

Section B 1

B1 Collection Development

To implement the general objectives of the library, major emphasis is placed on educational and information materials. Selection is based on the particular needs of the community; typical of individual needs and personal development, wholesome family living, economical competence, satisfactory social relationships, citizenship responsibilities, and creative use of leisure time. The library especially endeavors to make easily accessible to groups materials that will contribute toward the betterment of community living and relationship, and general cultural development.

The Daviess County Library does not promote particular beliefs or views, neither does it endorse any particular item contained in its collection. Resources are provided so that an individual may examine issues freely and make his or her own decisions and the library makes no judgment as to the suitability of the materials, information or services for any of its patrons. Access is provided to all materials and services with the expectation that individuals or parents are the best judge of suitability for themselves or their children.

The necessity for careful evaluation and selection of materials is keenly recognized. Those responsible for selection shall maintain an adequate balance between basic, permanent value materials, timely material presenting varied points of view on current issues and problems and purely recreational materials.

The library will provide, as far as possible, materials on all sides of controversial issues, materials that give evidence of a sincere desire to be factual, and that show results of careful study. Materials which serve the purposes of the library, meet required standards of quality, and relate to an existing need or interest, will not be removed from the collection because of pressure by groups or individuals.

Materials are selected to meet the interest of the local community with emphasis on those of literary and informational value. The following criteria apply:

- Reputation and significance of the author
- Importance of subject matter to the collection
- Timeliness or permanence of the books
- Authoritativeness and/or intent of the author
- Reputation and standard of publisher
- Budgetary considerations
- Readability and popular appeal
- The merit of the material – its format, educational significance and the quality of writing
- The scarcity of material on the subject and availability of material elsewhere in the region
- The physical limitations of the facilities

The library does not, of course, feel obligated to answer every question if too obscure or specialized. In certain cases, the most satisfactory service to a reader is referral to another source.

Items regarded as special materials, which are not intended for the general public, are not purchased. These items include textbooks, professional support materials or technical manuals. In response to advances in technology and the changing needs of the community, the Daviess County Library offers access to the Internet. The Library does not monitor and has no control over information access through the Internet and cannot be held responsible for its contents. (See Internet Policies)

Adult Collection

In **adult** fiction selection no arbitrary single standard of literacy quality has been set up. An attempt is made to satisfy a public varying greatly in format, education, social background, and taste. Under these circumstances fiction selection does not mean choosing only the most distinguished title, but also the most competent, pleasing and successful titles in all important categories of fiction writing. Non-fiction items are selected in an attempt to educate and inform readers. Items of lasting interest are preferred, but it is recognized that stimulating titles of current interest are appropriate purchases. Titles in the adult collections are selected for the use of mature readers.

Young Adults

The ultimate aim of library work with **young adults** is to contribute to the development of well-rounded citizens. To this end, readable adult titles are selected that are keyed to the young adult's needs and interests, as well as books that will tend to open up new interests. Titles written especially for the young are naturally included in the collections. Since readers of teenage vary in ability and background, the titles selected for them will of necessity vary in content and reading difficulty, but all materials are purchased in the hope that they will lead to continued reading in adult fields on as high a level as possible for each individual.

Children/Junior

The library's objective in providing reading materials for **children** is to guide the child's love of reading toward the enjoyment and appreciation of good books, which in turn may help him to an understanding of himself as an individual and as a member of society. In selecting titles for children, the library tries to anticipate and to meet the diverse skills and interests of readers at all ages from the beginner to the child ready for adult materials.

B1.1 Branch Collection

Materials owned by the Daviess County Library will be shared with the Branch Library. Materials located at the Branch will rotated on a schedule set by the Library Director, with the Branch Director responsible for distribution. Other materials as requested by library users and at the discretion of the Branch Director will be rotated according to demand.

