

# NEVADA PUBLIC LIBRARY

<b>SUBJECT</b> <b>Collection Development Policy</b>	ADMIN 300-100
BOARD Approved: Revised: Reviewed:	SECTION <b>300 -- COLLECTION DEVELOPMENT</b>

## **Introduction**

Collection development and management are integral functions at the Nevada Public Library.

The Collection Development Plan sets forth the principles upon which a useful and well-rounded collection is built and maintained. It also serves to inform the public of procedures for adding materials to, and withdrawing materials from, the Library's collection.

Materials selection at the Nevada Public Library supports the Library's Mission Statement and is guided by the American Library Association's "Freedom to Read" statement and "Library Bill of Rights." As such, materials are selected for values of interest, information, enrichment and recreation for the residents of the Nevada community.

The Collection Development Plan outlines the principles on which the Library's collection is built, and addresses the extent to which the Library will purchase materials. These principles are expanded upon in the following sections that include responsibility for selection, criteria for selection, meeting patron demand, patron requests, access to materials, gifts, retention and weeding, reconsideration of materials, revision statement and collection development guidelines.

These sections describe the procedures used to support collection development at the Nevada Public Library.

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## **Philosophy and Goals**

The Nevada Public Library strives to provide a well-balanced and broad collection of materials in a variety of formats for all age groups based on the needs of the community.

The primary goal is to select, organize and make available print, audiovisual and electronic materials within the limitations of space and budget that meet the diverse educational, informational, cultural and recreational needs of its community.

The Nevada Public Library provides materials and services on an equal basis to all residents of its service area in order to achieve the goals of the Library as stated in its Mission Statement.

## **Community Profile**

### **General**

Nevada is located in the Southwest part of the state of Missouri and is the county seat of Vernon County. In 2010, the United States Census recorded the population to be 8,386. Of that population, 6.3% are under 5 years of age; 22.7% are under 18 years; 21.0% are 65 years and over. The median age is 35.9 years. Nevada comprises 8.98 square miles.

### **Education**

In Nevada, 90.6% of the population over the age of 25 are high school graduates, while 17.8% have a bachelor's degree or higher.

### **Income**

The median household income for Nevada is \$34,865. 16.2% of persons in Nevada live in poverty. 57.9% of Nevada residents age 16 and over are employed in the labor force.

### **Households, Families and Language**

There are 3,573 households in Nevada with 2.12 persons per household.

There are 2.1% of Nevada residents that are foreign-born and 1.6% that speak a language other than English in their homes.

77.3% of households have a broadband internet connection.

Statistics represent the Nevada (city of) Missouri as obtained from the United States Census Quick Facts estimates, July 1, 2019. (V2019)

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## Responsibility for Selection

Library staff responsible for assigned subject or format collections selects library materials under the guidance of the *NPL's Collection Development Guidelines Manual*. The ultimate responsibility for the Library's collection resides with the Library Director and Library Board of Trustees.

## Criteria for Selection

Library staff utilize their training, experience and professional knowledge in the selection of library materials. Standard professional journals, including Booklist, Horn Book, Kirkus Reviews, Library Journal, Publisher's Weekly and School Library Journal, should be consulted regularly for selection. Other specialized journals, catalogs, and websites may be consulted for selection in subject areas and formats not reviewed in standard professional journals.

Criteria for selection include, but are not limited to:

- Timeliness
- Accuracy
- Format
- Authority of the author
- Reputation of the publisher
- Readability, literary merit, organization and presentation of the information, subject or material
- Reviews in reputable journals or authoritative sources
- Community needs and demands
- Suitability of subject, style and reading level for the intended audience
- Item price and collection budget
- Relationship to other materials in the collection
- Representation of various interests and viewpoints
- Availability at consortium libraries or other libraries
- Requirements for special housing or packaging
- Permanent value to the collection

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## **Meeting Patron Demand**

Fiction and nonfiction titles for select high-demand authors, series and/or subjects may be purchased automatically through established standing order plans in an effort to make them available immediately upon publication. Hold lists should be monitored to meet patron demand. Additional copies may be purchased as the budget allows.

## **Patron Requests**

Patron suggestions for materials will be considered for purchase using the selection criteria outlined in the *Collection Development Guidelines Manual*. Requests are not automatically purchased.

## **Access to Materials**

Nevada Public Library is an affiliate of MALA (Mid-America Library Alliance) Get Connected Courier Delivery Service. Cardholders may borrow books from over 900 member libraries. As necessary, the Library will assist patrons seeking materials that are not owned by the Nevada Public Library by placing requests/holds through the MALA Interlibrary loan process. This service greatly expands the range of materials available to Library cardholders.

## **Gifts**

Gifts of books and other materials are accepted by the Library with the understanding that the Library may either add the gifts to the collection or discard the items in ways approved by the library board. The Library retains the authority to accept or reject gifts.

Funds are always welcome and a donor may recommend a subject of interest.

Gift suggestions will be accepted only if they are in keeping with the Library's Collection Development guidelines. Recognition of donations will be determined on a case by case basis. All gifts must be unrestricted offers without any limiting conditions unless the Library Director specifically agrees in writing to conditions or limitations. Board approval will be sought when there is a major commitment of space and funds. The Library will accept special collections only if this meets a recognized need in the collection. The Library cannot make a commitment to keep any collection or group of books on special shelves apart from other books in the Library.

The Library does not evaluate or appraise gift materials for tax purposes.

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## **Retention and Weeding**

Weeding of library materials is an integral component of collection development. An established weeding plan is essential for maintaining a viable, up-to-date and useful collection. The following criteria as determined by the collection managers will be used in selecting materials for withdrawal:

- Damage or poor condition
- Inaccuracy or a lack of authority
- Timeliness or obsolescence
- Number of copies in the collection
- Relevance to the needs and interests of the community
- Current demand and frequency of use
- Availability elsewhere including other libraries and online
- Deemed to be of an enduring nature
- Superseding editions of specific titles
- Space constraints
- Additional factors as they apply

Book plated items are subject to the same criteria for retention and weeding.

Materials in poor condition may be repaired, rebound or replaced, at the discretion of the technical services staff and/or the Library Director.

Materials withdrawn because of loss, damage or general condition are not automatically replaced.

## **Reconsideration of Materials**

A patron questioning the inclusion of any book or other library material in the Library's collection will be given a copy of the Overview section of the Collection Development Policy and other applicable documents. If the patron wishes to object to the inclusion of the work in question, the patron will be asked to fill out a Request for Reconsideration Form. The Library Director will appoint a staff and/or board committee of no fewer than three members who will review both the item in question and the Request for Reconsideration Form as completed. The committee will report back to the Library Director with a recommendation. The Library Director will inform the patron of the decision. If the complainant is not satisfied with the decision, a written appeal can be made directly to the Library Board President or the Library Director.

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## **Revision Statement**

The *Collection Development Guidelines Manual* should be reviewed annually by library staff. Procedures related to maintaining Library collections addressed in this plan may be adjusted as deemed necessary.

The Collection Development Policy, as approved by Nevada Public Library's Board of Trustees, governs the procedures outlined in the Collection Development Guidelines Manual.

The Collection Development Policy shall be reviewed by the Board of Trustees once every three years.

## **Appendix:**

- A) ALA Freedom to Read statement
- B) Library Bill of Rights

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## Appendix A:

### 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.*

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Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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

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

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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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](#)



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## Appendix B:

### 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.