

# Collection Development Policy

Florence County Library System

Approved by the Board of Trustees March 6, 2023

## Purpose

The Collection Development Policy is designed to support the Library's mission statement and strategic priorities by providing guidelines for the selection, evaluation, and maintenance of collections. The Library will select materials which meet the information needs of Florence County citizens.

## Policy Contents

- Community Statement
- Materials Selection
- Collection Maintenance and Withdrawal
- Requests for Reconsideration
- Supplemental Materials

## Community Statement

The Florence County Library System is committed to preserving and upholding the first-amendment rights of Florence County citizens. As the Library serves a diverse, growing community, we have a responsibility to provide a balanced and diverse collection. Materials will not be excluded on the basis of their creators' origin, background, or views, or because they discuss controversial subject matter, as these subjects are often the ones where a variety of viewpoints are valued by the people we serve.

## Materials Selection

### Philosophy of Selection

The Library is committed to selecting materials according to these principles:

- Materials will not be excluded or prohibited because of the origin, background, or views of their authors or creators, or because of partisan political or doctrinal disapproval.
- The Library does not serve in loco parentis. Parents and guardians are ultimately responsible for their children's reading.
- The Library aims to represent a broad variety of points of view on both current and historical issues, provided the materials meet the selection criteria below.

## **Responsibility for Selection**

The ultimate responsibility for selection of library materials rests with the Library Director, who operates within the framework of policies determined by the FCLS Board of Trustees. The Director assigns responsibility for materials selection to professional staff whose education, training, and experience qualifies them for this duty. The Library also encourages input from patrons and community groups about materials that are needed. Final decisions regarding purchase or withdrawal of materials are the responsibility of the Library Director.

## **Criteria for Selection**

All acquisitions, whether purchased or donated, are considered in terms of the following standards.

- Current and anticipated needs and interests of the community
- Literary, creative, or technical merit and quality
- Professional or literary reputation of the author or publisher
- Price and availability for purchase
- Quality and durability of format
- Suitability of subject, style, vocabulary, and reading level for the intended audience
- Local historical or genealogical interest
- Professional reviews and recommendations
- Relationship to existing materials in the collection on the same subject
- Availability or unavailability of information elsewhere in the library system
- Date of publication
- Physical qualities and format that is appropriate for library use (i.e. size, fragility, loose items, popup books, etc.)

Branch library collections are not intended for in-depth research or scholarly work. They include basic works in major fields of knowledge and are intended to reflect the interests of their communities. Popular titles and subjects are duplicated as long as there is a demand for them. The branches draw upon the collection of the Main Branch and other consortium libraries for titles and topics in lesser demand.

## **Special Collections, Temporary Purchases, Inter-Library Loan**

The Library may obtain materials through special or temporary arrangement when those materials may not qualify for permanent purchase under these criteria. For example, current best-sellers may be temporarily leased in quantities larger than would be considered for regular purchase. The Library may also use Inter-Library Loan when a certain material is not available for purchase, or is a highly specialized item not likely to be used by the general public.

Certain collections, such as those in the South Carolina Room, Law Library, Parenting Collections, etc., may have additional criteria for selection due to the collections' specialized nature. For more details please refer to the relevant policies.

**Changes in Formats:** New formats will be considered for purchase as demand and use dictates. Some titles may be purchased in several formats in order to serve the most patrons. Availability of items in the format, the cost per item, and the library's ability to handle the item will also be factors in determining when a new format will be collected. Circulation statistics are used to determine demand for new materials, along with patron suggestions for purchase. Similar considerations will influence the decision to delete a format from the library's collection.

## Collection Maintenance and Withdrawal

### Philosophy of Withdrawal

Patrons are less likely to find the books and other materials they seek if the shelves are crowded with outdated, tattered, or obsolete items. As library patrons deserve collections that are well-rounded, up to date, and easy to use, it is necessary to continuously review the collections and maintain their quality by withdrawing items no longer meeting patron needs.

### Criteria for Withdrawal:

The library withdraws materials in accordance with established professional standards, such as the CREW (Continuous Review, Evaluation, and Weeding) Method.

Criteria for discarding will include:

- Poor physical condition, not suitable for repair or rebinding
- Duplicate copies of titles no longer in demand
- Availability in other library branches or SCLENDS libraries
- Obsolete content
- Recent poor circulation figures

An item will rarely be withdrawn on the basis of a single criterion. These decisions will be made based on a combination of the above criteria, including the librarian's experience. Whenever possible, withdrawn materials may be donated to community organizations or sold at book sales.

## Requests for Reconsideration

The Board of Trustees supports intellectual freedom and endorses the following intellectual freedom statements: *Freedom to Read* (American Library Association), *Freedom to View* (Education Film Library Association), and *Library Bill of Rights* (American Library Association).

The Board also recognizes the importance of providing a method whereby opinions from the public regarding materials selection can be voiced. Therefore, it has established a procedure which will apply to all opinions of materials included and not included in the collection.

To comply with this procedure, a *Request for Reconsideration* form must be submitted. Forms are available through the library's website and, upon completion, may be mailed or delivered to the Director. Upon receipt of the completed form the following will occur:

1. Within three business days of receiving the completed form, the Director will appoint a committee of three librarians, including the person normally responsible for selecting materials in the reconsidered item's area.
2. Within ten business days of being appointed, the committee will examine the item in question, review the issues raised, and the circumstances involved. Each committee member will individually submit a recommendation to the Director as to whether to add, remove, retain, or transfer the item in question.
3. Within three business days of receiving the committee members' recommendations, the Director will review them and send a written response to the complainant. The response will note the action taken, if any, and will inform the complainant of the procedure to appeal the decision to the Board if desired.

If the petitioner believes that the Director and committee's decision is not supported by the Collection Development policy, they may appeal the decision to the Library Board. The decision of the Board will be final.

# Supplemental Materials

## 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.

## 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 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.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people



read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*A Joint Statement by:*

American Library Association  
Association of American Publishers

*Subsequently endorsed by:*

American Booksellers for Free Expression  
The Association of American University Presses  
The Children's Book Council  
Freedom to Read Foundation  
National Association of College Stores  
National Coalition Against Censorship  
National Council of Teachers of English  
The Thomas Jefferson Center for the Protection of Free Expression

## 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.

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