

Collection Development Policy

Wilderness Coast Public Libraries

Serving Franklin, Jefferson, and Wakulla Counties

Mission

Citizens of Wakulla, Franklin, and Jefferson counties have the right and responsibility to be informed and literate. The public libraries that serve these communities are central resources of information. As such, the libraries provide a large and well-curated collection of materials to serve the educational and recreational needs of all the people living in these communities.

Purpose

The Collection Development Policy supports the libraries' mission as well as serving as a guide in the selection of materials, weeding materials, and to provide a process to address library patron concerns and challenges.

Community Statement

Wilderness Coast Public Libraries serve the communities of Wakulla, Franklin, and Jefferson. Collection development requires that the diverse needs of the people residing in these counties are kept in mind when selecting materials. Our libraries further serve the needs of these communities by participating in reciprocal borrowing (ILL) with participating Florida libraries as well as providing a broad selection of electronic resources.

Responsibility Statement

The responsibility for selecting library materials belongs to the directors of each library. The director may delegate the selection of materials to trained staff using a selection policy. Each director provides structure for selecting, acquiring, managing, and weeding materials.

Material Selection

In order to provide a well-rounded collection of materials, librarians will make selections based on demand, professional reviews, recommendations from patrons and staff, while keeping an excellent selection of literary staples. Limitations of the budget as well as space must be considered and selection focused on a broad range of patron needs and interests.

Criteria For Selection

Purchased and donated materials must meet the following criteria:

- Physically durable
- Meets the anticipated needs and interests of library patrons
- Well-reviewed by professional publications
- Creative, literary, or technical quality
- Cost and availability
- Professional reputation of the author and publisher
- Space and budgetary constraints

The choice of library materials by patrons is an individual one. Library materials checked out to children and adolescents are the sole responsibility of their parents or guardians, both in subject matter and in the care of those materials.

Collection Maintenance

Weeding materials from the collection is of vital importance in maintaining a relevant, well-circulated collection of resources. The criteria for materials selection may also be used in deselection. Evaluating the library collection on a regular basis ensures that member libraries offer relevant, current, accurate, and appealing materials.

Gifts and Donations

The choice to accept gifts and donations rests with the library directors, who will consider the quality of the items and the space available for them. Gifted and donated materials must meet the criteria of purchased materials to be added to the library's collection. Donated materials are accepted with the understanding that library directors may

do what they feel is best with the materials, whether that is adding them to the collection, selling them at book sales, or giving them away. Once materials are donated, they become the sole property of the library.

Digital Resources

Digital resources are a fundamental part of the library collection. They must meet the same criteria as the physical collection. Member libraries strive to maintain a well-rounded collection of digital materials accessible to patrons with a library card and internet access.

Cooperative Membership

Membership in the Wilderness Coast Public Library Cooperative provides:

- Shared ILS (Koha) platform fee
- Ebook service (Overdrive) platform fee
- Additional Overdrive ebook and audiobook purchases (level varies as funding permits)
- Courier delivery service to library locations
- Library website hosting and maintenance
- Payment or reimbursement for technical support (hardware and software)
- Internet filtering software (I-Boss) subscription
- Mango Languages (foreign language training) software subscription
- Chilton's Auto Repair database subscription

Intellectual Freedom Policy

Wilderness Coast Public Libraries adhere to the principles of the Freedom to Read Statement, the Freedom to View Statement, and the Library Bill of Rights adopted by the American Library Association. Freedom of expression is essential to a democratic form of government. As a public institution serving a free, democratic society, Wilderness Coast Public Libraries are committed to providing as expansive a range of materials as possible. Controversial materials are included in the library collection; they do not imply the approval of the contents by library staff. Materials will not be marked, sequestered, or removed to show approval or disapproval. No restrictions are made on what patrons may check out from their library.

Individuals or groups may question the inclusion of materials. They are free to select the materials they check out for themselves or for their minor children, but are not free to inhibit the freedom of choice for others. Libraries will not remove materials chosen with the criteria listed in this policy.

Reconsideration of Library Materials

If a patron wants the library to reclassify or remove a book from the collection, they must fill out the “Public Request for Reconsideration of Library Materials” form available at all member library locations. It must be completely filled out and mailed to the Central Administrator of the library cooperative. The Central Administrator will bring the form to the Wilderness Coast Public Libraries Board who will review the request and make the final decision adhering to the guidance found in the Library Bill of Rights, the Freedom to Read and the Freedom to View statements, and the American Library Association’s guidelines on intellectual freedom. The final authority rests with the Board.

Once the review is complete, a written response from the Central Administrator will be mailed to the patron.

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.ft rf.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.

Citizen's Request for Re-evaluation

All citizen's requests for re-evaluation will be reviewed by the Library Director and the Wilderness Coast Public Libraries Board. The individual submitting this form will receive a written response to this request. The request should be submitted to the Central Administrator at 1180 W. Washington St. Monticello, FL 32345

Citizen's Request for Re-evaluation of Library Materials

Item type (Circle one): book, print/audiobook/electronic magazine/newspaper, print/electronic music (cd) film/TV series (dvd) Author /book or artist/music: _____

Title of book or magazine/newspaper or music or film/TV series:

Individual requesting re-evaluation of materials: (your name, please print)

Complete Mailing Address: _____

Telephone #: _____

e-mail (optional): _____

Are you making this request for yourself, or on behalf of an organization?

(Circle one) For self- YES // On behalf of an organization- YES / Name of organization: _____

To what in the item do you object? Please be specific; (book: cite page #s or audio disc #) (magazine/newspaper: page #s) (music: specific lyrics) (film/TV series: scene or action)

Have you read/listened to/viewed the entire item? (circle) YES or NO

If you have not read/listened to/viewed the entire item, what part have you read/listened to/viewed?

What do you think might be the result or effect or consequence of reading /listening to/viewing this item?

3. In place of the item to which you object, what materials would you recommend that you feel would convey a more valid picture of or perspective on the topic?

Date submitted: _____

(your signature)

This request will be reviewed by the Library Director and the Wilderness Coast Public Libraries Board. The individual submitting this form will receive a written response to this request.

PLEASE NOTE: As stated in the Wilderness Coast Public Libraries Collection Development Policy, library materials are evaluated according to the principles of intellectual freedom as expressed in the American Library Association's Library Bill of Rights, Freedom to Read Statement, Freedom to View Statement and Statement on Labeling (documents which are available to the public at any Wilderness Coast Public Libraries location, or online at www.ala.org).