

Anadarko Community Library Collection Development Policy

Objectives

The Anadarko Community Library (ACL) places major emphasis on informational, recreational, and educational functions. It recognizes the importance of basic materials of permanent value and timely materials on current issues. Materials will be purchased in the format that best suits customer needs.

Guidelines

The Trustees of the Anadarko Community Library support the American Library Association's Library Bill of Rights and Freedom to Read Statement, and it serves as the basis for this policy and other lending policies of this library. Choice of materials will result from a variety of professional activities on the part of the Library Director. Reviews of new books from both professional journals and popular reviewing media form an important tool in the selection process. Recommendations from the staff and the public are also welcome and evaluated within the framework of the acquisition process.

Responsibility

The Library Director has the final responsibility for the selection of all materials to be incorporated into the library's collection, regardless of the mode of acquisition. The Library Director shall be responsible for expending available funds in an equitable manner so that all divisions of the collections receive a just proportion of said funds. It is the Library Director's responsibility to provide materials that are of both current interest and permanent value, that are up-to-date, that are responsible to the interest 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. The Library Director shall try to provide for a diversity of materials without exercising either direct or implied censorship. The selection of library materials is predicated on the customer's right of access to information and freedom from censorship. Selections will not be made on the basis of anticipated approval or disapproval but on the merits of the material itself.

It is the parents' or guardians' responsibility to determine which library materials are appropriate for their children. Selection of materials will not be inhibited by the possibility that materials may inadvertently come into the possession of minors.

General Selection Criteria

All acquisitions, whether purchased or donated, are considered in terms of the standards listed below. However, an item need not meet all of the criteria in order to be

acceptable. Materials are evaluated on the significance of the entire work rather than individual parts. When judging the quality of materials, several standards and combinations of standards may be used. The following principles will guide selection:

- Contemporary significance or permanent value
- Community interest
- Accuracy of content
- Reputation and/or the authority of the author, editor or illustrator
- Literary merit
- Relation to existing collection and to other materials on the subject
- Price, availability and demand
- Format and ease of use
- Scarcity of information in the subject area
- Availability of material in other area libraries
- Attention of critics, reviewers, media and public

Material – Formats

ACL offers materials in a variety of formats. Including but not limited to Fiction, Nonfiction, Large Print, DVDs, Audio visual, Young Adult Fiction, Young Adult Nonfiction, Children Easy, Children Fiction, Children Nonfiction, Braille, and Board books. Criteria for new formats and removal of old formats are at the discretion of the library based on a variety of factors such as usage, cost, space, availability and technology longevity.

Weeding Collection

Weeding the collection regularly and carefully is as important as selecting proper materials. In order to establish and maintain credibility for the library, these ideas must be considered:

- Remove out-of-date and incorrect materials
- Replace dirty, torn, and mutilated materials
- If replacements are not available in hardback, then paperback should be considered

Gifts and Memorial Policy

The Anadarko Community Library welcomes donations to help finance programs and purchase of equipment and materials for the Anadarko Community Library. All gifts to the Anadarko Community Library are tax deductible. Fund designations by donors will be honored.

Gifts of books and other items will be accepted on the condition that the Library Director has the authority to make whatever disposition she/he deems admissible, as in; put material in collection, book sale, or suggest material be offered to another library. Gifts shall be judged upon the same basis as purchased materials.

Request for Reconsideration

The Library Director will purchase and retain books and materials which are in keeping with the established policies set forth in the American Library Association known as The Library Bill of Rights and The Library Code of Ethics. (See Appendices Page for full text of each document)

Customers and members of the staff may advise the Library if they feel that material has been added to the collection in violation of this policy. The concerned person should contact the Library Director and fully complete a Request for Reconsideration of Materials form available at the front desk. (See Appendices Page for a copy of this form)

The Library Director will report this information to the Library Board at the next scheduled meeting. The Library Board will then determine if the material in question was selected according to this Policy. The concerned person will be notified by mail by the Library Director of the Board's decision. Challenged materials will remain in the collection until the Board's decision. Under no circumstances will the personal view or taste of either the Library Director or the members of the Library Board concerning the material be criteria in making a ruling. The determination will be made solely on the basis of compliance with the Collection Development Policy. The Library Board decision can be appealed to the City Council upon written request.

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.

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](#)

**Anadarko Community Library
Request for Reconsideration of Materials**

Title: _____

Author: _____

Publisher: _____ Publication Date: _____

Patron Name: _____

Organization: _____

Address: _____

Phone: _____

What is your objection to this material? Please be specific; cite pages or scenes:

Did you read the entire book or view the entire video?

Yes: _____ No: _____ If not, what parts? _____

Are there titles that you would recommend in place of this work?

According to the collection development policy, the Library has a process to follow when Library material has been challenged:

The Library Director will report this information to the Library Board. The Library Board will then determine if the material in question was selected according to this Policy. The concerned person will be notified by the Library Director of the Board's decision. Challenged materials will remain in the collection until the Board's final decision. Under no circumstances will the personal view or taste of either the Library Director or the members of the Library Board concerning the material be criteria in making a ruling. The determination will be made solely on the basis of compliance with the Collection Development Policy.

Signed _____ Date _____