Draft to be voted on. The proposed changes are in yellow.

COLLECTION DEVELOPMENT AND MANAGEMENT

Purpose

The Sumner County Library Board has adopted the following Collection Development and Management Policy to guide the Library Directors and to inform the public about the principles upon which library collections are developed and maintained. This policy will be reviewed annually by the Library Board.

Selection Process

The responsibility for selection of library materials starts with the Library Directors who operate within the framework of the policies determined by the Sumner County Library Board. The Library Directors shall provide a monthly inventory list of newly purchased or to be purchased materials to the Library Board. Any materials that cannot be determined by the Library Director to comply with the Collection Development and Management Policy shall be highlighted and shall be submitted to the Library Board for their determination. **The Library Board pursuant to its governmental responsibility to curate a collection for public use, has the authority to remove or order the removal of any materials from the collection including, but not limited to, those that may violate state and local laws.**

Selection Guideline

The selection of any material for the Library's collection does not constitute an endorsement of its contents. All library materials will adhere to all city and county ordinances and state and federal laws. Books and materials containing sexual themes or content are reviewed by the Library Director to determine if the content goes against the **Policy for Protecting Children from Harmful, Sexually Explicit Material in the library** and for age appropriateness and then cataloged accordingly, even if this overrides the age appropriateness recommended by the publisher. **Said decision can be appealed to the Library Board by an individual or brought to the Library Board by an individual thereof.**

Development Plan

The primary goal of collection development is to provide materials (i.e. books, audio recordings, DVDs, electronic, etc.) for the community while creating a safe environment for all ages . To meet these goals the Library:

- strives to provide a broad range of materials to meet the varied interests and needs of patrons.

- strives to provide a collection with an emphasis on informational **and** educational materials.

- evaluates patron requests through reviews, or knowledge and popularity of the author or title. Patron requests are given serious consideration and added to the collection as warranted and as budget allows.

- strives to use dependable distributors to ensure replacement opportunities.

- strives to provide materials that adhere to community standards and morals.

- strives to provide materials that conform to the fundamental law informing and defining the unalienable rights protected by the Tennessee Constitution and the Constitution of the United States.

- In the interest of fiduciary responsibilities concerning the spending of tax dollars, only 3 (three) physical copies and 1(one)electronic copy of popular titles may be purchased where patron demand warrants and budget allows. **Additional copies will be by written request to the Library Board**

Tools

Tools used include, but not limited to: professional journals, trade journals, subject bibliographies, publishers' catalogs and promotional materials, reviews from reputable sources, and lists of recommended titles. Interlibrary loan (ILL) activity and purchase suggestions from patrons are also an important source. Library Directors shall not reference the American Library Association or any resources created by the American Library Association as a tool for selecting materials. Library Directors shall not pay dues to any organization such as the American Library Association or affiliates of the American Library Association.

Standard bibliographic and review sources generally include the following, but not limited to: Horn Book, Kirkus Reviews, Publishers Weekly, School Library Journal, Public Library Catalog, Middle School and Junior High School Catalog, Children's Catalog, Elementary School Library Catalog and magazines on specific subjects.

Criteria

Criteria used include, but not limited to: literary merit, enduring value, accuracy, authoritativeness, importance of subject matter to the collection, timeliness, popular demand, cost, scarcity of material on the subject and availability elsewhere, quality and suitability of the format, and space. Other considerations may be applicable in specific subject areas.

Policy for Protecting Children from Harmful, Sexually Explicit Material in the library.

It shall be the goal of the Sumner County Public Library , through its collections policies in areas designated for and accessible by minors, to meet the educational, informational, and recreational needs of the community, including its children. In curating its collection the Sumner County Public Library takes seriously its obligation to not include sex acts , sexually explicit, or graphic materials within the children and young adult sections, or within the reach of minors in any area that a minor has access to or in areas that are not under the supervision of a library employee. The library shall adhere to T.C.A. § 39-17-914. This is to ensure that children cannot obtain these materials while in the library without the expressed permission of a parent or legal guardian that is on the premises of the library. If a parent or guardian wishes to allow a minor to access such materials then the materials must first be checked out by the parent or guardian.

The term "sex act" or "sexual activity" includes but is not limited to any of the following descriptions:

1. Penetration of the penis into the vagina or anus.

2. Contact between the mouth and genitalia or mouth and anus or by contact between the genitalia of one person or the genitalia or anus of another person.

