

Collection Development Policy

Grangeville Centennial Library

Mission Statement

The mission of the Grangeville Centennial Library (hereafter referred to as GCL) is to inform, educate and culturally enrich the community it serves by providing a broad range of library materials and services. GCL provides services to all patrons regardless of age, gender, race, religion, social, economic or political status. This library follows all State and Federal laws including the Library Bill of Rights, the "Freedom to View" statement of the American Film and Video Association and the "Freedom to Read" statement.

Purpose

This policy will be used to help guide in the process of identifying the goals and needs of the GCL collection. It is intended to provide an explanation of the collection development process to library staff and patrons. GCL is a member of the Valnet Consortium and takes part in Interlibrary Loans, which gives our patrons access to a broader selection of items.

Responsibility of Materials Selection

The final selection of materials is the responsibility of the Library Directors who oversee the process of collection development regardless of the mode of acquisition. It is the Director's responsibility to provide materials that are both current interest and permanent value, that are up-to-date, that are responsive to the interests and needs of every segment of the community and that do not discriminate against any political, religious, economic or social view or group through deliberate exclusion of their views. Delegation of others to participate in the selection of materials is based on education, training and expertise. All staff members, as well as members of the general public, are encouraged to suggest and recommend materials to be considered for purchase.

Criteria For Selection

Selection of materials, purchased or donated, are based on the informational, educational or recreational need of our diverse community and is dependent on space, budget and availability. Reviews in professional journals may be used in the selection process, however, the lack of a review or an unfavorable review is not a sufficient reason for rejecting a title which is in demand. Materials purchased for the collection are not an endorsement by the Grangeville Centennial Library of either the content or viewpoint presented in them. Material will be judged on the basis of the content and style of the work as a whole, not by selected portions or passages. The selection of materials will not be based upon any anticipated approval or disapproval of any one individual, but rather on the merits of the material and its value to the collection.

General Criteria

- Contemporary significance or permanent value
- Price, availability and demand
- Opinions of critics, reviews, public opinion and professional selection aides
- Date of publication; permanence and timeliness
- Reputation and/or significance of the author, producer or publisher
- Artistic merit, literary value or recognized award recipient
- Relationship to existing collection and other materials on the subject
- Availability and accessibility of the same material within the Valnet Consortium
- The number of copies of the title already owned or in the collection
- Patron/staff suggestions for materials will be taken into consideration within the parameters of the Collection Development Policy, budget and space.

Collection Maintenance

Collections should change over time to meet the changing needs of the community, current interests, the advancement of knowledge, societal changes and goals of the library. To maintain the effectiveness of the library's total collection, the library periodically removes materials that are no longer useful.

Items are evaluated and withdrawn based on, but not limited to:

- Materials that are no longer factual, accurate or timely
- Materials that are badly damaged or worn-out from use
- Availability of newer, more comprehensive materials on the subject
- Ease of borrowing materials from other libraries
- Date of last circulation and number of circulations
- Number of copies in the collection

The library does not automatically replace materials that are withdrawn due to loss, damage or wear. Need for replacement is weighted with regard to: number of copies in the Valnet system, similar material in the collection, later or more authoritative materials and current demand for the particular title.

Disposal of De-selected and Gift Materials

Library materials that have been purchased or donated, that have been withdrawn may be considered surplus and placed for sale. Materials deemed unsuitable for sale shall be recycled when possible.

Donated Materials

The library will accept gifts of books and other materials with the understanding that they become the property of the library and will be evaluated against the same criteria as materials considered for purchase. The library will make the final decision on the use or other disposition of all donations. Receipts will be given upon request, but the library will not provide valuations of gifts for tax purposes. Monetary gifts may be made to the library

with suggestion from the donor, however, the library staff will have final decision on selection and purchase according to the Collection Development Policy.

Challenged Materials

The Library is committed to providing access to materials and information sources that reflect and respond to the diverse interests of the population it serves. Controversial materials may be collected in the course of providing a wide range of ideas and points of view. The use of library materials by patrons is an individual matter. Responsibility for the reading and viewing of materials by children and adolescents rests with their parents or legal guardians.

Reconsideration of Materials

Any individual is welcome to comment or discuss library materials, however the formal process initiated by the Patrons Material Reconsideration form is limited to Grangeville Centennial Library cardholders who reside in or own real property within the Grangeville city limits ("resident cardholder").

