152 W. Culver Rd.
Knox, IN 46534

Phone: (574) 772-7323
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STARKE COUNTY PUBLIC LIBRARY SYSTEM

COLLECTION DEVELOPMENT POLICY

Mission Statement

Opening a window to a world that promotes literacy, encourages discovery, and connects the community.

Vision

Engaging community, enabling learning, and inspiring fun.

Values

Welcoming: Engaging all in an environment that supports learning and growth.

Continuous Improvement: Proactively adapting to evolving community needs.

Community-focus: Reaching out to meet the community and expand accessibility to relevant services.

Safety: Offering a receptive and secure place for exploration.

Creativity: Approaching opportunities and challenges in innovative ways.

Objectives of the Collection

In keeping with the mission statement of the Starke County Public Library System, the library will seek to provide those library materials, information, programs, and services which most meet, and anticipate, the needs and desires of our patrons. To this end and in fulfillment of our mission statement the following Collection Development Policy is set forth.

The phrase “library materials” as it is used in this policy has the widest possible meaning. The library strives to acquire a collection of materials in a variety of formats for the purpose of providing information, recreation, and cultural experience. It organizes the materials for ready access and offers guidance and encouragement in its use. Informational and recreational materials can take many forms. The library will make every effort to obtain needed and desired materials, choosing the format of best delivery: printed work, audio-visual, databases, eBooks, and whatever new formats may become available.

The branch libraries collection serves as extensions of the main library. Because of space limitations, the branch libraries provide primarily current books and materials of popular interest. The main library is responsible for providing more specialized reference and bibliographic aids for the entire system. Requests for unavailable materials or information

will be filled with from the main library if possible, and through interlibrary loans when unavailable.

The library belongs to Evergreen Indiana through which it has access to interlibrary loans and extended reference services. The library is partnered with other resource cooperatives to help better fill patron requests.

The library does not order materials for individuals or institutions.

Selection

Selection of library materials is vested by the Board of Library Trustees in the Director of the library. The Director may authorize members of the library staff to assist with selection. Knowledge of the community and its character is a vital ingredient in the selection of library materials. Those responsible for selection will utilize their professional training, experience, and a variety of bibliographic aids to provide the basis for selection.

Factors to be considered in adding materials to the collection include:

- Literary merit
- Relationship to the existing collection and to other materials on the subject
- Reputation and/or Authority of the author, editor, illustrator, or publisher
- Scope and Authority of the subject matter
- Scarcity of information in the subject area
- Representation of various viewpoints
- Popular demand
- Contemporary significance or Permanent value
- Price and availability
- Format and arrangement
- Film Rating

The library also takes into consideration printed reviews in professional journals, such as:

- Library Journal
- Kirkus Reviews
- Horn Book
- School Library Journal
- Reviews in general interest websites, magazines and newspapers
- Bibliographies of Core Collections
- Publisher's Catalogs and flyers
- Professional Best Of Lists
- Book Award Lists

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The library selects materials of varying complexity and formats to suit the needs of patrons with a wide range of ages, educational backgrounds, interests, format preferences, comprehension skills, and mental and/or physical abilities. The library does not acquire textbooks, except to supply information not available in other sources.

The library will attempt to refrain from adding materials that are generated by artificial intelligence (AI), although materials created by humans with the assistance of AI may be considered. Should AI-generated content be inadvertently added to the library's collection, it may be kept or withdrawn in accordance with the criteria listed above.

The library recognizes patrons' desires to read the most current book and those on the best seller list. The library will maintain a "holds list" of patron names in order of their request for materials. The library will obtain additional copies of popular titles whenever the hold list indicates a large number of patrons waiting for a book.

The library welcomes suggestions from patrons and items, topics, or authors they would like to see included in the collection. However, all additions or deletions of library materials are governed by the Collection Development Policy. See Appendix Page 25 for Library Materials Suggestion Form.

To ensure the presentation of truth, materials on all sides of controversial issues will be provided, enabling individuals to examine many points of view, and make their own decisions. Selection of materials by the library does not mean endorsement of the contents or views expressed in those materials. Individual items, which in and of themselves may be controversial or offensive to some patrons, may be selected if their inclusion will contribute to the range of viewpoints and effectiveness of the library collection as a whole. While one reader may consider some materials offensive, shocking, or boring, another may find the material pleasing, meaningful, or significant. The library does not mark or identify materials to show approval or disapproval of their contents. It does not sequester materials, except to protect them from damage or theft.