3. Contact between the finger, hand, or other body part of one person or the genitalia or anus of another person, except in the course of examination or treatment by a person medically licensed.

4. Ejaculation or orgasm.

5. By use of artificial sex organs or substitutes therefore in contact with genitalia or anus.

6. The touching of another person's genitals or anus with a finger, hand, or artificial sex organ or other similar device at the direction of another person.

To improve the experience of our community's children in the Library and conform the entirety of the Library's collections to the standards established by the Library Board and requirements of the Children's Internet Protection Act (CIPA) set forth at 20 U.S.C. § 9134 and 47 U.S.C. § 254:

The library director shall ensure that, in developing the Library's collections for minors, no materials added to the children's and young adult sections of the library's collections shall include (a) any picture, photograph, drawing, sculpture, motion picture film, videocassette, or other visual representation of a person or portion of the human body which depicts nudity or sexual conduct, sexual excitement, sexual battery, bestiality, or sadomasochistic abuse, which exhibits sex acts as previously defined or which is otherwise harmful to minors as defined by CIPA; or (b) any book, pamphlet, magazine, printed matter, or sound recording, however reproduced, which contains explicit or detailed descriptions or narrative accounts of sexual excitement or sexual conduct which exhibits sex acts as previously defined or otherwise harmful to minors

or inappropriate matter as defined by CIPA. The library director shall ensure that no materials containing anything in the paragraph above is within reach of a minor and shall take all necessary steps to ensure that no minors will have access to any such materials in any section of the library. **Steps shall include, but not limited to, making a seperate section with a seperate catalog process in addition to holding materials behind an area monitored by an employee. These steps are the responsibility of the Library Director and no responsibility shall be put on the public in the form of requiring permission slips from parents or guardians of minors or an individual requesting that materials be placed in an area inaccessible to minors. Library Directors shall be proactive in implementing this policy. The Library Board shall have full authority under TCA 10-3-104 to hold the Library Director accountable.**

7. The sole exception to this policy is that the library director may curate materials of the type identified in the above paragraph and descriptions 1 through 6 for research by adults. The library director shall ensure that all such materials are kept in such a way as to prevent access by children.

Transgender and gender confusing materials

There shall be no materials in the collection of the Libraries of Sumner County subjecting, introducing, condoning, or encouraging a minor to identify with, or live as, a purported identity inconsistent with his or her biological sex at birth as described in Act 2023, PC 1. There shall be no materials in the collection of the Libraries of Sumner County subjecting, introducing, condoning, or encouraging any persons age 18 and older to identify with, or live as, a purported identity inconsistent with the sex they are assigned at birth as defined in TCA 4-21-102. Library Directors shall be proactive in implementing this policy. The Library Board shall have full authority under TCA 10-3-104 to hold the Library Director accountable.

Donations

The following principles guide the acceptance and administration of gifts and donations to the Libraries of Sumner County:

- All gifts/donations will be evaluated for appropriateness and potential value in support of the mission of the Sumner County Libraries and in

accordance with other existing policies.

• All gifts will be received within the current strictures of law and tax regulations.

• The Sumner County Library Board, Library Directors and staff are under no obligation to accept gifts, items or funds and reserve the right to refuse any gift.

- **Physical Materials**

Donated items considered for addition to the collection consist of like-new material in the following formats: Print and DVD/Blu-ray. Items not accepted for donation include materials in poor condition; magazines and condensed volumes; encyclopedias; textbooks; and artwork. Donated items are examined based on the needs of the collection and following the selection criteria for all other material. The library reserves the right to use or dispose of all donated material as they become the property of the library once donated. The Friends of the Library organizations (FOL) may have first right to review resources not selected for the collection as long as none of the materials violate the Policy for Protecting Children from Harmful, Sexually Explicit Material. The Friends may identify items that can be sold at their book sales, which are a primary fundraiser for the library. Items not used in the sale may be donated to other non-profit organizations, community groups, given away for free to the community or be disposed.