1. When a GCL resident cardholder requests that materials be withdrawn from the collection, they must complete a Patrons Material Reconsideration Form. The attached form is part of this Collection Development Policy.
2. Attached to the Material Reconsideration Form will be a copy of the Library Bill of Rights and the Freedom to Read Statement.
3. The director will present the completed form to the Library Board at the next Board meeting.
4. The Board may request information/input from the Library Directors on the material in question.
5. The Board will consider each Patron Material Reconsideration Form as a separate item by creator and title, in order of receipt of completed material. The Board is able to limit reconsiderations to meet other Library needs. No more than three (3) Patron Material Reconsideration Forms will be considered per meeting.
6. A GCL resident cardholder can submit no more than three (3) Reconsideration Forms per calendar year.
7. The Library Board's decision on the matter shall be final.
8. No materials will be removed from the collection without the action of the Library Board of Trustees. During the process of reconsideration, the materials in question shall remain on the library shelf.
9. Notice of the Board's decision will be sent to the patron in writing.

When reviewing items for reconsideration, the Board will consider the work as a whole and individual passages will not be treated out of context. No materials shall be excluded from the library's collection solely due to coarse language or implicit or explicit treatment of certain situations.

Appendices to this policy:

- **Library Bill of Rights**
- **ALA Freedom to Read Statement**
- **Patrons Material Reconsideration Form**
- **Freedom to View statement of the American Film and Video Association**
- **ALA Labeling Systems**
- **ALA Rating Systems**

Approved by the Grangeville Centennial Library Board of Trustees

Date June 27, 2023

Materials Reconsideration Form

Grangeville Centennial Library

Grangeville Centennial Library does not censor material and strives to provide a variety of opinions and items as outline in the Grangeville Centennial Library Collection Development Policy.

Request Initiated by:

Name _____ Email Address _____

Mailing Address _____

Phone _____ Library Card # _____

Material Information:

Author _____ Title _____

Type of Material: ___ Book (hardcover, pb,etc.) ___ DVD ___ Audiobook ___ Other

Please answer the following questions about the material:

Did you read/view/listen to the entirety of this item? If not, what parts?

What do you believe this material is about?

To what in this Item do you object, please be specific? (i.e. cite page #s)

What harmful effect do you feel might be/was the result of reading/viewing/listening to the item?

All titles in the library's collection have been selected with in the Library's Collection Development Policy (attached to this form). Have you read this policy? YES/NO Do you believe that the material falls outside the policy? YES/NO If yes, please explain why.

What action do you wish the library to take?

Signature of GCL Resident Cardholder: _____ Date: _____

Please attach additional documentation as needed

Hardcopy received by Director _____ Date: _____

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).

The 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.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

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 (<http://www.publishers.org/>)

Subsequently endorsed by:

American Booksellers for Free Expression (<http://www.bookweb.org/abfe>)

The Association of American University Presses (<http://www.aaupnet.org/>)

The Children's Book Council (<http://www.cbcbooks.org/>)

Freedom to Read Foundation (<http://www.ftrf.org>)

National Association of College Stores (<http://www.nacs.org/>)

National Coalition Against Censorship (<http://www.ncac.org/>)

National Council of Teachers of English (<http://www.ncte.org/>)

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

(/offices/oif)

Labeling Systems: An Interpretation of the Library Bill of Rights

The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read, view, listen to, or otherwise access. Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, providing access to digital information does not indicate endorsement or approval of that information by the library. Labeling systems present distinct challenges to these intellectual freedom principles.

Labels may be a library-sanctioned means of organizing resources or providing guidance to users. They may be as simple as a colored dot or strip of tape indicating reference books or fiction or as elaborate as the Dewey Decimal or Library of Congress call number systems.

Labels as viewpoint-neutral directional aids are intended to facilitate access by making it easier for users to locate resources. Users may choose to consult or ignore the directional aids at their own discretion. Viewpoint-neutral directional labels are a convenience designed to save time. These are different in intent from attempts to prejudice, discourage, or encourage users to access particular library resources or to restrict access to library resources. Labeling as an attempt to prejudice attitudes is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library resources.

Prejudicial labels are designed to restrict access, based on a value judgment that the content, language, or themes of the resource, or the background or views of the creator(s) of the resource, render it inappropriate or offensive for all or certain groups of users. The prejudicial label is used to warn, discourage, or prohibit users or certain groups of users from accessing the resource. Such labels sometimes are used to place materials in restricted locations where access depends on staff intervention.

Directional aids can also have the effect of prejudicial labels when their implementation becomes proscriptive rather than descriptive. When directional aids are used to forbid access or to suggest moral or doctrinal endorsement, the effect is the same as prejudicial labeling. Even well-intentioned labels may have this effect.