Anyone is free to select or reject materials for themselves, or for their minor children, however, the freedom of others to read, listen, or view materials cannot be restricted. The library does not stand in loco parentis. Parents have the responsibility to guide and direct the reading, listening, and viewing of their own minor children. The library adheres to ALA's Freedom to Read Statement.

See Appendix Page 21 "Library Bill of Rights," "ALA's Freedom to Read Statement," and "ALA's Freedom to View Statement"

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Children's Materials

The Children's Collection is intended for youth from ages infancy through 13 years, as well as parents, caregivers, and educators for all youth.

The Children's Head/Children's Librarian oversees the material selection and deselection processes and takes into consideration all patron and staff purchase suggestions, popular culture trends, school and homeschool reading lists, social agency parent and employee reading lists, and library-wide criteria. The Children's collection includes Board Book, Picture Book, Easy Reader, Early Chapter, Fiction, Non-Fiction, Graphic Novel, Reference, Audiobook, Magazine, E-books and E-audiobooks, Book/CD Read-Along Set, Parent/Teacher, and Professional for Libraries sections.

Teen Materials

The Teen Collection is intended for young people from ages 12 to 19 years as well as parents, caregivers, and educators. The Teen Coordinator oversees the material selection and deselection processes of the Teen collection including Fiction, Non-Fiction, Graphic College and Careers, Novel, Reference, Audiobook, Magazine, E-book, and E-audiobook sections.

On occasion, and at the discretion of the Children's Librarian and the Teen Coordinator, exceptions to the selection and deselection guidelines may include purchasing multiple copies, textbooks and homeschool curricula, and retaining classic titles, award and honor winners, school reading list titles, older books in an active series, local authors and settings, and definitive fiction and non-fiction.

Adult Materials

The Adult Patron Services Coordinator is responsible for the material selection and deselection processes of Adult Fiction. The Adult Fiction collection consists of Books, Large Print, Graphic Novel, Audiobooks, E-books and E-audiobooks, DVDS, and Music CDs.

The Head of Reference is responsible for the selection and deselection processes of Non-Fiction materials in the format of Books, Large Print, Audiobooks, Graphic Novels, E-books and E-audiobooks, and DVDs. In addition, they are responsible for expanding the Reference Collections and Indiana Room materials.

Indiana Room and Local History

The Library will be considered a place to preserve local history. Thus, efforts will be made to keep useful local history materials.

This will include, but is not limited to such:

- photos
- local yearbooks
- local authors
- Platt books
- oral histories
- genealogies of prominent local families
- obituaries and cemetery records

The Branch Coordinators at Koontz Lake, Hamlet, and San Pierre oversee the collection in their libraries for their communities. Each location has a smaller collection of Library materials mentioned above, spanning all age levels, including some Local History collections.

Collection Review Process

The Board of Trustees recognizes the right of individuals to question materials in the library collection. Anyone questioning material in the library collection may ask a library staff member about such materials. The staff member will discuss the matter and give the patron a copy of this policy. Patrons, who wish to lodge a complaint about library material, or request the withdrawal of a material from the collection, will be asked to fill out a "Request for Reconsideration of Library Material" form and submit it to the Director. See Appendix Page 23

When a written complaint is received, the Director will review the complaint, determine if the questioned material conforms to the selection policy, and respond to the patron. If the patron is not satisfied with the Director's response, the decision of the Director may be appealed to the Board of Library Trustees. The patron request or complaint will be heard during the "Public Comment" section of the next regularly scheduled board meeting. The Board, after hearing public testimony from both the patron and Director, will determine whether library selection policies have been followed regarding challenged material. The item in question will not be removed from collection until a final decision has been made.

Collection Maintenance for Materials

To keep the collection attractive and usable for patrons, the Library will mend, weed, replace or repurchase items as needed.