- **Monetary Gifts**

The Libraries of Sumner County gratefully accepts monetary donations. The money will go through the proper protocols given by the County Commission. The County Commission or Director of Finance will provide the donor with a letter to acknowledge the benefit to the Library and meet the documentation requirement for the donor's tax purposes as per the resolution set forth by the Sumner County Commission. Monetary donations, unless made payable to the Friends of the Library of a designated branch, shall be kept in a restricted account as designated by the County Commission for the designated library. Funds shall be used for the designated library at the discretion of the Library Board.

Unrestricted Monetary Gifts

Undesignated donations that are accepted by the Sumner County Commission, unless made payable to the Friends of the Library of a designated branch, shall be

kept in a restricted account as designated by the County Commission for the designated library. Funds shall be used for the designated library at the discretion of the Library Board.

Restricted Monetary Gifts
Specific bequests and restricted donations that are accepted by the Sumner County Commission are set aside according to the wishes of the donor for the designated library. Depending on the size of the contribution and its requested use, the funds
may be set aside in an interest-generating account for future use. The Library understands and respects its legal obligation to honor the wishes of the donor when accepting restricted funds. All money donated for library materials will be utilized to enhance the Library's collection in accordance with the Libraries of Sumner County Collection Development and Management Policy.

- **Memorials**

The library often receives donation gifts in memory of a family member or a loved one. If the donor chooses to have a book given for a memorial, a print title will be selected for them. Acknowledgement of the gift will be sent to the designated person's family and an identifying book plate will be placed in the selected book.

Textbooks & School Materials

The library's collection supports the general school curriculum including homeschooling. Material for test and college prep; general education and some technology testing and study guides are part of the collection, and are continually updated. The library's collection does not support textbook or specialized material for the school system. When available, and at the discretion of the library, request for such resources may be referred to interlibrary loan.

Special Collections

Local History and Genealogy

The resources held in this collection aid community members and those outside the area with genealogical research material. This collection, due to its historical nature, value, and local interest is evaluated differently from the other collections. It is

infrequent that materials are withdrawn; staff will attempt to preserve and repair items that are damaged. The work of local authors may be brought to the attention of the Library Director for consideration through submitting information about the published work along with reviews. A copy of the work may also be presented for review.

Archives and Manuscripts

While the public library does have a significant collection of local history, the work of archiving precious and delicate materials, including old print books, newspapers, manuscripts, etc. falls to the Sumner County Archives. Guests who wish to donate items that are of significance to Sumner County, but are in delicate condition, are directed to the Archives for their donation. The library and the Archives work together to meet the needs of those guests seeking genealogical and historical information about Sumner County.

Foreign Language

Languages collected will be determined by community needs based on demographics and evidence of areas of interest.

Large Print

Large print books and other specialized media formats are acquired to serve the needs of the visually impaired and differently abled.

Duplicates

Multiple copies of resources are purchased based on demand and anticipated popularity. In the interest of fiscal responsibility no more than 3 (three) physical and 1 (one) electronic copies of a popular title shall be purchased. Once the demand or need for the additional copies has ceased, titles will be evaluated and considered for weeding with the aid of usage reports. **Additional copies will be by written request to the Library Board**

Recommendations for purchase

Library guests are able to submit requests for material so that the library may acquire material that fulfills specific interests. The guest understands that requested or

suggested material is not a guarantee that the item will be added to the collection.

Guests requesting material must have a current library card that is in good standing. Titles requested may be recommended to be filled through Interlibrary Loan (ILL), rather than purchased by the library, based on age of title, availability, content, or anticipated use in the community. Requests for materials with sexually explicit materials involving minors, promotion of transgender or gender confusion in minors shall not be fulfilled.

Collection Management and Evaluation

Weeding

Weeding, or the intelligent discarding of library materials, is inseparable from collection development. To maintain an up-to- date, useful collection, worn and obsolete materials are continuously weeded. Materials may also be withdrawn if they are little used or superseded by a new edition or have a better work on the same subject come available. Depth and breadth of varying degrees are desirable in various areas of the collection. Weeding identifies damaged items, ephemeral materials which are no longer used, out-of-date materials, extra copies which are not being used, and materials which are inappropriate for the collection as defined by library policies including the Protecting Children from Harmful, Sexually Explicit Material Policy**.** The Collection Development Policy serves as a guide for weeding and maintaining the collection and for the selection of materials. Library Directors may use the C.R.E.W. method, according to Tennessee State Library standards.