Prejudicial labeling systems assume that the libraries have the institutional wisdom to determine what is appropriate or inappropriate for its users to access. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The American Library Association opposes the use of prejudicial labeling systems and affirms the rights of individuals to form their own opinions about resources they choose to read, view, listen to, or otherwise access.

Adopted on June 30, 2015, by ALA Council.

Rating Systems: An Interpretation of the Library Bill of Rights

Libraries, no matter their size, contain an enormous wealth of viewpoints and are responsible for making those viewpoints available to all. However, libraries do not advocate or endorse the content found in their collections or in resources made accessible through the library. Rating systems are tools or labels devised by individuals or organizations to advise people regarding suitability or content of materials. Rating systems appearing in library catalogs or discovery systems present distinct challenges to intellectual freedom principles.

Creators of rating systems assume that individuals or groups exist who can determine what is appropriate or inappropriate for others. They also assume that individuals want or need direction in making decisions about the materials or resources they use. While the creation and publication of such systems is protected by the First Amendment's right to free speech, the American Library Association also affirms the rights of individuals to form their own opinions about the information that they consume.

Libraries' explicit or implicit adoption, enforcement, or endorsement of any of these rating systems violates the *Library Bill of Rights* and may be unconstitutional if used to prevent an individual's access to materials or resources. If enforcement of rating systems is mandated by law, the library should seek legal advice regarding the law's applicability to library operations.

Libraries often acquire resources, such as DVDs and video games, that include ratings as part of their publication materials. Library workers should not endorse the inclusion of such rating systems; however, removing or destroying the rating placed on the original item by the publisher, distributor, or copyright holder could constitute expurgation.¹

Because cataloging standards provide an opportunity for libraries to include ratings in their bibliographic records, many libraries have chosen to do so—some by acceptance of standard records containing such ratings and others by a desire to provide the maximum descriptive information available on a resource. Libraries are not required by cataloging best practices to provide this information. If they choose to do so, for whatever reason, they should cite the source of the rating and indicate that the library does not endorse external rating systems.

The inclusion of ratings in bibliographic records within library catalogs or discovery systems may be interpreted as an endorsement by the library. Therefore, without attribution, inclusion of such ratings is a violation of the *Library Bill of Rights*.

If libraries include information about rating systems on items or records, this information should not be used to restrict access to those materials based on the age of library users. Such a restriction may violate minors' First Amendment rights.²

That libraries do not endorse or advocate for the use of rating systems does not preclude them from answering questions about such systems. It is appropriate to provide access to sources containing information on rating systems in order to meet the specific information-seeking needs of individual users. The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read or view.

¹ "Expurgation of Library Resources: An Interpretation of the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/expurgationlibrary>)," adopted February 2, 1973, by the ALA Council; amended July 1, 1981; January 10, 1990; July 2, 2008; and July 1, 2014.

²*Engahl v. City of Kenosha*, 317 F. Supp. 1133 (E.D. Wis. 1970); *Motion Picture Association of America v. Specter*, 315 F. Supp. 824 (E.D. Pa. 1970); *Swope v. Lubbers*, 560 F.Supp. 1328 (W.D. Mich. 1983); and *Rosen v. Budco*, 10 Phila. 112 (1983).

Adopted on June 30, 2015, by ALA Council; amended June 25, 2019.

See Also

- "Labeling and Rating Systems Q&A (<http://www.ala.org/advocacy/intfreedom/labelingratingqa>)" approved April 6, 2016, by the Intellectual Freedom Committee; updated January 16, 2010; and June 24, 2019.
- Deborah Caldwell-Stone, "Movie Ratings are Private, Not Public Policy (<https://oif.ala.org/oif/wp-content/uploads/2019/05/ILARreportervol22no2Ratings.pdf>)," *Illinois Library Association Reporter*, Vol. 22, No. 2, April 2004.



LIBRARY CARD APPLICATION

Grangeville Centennial Library

NAME (please print legibly) _____

Phone _____

Address _____

Date of Birth _____

Email _____

I understand the library staff are not responsible for the type of materials my child/children may place a hold on or check out. I understand that the library internet connections are filtered in accordance with the Child Internet Protection Act but are not monitored. I acknowledge that I am responsible for all holds and checkouts conducted by this card and it is my responsibility to supervise such activities. *Required

I understand I am applying for the privilege to use the library. I agree to comply with all its rules, to take care of all materials borrowed, to pay fines or damages and give immediate notice of my change of address and phone number. *Required

Signature _____

Date _____

Library Card Number _____

Staff Initial _____

Address Verification Type _____