for removal. Nonfiction materials older than three years in science, health, medicine, finance, law and inter-related topics should be reviewed for outdated information. Local and regional authors will only remain in the collection if the title is still popular.

Materials that are removed from the collection are offered to the Friends of the Library or other organizations. Materials that are in poor condition or very much out of date are pulped.

### **Gifts and Donations**

Tazewell County Public Library accepts donations of materials from patrons or organizations. The library reserves the right to incorporate donated materials into its collection, to donate them for a Friends of the Library book sale, or to dispose of them as the staff see fit. The library will not accept donations if the donor places restrictions on the disposition of the material.

Donations must meet the same standards for inclusion in the collection as items that are purchased. Materials that are not accepted:

- National Geographic Magazines
- Reader's Digest Condensed
- Encyclopedias
- Damaged books
- Formats that are not currently being accepted

- Textbooks

For the Virginia Room Collection, the library accepts donations of published or bound family histories with relevance to Tazewell County families. Yearbooks for any school in Tazewell County are readily accepted.

Donations of back issues of periodicals are not accepted by the library as part of the collection. These periodicals may be sold by the Friends of the Library or given away. Newspapers are not accepted as donations.

Once a donation is part of the collection, it will be treated for evaluation the same as other materials.

### **Reconsideration of Library Materials**

The library welcomes expression of opinion by patrons but will be governed by the Collection Development Policy in making additions to or in removing items from the collection. All specific written citizen responses to the collection will be personally handled by the proper staff member.

Formal procedures for review and reconsideration of materials are available to residents of Tazewell County who hold a valid Tazewell County Public Library card. No challenged materials which have been duly selected will be removed from the library's collection except upon recommendation of the Library Director. If appealed, the matter will be considered by the Library Board of Trustees. This policy only applies to Tazewell County Public Library. The Tazewell County Public Library cannot remove materials from other libraries within the HAL consortium.

The library will only consider two requests per patron within a three-month period from first submission date.

The library will decide to remove, retain, or reclassify the material, and/or purchase an alternative title to provide a balanced viewpoint or opinion.

### ***Procedures***

- A patron who challenges any part of the collection will be provided a copy of the Collection Development Policy and the Library Bill of Rights to read.
- If the material is still questioned, then a copy of the form "Request for Reconsideration of Library Materials/Program" should be filled out by the patron and submitted to the Library. Receipt will be acknowledged within three (3) business days by the Library. The challenged material will remain in the circulating collection until a decision is reached.
- The Library Director or designee will review the reconsideration form and will fill out a "Response to Reconsideration" Form. They will notify the patron with a decision within thirty (30) calendar days of receipt.
- If the patron is not satisfied with the decision, they can appeal in writing to the Library Board of Trustees within seven (7) business days of the notification.

- If appealed, the Library Board will review the challenged material, the reconsideration form, the decision form, and the issues raised at the next regularly scheduled Library Board meeting. The Library Board will respond to the patron when the review process is complete.
- The decision of the Library Board is final.

Once an item has gone through the reconsideration process, this material cannot be up for reconsideration for another five years. If another patron submits a request for reconsideration for the same material within the five-year period, they will be presented with the date the decision was made as well as the reason.

## **Appendix**

### **ALA's 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.

### **ALA's 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.

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.

### **ALA's 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.

### **ARSL Access to Information Statement**

Public libraries are uniquely American institutions, providing opportunities for lifelong learning and open discourse. The expression of differing ideas has a long history in our country and is a core aspect of our national character. Banning, removing, or censoring materials, speakers, or displays without due process violates people's Constitutional rights.

The Association for Rural & Small Libraries (ARSL) represents library professionals serving diverse communities across the United States. As a professional organization:

ARSL stands in firm support of the freedom to read and free speech as inalienable rights protected by the First Amendment. We are committed to defending those rights for all individuals and recommend library policies that support the selection of library materials that represent a broad range of topics and ideas.

ARSL stands in support of small and rural librarians' expertise in selecting materials and affirms their dedication to the communities they serve. Librarians use their professional training to develop collections and programs that are reflective and supportive of the communities they serve while providing opportunities to learn about other communities that may be different from their own. Materials are carefully selected following established collection development policies and professional standards. If library users voice concerns about materials or services that they find objectionable, libraries have procedures in place for reevaluating those selections.

ARSL stands in support of caregivers' rights to guide their own children's use of the library, and to determine which materials are appropriate or beneficial for their children. We recognize that not every book is right for every reader; however, no one person or group has the authority to determine what is appropriate for someone else's child. Access to a wide variety of reading materials increases the chances that children will become lifelong learners.

### Materials Request Form

Patron Name: \_\_\_\_\_

Library Barcode: \_\_\_\_\_

Title: \_\_\_\_\_

Author: \_\_\_\_\_

ISBN: \_\_\_\_\_

Would you like to be contacted if this item is purchased?    Yes                      No

If yes, phone number: \_\_\_\_\_ email address: \_\_\_\_\_

### Request for Reconsideration of Library Materials/Programs

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Resource on which you are commenting:

☐ Book ☐ Nonprint/Audiovisual Resource ☐ Magazine ☐ Newspaper ☐ eBook  
☐ Library Program

Book Title/Library Program: \_\_\_\_\_

Author/Producer: \_\_\_\_\_

Branch: \_\_\_\_\_

Have you reviewed TCPL's Collection Development Policy? ☐ Yes ☐ No

Have you read/viewed the material in question? ☐ Yes ☐ No

Have you attended the library program in question? ☐ Yes ☐ No

What in the work/library program do you object to? Please be specific where appropriate.  
Examples include "not age appropriate" or "has false information." (Use other side if needed.)

What course of action do you recommend? (Use other side if needed.)

Signature \_\_\_\_\_

Thank you for your comments. This request will be reviewed by the Library Director. Please be aware that the material will remain in circulation during this review process. You should receive a response within thirty (30) calendar days.

#### Staff Use Only:

Date Received: \_\_\_\_\_ Date Acknowledged: \_\_\_\_\_

Date Responded: \_\_\_\_\_

## Response to Request for Reconsideration of Library Materials/Program

Title/Library Program: \_\_\_\_\_

Author/Producer: \_\_\_\_\_

Date Published/Date of Program: \_\_\_\_\_

Circulation Data:

_____	Date added to Collection	_____	When last checked out
_____	Number of Checkouts	_____	Number of Renewals
_____	Number of Attendees at Library Program		

1. List any awards that this work/program has received.
2. Attach any positive or critical reviews about the work to this document. Has the library program received any positive or negative responses by attendees?
3. List any titles in the collection that offer a similar or alternative viewpoint on the subject. List any other library programs that address the needs of a particular audience or age group.
4. Describe the literary or artistic merit of this work/program.
5. Describe the quality of the images, photographs, or illustrations in this work.
6. State any needs and interests of some or all members of the community that you feel this

work/program meets.

7. Comment on any specific objections that the patron had with the work

8. List any concerns you have about this work/library program.

9. What is your recommendation for this item?

- ☐ Retain item
- ☐ Remove item from the system
- ☐ Reclassify item to another area of the library. What area of library? \_\_\_\_\_
- ☐ Replace with an item that has up-to-date and accurate information.
- ☐ Purchase alternative title to provide another viewpoint of subject.

What is your recommendation for the library program?

- ☐ Keep library program
- ☐ Cancel library program
- ☐ Market library program to a different age group
- ☐ Offer another library program that addresses similar age group and needs of community.

Staff member: \_\_\_\_\_

Title: \_\_\_\_\_