Current standards for libraries call for a minimum of 5% of the collection to be weeded yearly and a minimum of 5% to be added. For this to happen, resources are assessed for relevance annually. Professional judgment, community standards, and policies set by the Sumner County Library Board is required as modification of the guidelines is often necessary.

Titles are withdrawn from the collection through systematic weeding or because of loss or physical damage. Materials which are withdrawn because of loss or damage are reported to the Library Director who decides whether the item should be replaced using the same criteria as for selection. Other factors applicable when deciding on replacements include the number of copies of a title the Library owns, the availability of newer materials on the subject, the importance of the work in its subject area, its listing in standard bibliographies, and its cost.

The Library's Integrated Library System, serves as an inventory and circulation database. This allows the librarians to identify where items are located and how often they have been used by the public. This system also helps to identify resources that are in demand at one location but unused at another location, providing the opportunity to move the item rather than buy a new copy or withdraw entirely.

Withdrawn resources are examined to determine if they will be reordered or replaced with either a newer edition or more current information on the subject. Materials withdrawn from the reference collection which retain informational value may be transferred to the circulating collection or offered to other libraries. Items withdrawn from the collection are transferred to a "free to keep" section of the library, of which the Friends of the Library may have first right to review. The Friends may identify items that can be sold at their book sales, which are a primary fundraiser for the library. Items that are unable to be sold or given away are to be disposed. Materials withdrawn due to the Protecting Children from Harmful, Sexually Explicit Material Policy, will not be made available to the Friends of the Library for book sales. As outlined in the Protecting Children from Harmful, Sexually Explicit Material Policy, any materials taken from the area intended for minors, may not be reshelved in areas that minors have access to and will be disposed.
E-books will sometimes expire on their own due to the constraints of their purchase/lease agreement.

REVIEW AND ACCESS

It is the duty of the Library Board to ensure that the Sumner County Libraries are in compliance with local and state laws pertaining to the development of the collection of the libraries. For this reason each Board member has the duty to report to the Library Director and the full Board if any materials are found in violation of the Collection and Development policy. In the event of a perceived violation, a Board member will notate the titles, report them to the Director and notify the full Board. The Director will pull the materials for the Board to review. The materials will then come before the full Board for review at the next regularly scheduled meeting.

Challenges to collection content

Library Materials Reconsideration Policy:

The Library welcomes expression of opinion by patrons but will be governed by this Collection Development Policy in making additions to or deleting items from the collection.
The following individuals have the right to request reconsideration of specific materials in any of the library's collections:

A. Patron of the library with a valid library card.

B. Sumner County Resident

Any of the above individuals may bring concerns about the inclusion of library material to a library director. A director's first course of action is to try to resolve the patron's concerns verbally. The Director shall report, in writing, any verbal challenges to the Library Board. If the patron is not satisfied, the patron who requests the reconsideration of library materials has the right to put his/her request in writing by completing and signing the "Request for Reconsideration of Library Materials" form. The library staff will supply the form to the patron.

A copy of the completed form will be given to the director and to the person completing the form.**The director will notify the board within 24hrs. If the materials are challenged due to the Policy for Protecting Children from Harmful, Sexually Explicit or transgender, then the materials shall be pulled from the shelf and the director shall notify the board within 24hrs.** It is the director's responsibility to communicate with the library staff which material(s) have been challenged.

The Library Board will review the citizen's request and the materials for reconsideration at its next regular meeting. In considering the request, the citizen making the request for reconsideration shall have the right to address the Board and state their concerns with the material and why it does not conform to Library collections policy.

The Library Board will then determine whether the the challenged material is in compliance with the stated policies of the Sumner County Public Library. On the basis of this determination, the Board shall vote on how to proceed with the challenged material.

The director will communicate the Board's decision, and the reason for it, in writing via email provided by the patron, to the patron who initiated the request for reconsideration. The Director shall include the Library Board in the communication with the patron.

Request for Reconsideration Form

Library Material ____ Bulletin Board ____ Display ____

Author/Performer_____

Title_____

Patron Name

_____

Telephone_____

Address_____

City_____

Zip code_____

(If the objection is to material other than a book, change wording of the following questions, so that they apply.)