B1.1.1 Schedule of Branch Collection Rotation

January	J&Y-Nonfiction 100-500 J&Y-Nonfiction 600-900
February	E-Nonfiction 100-500 E-Nonfiction 600-900
March	J &Y- Fiction J&Y - Fiction
April	E-Fiction E-Fiction
May	Adult Nonfiction 100-500 Adult Nonfiction 100-500
June	Adult Nonfiction 600-900 Adult Nonfiction 600-900
July	Adult Fiction A-F Adult Fiction G-K
August	Adult Fiction L-Q Adult Fiction R-Z
September	J-Biographies E-Biographies
October	Adult Biographies
November	Christmas
December	Westerns (genre collection)

Section B 2

B2 Weeding

Materials that no longer meet the stated objectives of the library (including those that have become damaged or obsolete) will be systematically withdrawn on a continual basis according to the accepted practices described in the publication, The CREW Method. Disposition and replacement of library materials so weeded will be at the discretion of the library director. (See Crew Manual for process) Weeding is a continuing process and requires judgment, practical experience, and the use of bibliographic tools, and other aids in order to keep the collection alive and up to date, and to stay within the space budget. Ultimate responsibility for selection, weeding and discarding, as for all library activities, rests in the library director, who operates within the framework of policies determined by the Library Board. Suggestions from readers are welcome, and are given serious consideration after book selection tools are searched. Staff members are free to make suggestions.

B2.1 Sale of materials

The Daviess County Library reserves the right to dispose of withdrawn surplus and unneeded materials using the following procedures:

- Friends of the Library may, at the option of the library board, be offered the materials.
- Materials not wanted by the Friends of the Library may be disposed of with the board's approval.

Section B 3

B3.1 Gifts

Many of the furnishing, such as pictures, chairs, tables, and other accessories in the library have been purchased with money given to the library by individuals, families, clubs, businesses, and numerous organizations and groups.

Pursuant to Section 182.070 RSMo:

182.070. General powers of district — seal. — The county library district, as a body corporate, by and through the county library board of trustees, may sue and be sued, complain and defend, and make and use a common seal, purchase or lease grounds, purchase, lease, occupy or erect an appropriate building for the use of the county library and branches thereof out of current funds if such funds are available above those necessary for normal operations or, as provided in section 182.105, and sell, convey, lease, exchange, transfer and otherwise dispose of all or any part of its real or personal property, or any interest therein, or other assets wherever situated for and on behalf of the county library and branches thereof, receive gifts of real and personal property for the use and benefit of the county library and branch libraries thereof, the same when accepted to be held and controlled by the board of trustees, according to the terms of the deed, gift, devise or bequest of such property.

(RSMo 1939 § 14769, A.L. 1955 p. 547, A.L. 1995 S.B. 14)

Prior revision: 1929 § 13465

Contributions may be received by either the library director or any current board trustee. An acknowledgement/" Thank you" will be mailed by library director within a timely fashion (approximately one week), with a follow-up letter containing specific designation of funds no later than second board meeting following receipt of gift.

Financial gifts which are intended for the purchase of specific items, subject areas or are in other ways designated should be negotiated through the library director.

B3.2 Memorial Books

Memorials materials are items purchased by individuals in memory or honor of someone or thing. The library director will work with the donor to assure the best selection is made for both the library and donee.

B3.3 Donated Materials

The policies that apply to selection of materials for purchasing also apply to materials that are donated to the library. Once an item has been donated, the director shall determine whether it will be added to the collection, used in deposit collection, or donated to the Friends of the Library for book sale.

Section B 4

B4 Challenged Materials

It is recognized that an individual or organization may object to an item that has been selected for the library. It is the policy of the Daviess County Library that it maintains materials that are significant regardless of the opinion, origin, or background of the author. The director shall review the item and determine if it should remain in the collection. If the complainant does not agree with the decision of the Director, a formal complaint may be filed with and reviewed by the Board, whose decision is final. During the review process the challenged materials will not be removed from the shelves. (See "Request for Reconsideration or Review of Library Materials" B4.1.1)

B4.1 Request for Reconsideration

A REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL is available for those requesting an item be removed from the library shelves. A complaint must be filed on this form then discussed in detail by the library director and the library board before any decision can be made.

