Section 2: Collection

Board Policy 2.00

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 will provide a monthly inventory list of newly 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 will be submitted to the Library Board for their determination.

Selection Guideline

The selection of any material for the Library's collection does not constitute an endorsement of its contents. The Library strives to provide a balanced view on all subjects by selecting sources portraying various sides of an issue. 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.

Development Plan

The primary goal of collection development is to provide materials (i.e. books, audio recordings, DVDs, electronic, etc.) that meet the educational, informational, and recreational needs of the community. 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 balanced collection.
- 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 uphold the unalienable rights protected by the Tennessee Constitution and the Constitution of the United States.
- purchases multiple copies of popular titles where patron demand warrants and as budget allows.

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.

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 or sexually explicit or graphic materials within the children and young adult sections or in areas that are open to minors. This is to ensure that the library adheres to T.C.A. § 39-17-914

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 or made available in any section of the library that minors have access to.

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

Donations

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.

Memorials

The library often receives donation gifts in memory of a family member or a loved one. Monetary memorial donations go directly to the Friends of the Library organizations of the designated Branch. 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. 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.

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.

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 relevancy and currency a minimum of every two years. 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.

Board Policy 2.01

CENSORSHIP AND ACCESS

The Sumner County Library Board upholds the right of individuals to access and acquire information to ideas and information representing various viewpoints. Therefore, material available in the System presents diverse viewpoints providing the community access to desired or needed information.

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. 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.

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. It is the director's responsibility to communicate with the library staff which material(s) have been challenged.

When the completed form is returned, the director will retrieve reviews of the material(s) in question. The director will then make a preliminary determination of whether the material(s) should be withdrawn or retained in the collection, paying particular attention to whether the material violates Library collection development policy on Protecting Children from Harmful, Sexually Explicit Material in the children's or teen collections, and/or in any area that is accessible to minors, and shall submit their written preliminary determination decision to the patron. The written

statement shall be via email provided by the patron or physical document handed to the patron. If the patron is dissatisfied with the Director's determination the patron may appeal the Request for Reconsideration decision to the Library Board which must be communicated in writing via email or physical document to the library director within twenty (20) days of the date of the director's decision letter. The Director shall then, within twenty (20) days, submit the request for reconsideration of library materials and the director's recommended disposition to the Board for consideration. Materials that may violate the Library collection development policy on Protecting Children from Harmful, Sexually Explicit Material in the children's or teen collections, and/or in areas accessible to minors, subject to reconsideration shall be removed from use pending the final decision.
The Library Board will consider the citizen's request 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 director's recommended disposition conforms with the stated policies and procedures of the Sumner County Public Library. On the basis of this determination, the Board may vote to grant the appeal.

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 at the earliest possible date.

Request for Reconsideration – Procedure for Appeals to Library Board

As outlined in the Request for Reconsideration of Library Materials section of the Collection Development Policy, patrons may submit a Request for Reconsideration form to challenge a collection item, asking that the item be moved or removed from the collection. Once a Request for Reconsideration form is submitted by the patron, the director provides a decision letter. The director's decision may then be appealed to the Library Board

Challenges may be valid only when the decisions are alleged to be violations of library policy. Disagreements with the decisions of the director, do not, in and of itself,

constitute a valid challenge. When appealing decisions please reference the specific library policy which has been violated. Presentations should address why the prior decisions are a violation of library policy.

The following information outlines the procedure for appealing a Request for Reconsideration of Library Materials decision to the Library Board .

- The patron's intent to appeal the Request for Reconsideration decision to the Library Board must be communicated in writing to the library director within twenty (20) days of the date of the director's decision letter.

- Introduction of new materials related to the reason(s) for the appeal must be provided in writing to the library director at the time the appeal is requested.

- The library director will coordinate with the patron to schedule the appeal for a future regular library board meeting. If the appeal is received less than 14 days prior to a regular board meeting, the appeal may be scheduled for the next regular board meeting scheduled thereafter. Appeals are scheduled on a first come first served basis and may be rescheduled to a later meeting based on time constraints.

- If there are multiple titles being appealed, each title will be a separate appeal.

- The appeal will include the following steps, in this order:

1. Existing Reconsideration documents, including the Request for Reconsideration form, the director's decision letter, will be provided to the Library Board and patron.

2. The patron will present the appeal, beginning with a brief introductory statement outlining their appeal argument.

3. The patron's appeal presentation will be limited to no more than five (5) minutes.

4. Board members may ask questions once the appeal presentation is complete.

5. The Library Board may discuss the presentation and may vote on the appeal, thereby making a final decision. If the Board determines that additional discussion is

necessary, the matter may be tabled until the next meeting for further discussion following which a vote will be taken. After the final decision is made, the title may be re-challenged again in three years.

Appeal Hearing Protocol

Presentations will not be used to air personal grievances, make political endorsements or for political campaign purposes. Speakers shall address all comments to the Board as a whole. Discussions between speakers and members of the audience shall not be allowed.

Presentations are for the receipt of new information, not debate. The Chairperson or Board members will not enter into a dialogue with speakers. Questions from the Board will be for clarification purposes. Presentations will not be used as a time for problem solving or reacting to comments made but, rather, for hearing the citizens for informational purposes only.

Insults, obscenities or profanity, attacks against any person in their personal capacity, and/or physical violence or threat thereof are not acceptable behavior. Demonstrations in support or opposition to a speaker or idea are not permitted in the meeting. Any inappropriate conduct, whether verbal or behavioral, including failing to cease speaking upon expiration of time, may be addressed as follows:

1. A point of order made be made by any member of the Board; and/or

2. The Chairperson may rule the speaker out of order;

3. A speaker who is out of order and thereafter refuses to immediately conform their behavior to library policy forfeits the right to address the Board, and the Board will proceed to make a final determination on the appeal;

4. Any further disruption by the speaker or gross violations of library policy at any time, may result in the speaker being asked to leave the premises;

5. If the speaker fails to immediately leave or the inappropriate conduct continues, the speaker may be removed.

6. Speakers who are asked to leave shall not be permitted to present appeals to the board for six months thereafter;

If order cannot be reestablished following the removal of an offending speaker or persons willfully disrupting the meeting, the Board may entertain a motion to recess the meeting and reconvene at another named location. The Board may reconvene at the named location and may refuse to allow any member of the public who participated in the prior disruption to enter the room.

Request for Reconsideration Form

Library Material ____ Bulletin Board ____ Display ____

Author/Performer_____

Title_____

Patron Information Name _____

Telephone_____

Address_____

City_____

Zip code_____

(If 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