1. What are your concerns about this item?

_____
_____
_____
_____
_

2. Have you read or viewed this material? _____

3. What action would you like the library to consider with this item?

_____Withdraw it
_____Send it back to the Library Director for reevaluation.
_____Move it to another place in the collection
_____Other

_____
Signature and Date

Draft to be voted on. The proposed changes are in yellow and red.

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The term "sex act" or "sexual activity" includes but is not limited to any of the following descriptions:

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~~2. Contact between the mouth and genitalia or mouth and anus or by contact between the genitalia of one person or the genitalia or anus of another person.~~

~~3. Contact between the finger, hand, or other body part of one person or the genitalia or anus of another person, except in the course of examination or treatment by a person medically licensed.~~

~~4. Ejaculation or orgasm.~~

~~5. By use of artificial sex organs or substitutes therefore in contact with genitalia or anus.~~

~~6. The touching of another person's genitals or anus with a finger, hand, or artificial sex organ or other similar device at the direction of another person.~~

1. Sexual intercourse involving penetration of the genitals or anus.
2. Oral sexual contact involving the genitals or anus.
3. Physical contact with another person's intimate areas, to include genitals or anus, except when conducted for legitimate medical purposes by a licensed healthcare professional.
4. Sexual activity resulting in physical sexual release.
5. Use of sexual devices involving contact with intimate areas, to include genitals or anus.
6. Touching of intimate areas, of another person, to include genitals or anus, directly or through an object, when done at the direction or request of another person.

To improve the experience of our community's children, the Library will conform the

entirety of the Library's collections to the standards established by the Library Board and requirements of the Children's Internet Protection Act (CIPA) set forth at 20 U.S.C. § 9134 and 47 U.S.C. § 254:

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Transgender and gender confusing materials

There shall be no materials in the collection of the Libraries of Sumner County subjecting, introducing, condoning, or encouraging a minor to identify with, or live as, a purported identity inconsistent with his or her biological sex at birth as described in T.C.A. § 68-33-101 et. seq. There shall

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Donations

The following principles guide the acceptance and administration of gifts and donations to the Libraries of Sumner County:

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- All gifts will be received within the current strictures of law and tax regulations.
- The Sumner County Library Board, Library Directors and staff are under no obligation to accept gifts, items or funds and reserve the right to refuse any gift.

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Donated items considered for addition to the collection consist of like-new material in the following formats: Print and DVD/Blu-ray. ~~Items not accepted for donation include materials in poor condition; magazines and condensed volumes; encyclopedias; textbooks; and artwork~~. Donated items are examined based on the needs of the collection and following the selection criteria for all other material. The library reserves the right to use or dispose of all donated material as they become the property of the library once donated. The Friends of the Library organizations (FOL) may have first right to review resources not selected for the collection as long as none of the materials violate the Policy for Protecting Children from Harmful, Sexually Explicit Material. The ~~Friends~~ FOL may identify items that can be sold at their book sales, which are a primary fundraiser for the library. Items not used in the sale may be donated to other non-profit organizations, community groups, given away for free to the community or be disposed.

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Unrestricted Monetary Gifts
Undesignated donations that are accepted by the Sumner County Commission, unless made payable to the Friends of the Library of a designated branch, ~~shall be kept in a restricted account as designated by the County Commission for the designated library~~. Funds shall be used for the ~~designated library~~ Libraries at the discretion of the Library Board.

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Collection Management and Evaluation

Weeding

Weeding, or the intelligent discarding of library materials, is inseparable from collection development. To maintain an up-to- date, useful collection, worn and obsolete materials are continuously weeded. Materials may also be withdrawn if they are little used or superseded by a new edition or have a better work on the same subject come available. Depth and breadth of varying degrees are desirable in various areas of the collection. Weeding identifies damaged items, ephemeral materials which are no longer used, out-of-date materials, extra copies which are not being used, and materials which are inappropriate for the collection as defined by library policies including the Protecting Children from Harmful, Sexually Explicit Material Policy**.** The Collection Development Policy serves as a guide for weeding and maintaining the collection and for the selection of materials. Library Directors may use the C.R.E.W. method, according to Tennessee State Library standards.

Current standards for libraries call for a minimum of 5% of the collection to be weeded yearly and a minimum of 5% to be added. For this to happen, resources are assessed for relevance annually. Professional judgment, community standards, and policies set by the Sumner County Library Board is required as modification of the guidelines is often necessary.