B4.1.1 Form for Request for Reconsideration or Review

To the person requesting reconsideration: Library policy requires that complaints be filed on this form so that the complaint can be discussed in detail. Copies of the library's materials selection policy and other documents bearing on this complaint will be made available to you. Thank you for taking the time to provide needed information.

Author _____

Title _____

Publisher _____ Copyright

Date _____

Request initiated by:

Name: _____

Address: _____

Phone: _____

Email: _____

Complainant represents:

- Self Organization Other

Organization (name; address;
phone)_____

Other(name; address;
phone)_____

1. To what in the library materials do you object?
2. What do you feel might be the result of reading this library material?
3. For what age group would you recommend this library material?
4. What do you believe is the theme of this work?
5. Did you read the entire library material?
6. Are you aware of the evaluation of the material by reviewers or critics?

Section B 5

B5 ALA statement

The Daviess County Library and its Board of Trustees endorse the following statements issued by the American Library Association. It is recognized that this statement is compatible with the goals and objectives of the Daviess County Library and that it serves as an added guidance in the use and development of the collection and other resources.

B5.1 Freedom to Read

Freedom to Read

a. 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 or unpopular with the majority.

B. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books 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 books should be published or circulated.

c. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

d. 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.

e. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

f. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachment upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

g. 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 bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

B5.2 Library Bill of Rights

Library Bill of Rights

- a. 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.
- b. 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.
- c. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- d. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- e. A person's right to use a library should not be denied or abridged because of origin, age, background or views.
 1. Libraries which make exhibit spaces and meeting room 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.

Section B 6

B6--Procurement Policy

Purchases of items made on behalf of Daviess County Library are exempt from Missouri sales tax. Missouri Tax Exemption ID is 12498815.

In general, the Library will not bid for purchases under \$5,000, but may obtain comparison pricing through direct contact, advertisements, catalogs, or web pages. Purchases with an anticipated bid over \$5,000 shall be bid.

Although price shall normally be a major consideration in all purchases, the Library reserves the right to take such factors as durability, timeliness, availability and operating cost into consideration when awarding a bid. Low bidders may be rejected where serious reservations about the quality or suitability of items or services exist.

The Library has a responsibility to its residents to insure that the maximum value is obtained for each public dollar spent. Preference in purchasing and awarding bids will be given to businesses in Daviess Counties when possible. * (*clarified 07.2018: The consensus was that this should be the policy when within reason and when the local business will price match.)

The Library reserves the right to waive minor irregularities in submitted bids, or to waive normal bidding procedures in an emergency when it is in its best interest to do so.

(Adopted, July 2013)

APPENDIXES/FORMS FOLLOW:

B4.1.1 Form for Request for Reconsideration or Review

To the person requesting reconsideration: Library policy requires that complaints be filed on this form so that the complaint can be discussed in detail. Copies of the library's materials selection policy and other documents bearing on this complaint will be made available to you. Thank you for taking the time to provide needed information.

Author _____

Title _____

Publisher _____

Copyright Date _____

Request initiated by:

Name: _____

Address: _____

Phone: _____

Email: _____

Complainant represents:

- Self Organization Other

Organization

(name; address; phone) _____

Other

(name; address; phone) _____

Please answer the following questions clearly and concisely:

- To what in the library materials do you object?

- What do you feel might be the result of reading this library material?

- For what age group would you recommend this library material?

- What do you believe is the theme of this work?

- Did you read the entire library material?

- Are you aware of the evaluation of the material by reviewers or critics?

B5.2 Library Bill of Rights

Library Bill of Rights

- a. 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.
- b. 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.
- c. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- d. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- e. A person's right to use a library should not be denied or abridged because of origin, age, background or views.
 1. Libraries which make exhibit spaces and meeting room 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.

B5.1 Freedom to Read

Freedom to Read

a. 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 or unpopular with the majority.

B. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books 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 books should be published or circulated.

c. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

d. 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.

e. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

f. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachment upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

g. 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 bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.