Deselection Of Materials

The library periodically examines the scope and depth of the library's collection to ensure that core subject areas are current and sufficiently represented. Selection refers to both the decision to add material and the withdrawal of material from the collection. Weeding of

the collection will be done on an ongoing basis to ensure the collection's quality and to enable the library to best serve the needs of the community.

The library follows the guidelines in "CREW: A Weeding Manual for Modern Libraries." To read CREW Standards please go CREW Manual.

Staff will continue to consult bibliographic aids to help ensure that generally accepted important work is kept or replaced. Additional guidelines are listed below for non-book materials.

Materials that are withdrawn will be sold in the Library's Book Sale Room, given away on the Library's Free Book Display, or given to a worthy organization; or if obsolete or in poor condition, discarded.

Non-Book Materials

Audiobooks: Condition: Check for chips, cracks, deep scratches, or warped discs. Test for playing quality if in doubt. These should be given to the department head for further review.

Compact Discs: Condition: Check for chips, cracks, deep scratches, or warped discs These should be given to the department head for further review.

DVDs: Condition: Patron comments are in good judge of condition. Check by playing, if in doubt. These should be given to the department head for further review.

E-books/E-audiobooks: automatically deleted per Publisher's policy.

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Weeding Guideline Sample **Schedule may take longer than a year

Month	**Adult Fiction**	**Adult Non-Fiction**	**Teen**	**Children's**
January	DVDs	Indiana Room	BCDs	JE Picture Books A-L
February	Music	000, 100	000, 100	JE Picture Books M-Z
March	BCDs	200	200, 300	Board Books/JZ Easy Readers/ABC Early Chapter
April	graphic novels	300	400,500	000, 100, 200, 400, Reference, JCD, JDVD
May	LP Fic	400	600,700	300
June	Fic A-D	500	800, 900	500
July	Fic E-H	600	Teen Fiction	600, Parent Teacher/Profession
August	Fic I-L	700	Teen Fiction	700, AudioBooks, CD/bk in bags
September	Fic M-P	800	Teen Fiction	800, 900
October	Fic Q-S	900	College/School/Career	JFic
November	Fic T-V	Reference	Graphic Novels	JFic
December	Fic W-Z	Non Print/graphic **novels**	**Graphic Novels**	**Graphic Novels**

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Appendix

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.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.

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ALA 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 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."
To read the full Freedom to Read Statement, visit ala.org/advocacy/intfreedom

ALA 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 insure the constitutional guarantee 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.
Endorsed January 10, 1990, by the ALA Council

To Read more about the Freedom to View visit:
https://www.ala.org/fmrt/professionalresources/vrtresources/freedomtoview

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Request for Reconsideration of Library Materials

Please complete this form and return in to:

Library Director

Starke County Public Library System

152 W. Culver Road, Knox, IN 46534

Name_____ Date_____

Address _____

Phone number _____

Do you represent yourself or an organization? _____

Organization or group name_____

Title of work_____

Author_____

Type of material (book, DVD, CD, etc.)_____

Have you read the Collection Development Policy?

Did you read, view, or listen to the entire work to which you object?

What did you find objectionable about the work? (Please cite specific pages or sections)

What would you like the library to do about this work?

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Is there another work you would recommend on this subject?

Signature of Patron Completing this form _____

Date_____

Received by Staff Member_____

Date _____

Reconsideration Process

The Library is always interested in receiving input from its patrons. Written challenges are brought to the attention of the Library Board. The Board will create an appropriate team of reviewers to consider the request. Although there's often no need to rush through the evaluation process, the library still will process diligently. The person completing this form will be asked to attend a Library Board meeting to present their concerns personally. Materials acquired in keeping with the library's selection criteria will rarely be removed completely from its collections. But it is possible that the patron completing this form has identified something that would be more suitably shelved with adult materials rather than in the children's or teen's sections.

The Library Director will send you a written acknowledgement of receipt of your completed form and inform you of the date and time of the next Library Board meeting. Patrons have the right to appeal the decision of the Director at the next regularly scheduled board meeting.

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Library Materials Suggestion Form

Library Materials Suggestions The Library welcomes suggestions for books, DVD's, CD's. That you would like to see added to the collection. Thank you for patronage and interest in helping the library serve the community.	
Suggestion	
Patron's Name/ Phone Number	