Titles are withdrawn from the collection through systematic weeding or because of loss or physical damage. Materials which are withdrawn because of loss or damage are

reported to the Library Director who decides whether the item should be replaced using the same criteria as for selection. Other factors applicable when deciding on replacements include the number of copies of a title the Library owns, the availability of newer materials on the subject, the importance of the work in its subject area, its listing in standard bibliographies, and its cost.

The Library's Integrated Library System, serves as an inventory and circulation database. This allows the librarians to identify where items are located and how often they have been used by the public. This system also helps to identify resources that are in demand at one location but unused at another location, providing the opportunity to move the item rather than buy a new copy or withdraw entirely.

Withdrawn resources are examined to determine if they will be reordered or replaced with either a newer edition or more current information on the subject. Materials withdrawn from the reference collection which retain informational value may be transferred to the circulating collection or offered to other libraries. Items withdrawn from the collection are transferred to a "free to keep" section of the library, of which the Friends of the Library may have first right to review. The Friends may identify items that can be sold at their book sales, which are a primary fundraiser for the library. Items that are unable to be sold or given away are to be disposed. Materials withdrawn due to the Protecting Children from Harmful, Sexually Explicit Material Policy, will not be made available to the Friends of the Library for book sales. As outlined in the Protecting Children from Harmful, Sexually Explicit Material Policy, any materials taken from the area intended for minors, may not be reshelved in areas that minors have access to and will be disposed.
E-books will sometimes expire on their own due to the constraints of their purchase/lease agreement.

REVIEW AND ACCESS

It is the duty of the Library Board to ensure that the Sumner County Libraries are in compliance with local and state laws pertaining to the development of the collection of the libraries. For this reason each Board member has the duty to report to the Library Director and the full Board if any materials are found in violation of the Collection and Development policy. In the event of a perceived violation, a Board member will notate the titles, report them to the Director and notify the full Board. The Director will pull the materials for the Board to review. The materials will then come before the full Board for review at the next regularly scheduled meeting.

Challenges to collection content

Library Materials Reconsideration Policy:

The Library welcomes expression of opinion by patrons but will be governed by this Collection Development Policy in making additions to or deleting items from the collection.
The following individuals have the right to request reconsideration of specific materials in any of the library's collections:

A. Patron of the library with a valid library card.

B. Sumner County Resident

Any of the above individuals may bring concerns about the inclusion of library material to a library director. A director's first course of action is to try to resolve the ~~patron's~~ resident's concerns verbally. The Director shall report, in writing, any verbal challenges to the Library Board. If the ~~patron~~ resident is not satisfied, the ~~patron~~ residents who requests the reconsideration of library materials has the right to put his/her request in writing by completing and signing the "Request for Reconsideration of Library Materials" form. The library staff will supply the form to the patron.

A copy of the completed form will be given to the director and to the person completing the form. **The director will notify the board ~~within 24hrs~~. If the materials are challenged due to the Policy for Protecting Children from Harmful, Sexually Explicit or transgender, then the materials shall be pulled from the shelf and the director shall notify the board within 24hrs.** It is the director's responsibility to communicate with the library staff which material(s) have been challenged.

The Library Board will review the citizen's request and the materials for reconsideration at its next regular meeting. In considering the request, the citizen making the request for reconsideration shall have the right to address the Board and state their concerns with the material and why it does not conform to Library collections policy.

The Library Board will then determine whether the challenged material is in compliance with the stated policies of the Sumner County Public Library. On the basis of this determination, the Board shall vote on how to proceed with the challenged material.

The director will communicate the Board's decision, and the reason for it, in writing via email provided by the patron, to the patron who initiated the request for reconsideration. The Director shall include the Library Board in the communication with the patron.

Request for Reconsideration Form

Library Material _____Bulletin Board _____Display _____

Author/Performer_____

Title_____

Patron Name

_____

Telephone_____

Address_____

City_____

Zip code_____

(If the objection is to material other than a book, change wording of the following questions, so that they apply.)

1. What are your concerns about this item?

_____
_____
_____
_____
_

2. Have you read or viewed this material? _____

3. What action would you like the library to consider with this item?

_____Withdraw it
_____Send it back to the Library Director for reevaluation.
_____Move it to another place in the collection
_____Other

_____
Signature and Date