

## Collection Development and Management Policy

*Mississippi Code 1972, **Library boards of trustees; organization; general powers and duties** Annotated 39-3-17 (h) accept such gifts of money or property for library purposes as they deem expedient; (i) on recommendation of library system director purchase books, periodicals, maps, equipment, insurance and supplies for the library system;*

*Mississippi Code 1972 § 39-3-367 **Aggregate statistics; release and use** from Laws 1992, Ch. 521, 3, eff. July 1, 1992 Aggregate statistics shown from registration and circulation records, with all personal identification removed, may be released or used by a library for research, planning and reporting.*

### *Mission:*

Collection Development and management is the process of identifying the strengths and weaknesses of a library's materials collection in terms of patron needs and community resources and attempting to correct existing weaknesses, if any. It is the process of making certain the information needs of the people using the collection are met in a timely and economical manner, using information resources produced both inside and outside of the organization.

### *Purpose of the Policy:*

It is the policy which guides future collection, selection, de-selection, and evaluation.

### *Collection Goals:*

It is the goal of the library to open its collection and facilities to the communities of Grenada County and surrounding counties.

The Library will provide a facility to serve the intellectual and educational needs of its users.

The library houses special collections in reference to its home state of Mississippi and genealogical sources referenced to its county and surrounding counties.

The Library actively seeks different formats to enhance its collection.

### *Collection Consideration:*

**Interlibrary Loan** – If a patron requests an item that is unavailable locally and is not deemed as an item key to the development of the local collection that item may be borrowed from another library if available for a nominal reimbursement cost for postage.

**Collection Responsibility and Selection** – The Director of the library is responsible for the final authorization of all collection purchases. Each staff member is asked to recommend collection purchases from a variety of sources they come into contact with... American Library Association recommended lists, journals, newspaper, radio, television, word-of-mouth, etc. Furthermore, Patrons are encouraged to recommend items that they deem as a positive addition to the collection.

Gift Policy – The library welcomes any gifts of money or reading materials one wishes to donate to the library but it is the discretion of the library whether to welcome that item into the collection or to give to the Friends of the Elizabeth Jones Library to place in their biannual book sale. Gifts are irrevocable; those not added to the collection or those deleted from the collection may be disposed of as the library director deems appropriate. Under no circumstances does the library director or any other library personnel appraise gifts but a receipt for the quantity may be requested. Book plates or labels will be placed in gifts identifying the donor or who the memorial is in memory of upon request. No gifts can be accepted with any specific restrictions, like shelving in a specific area or restricted to use by certain people. All donated gifts will be reviewed for: Subject Matter – it is needed to help build the collection, accuracy, and reading level; construction quality – good print quality, durable etc.; potential use – subject demand, additional format, etc.; relationship to the collection – alternate opinion, strengthen collection; bibliographic consideration – reputable reviews, appropriate.

### *Complaints:*

A citizen's request for reconsideration of material may be made by filling out a reconsideration form, but the final decision remains for the Library Board of Directors and the Library Director to decide. (Form located on page 4).

"Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment."—Article 3, Library Bill of Rights

"Intellectual Freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored. Intellectual freedom encompasses the freedom to hold, receive and disseminate ideas."— 1<sup>st</sup> Amendment of the Constitution / Intellectual Freedom and Censorship

### *Collection Assessment:*

The purpose of collection assessment, at Elizabeth Jones Library, is to continuously evaluate the accuracy and reliability of the information provided by the collection to its users. Furthermore, the use of the materials in the library and their circulation statistics outside the library help us evaluate the function or dysfunction of the materials within the library. A quantitative collection assessment is taken on a yearly basis through the use of Bibliostat Collect provided by the Mississippi Library Commission. Bibliostat Collect provides statistical information on items added and deleted during the year, growth of the collection, and material budget. Additionally, the inventory manager makes available statistical information such as: last checkout date, copyright date, lifetime circulation, etc., to assist library staff in removing unused items from the collection.

*Collection Maintenance:*

Weeding

The Elizabeth Jones Library performs a continuous weeding of all collections in accordance with the weeding method named CREW (continuous review evaluation and weeding) method. Disposal of withdrawn materials in good construction quality will be given to the Friends of Elizabeth Jones Library to sell in their biannual book sale. Withdrawn materials not in good construction quality will be destroyed.

3 Year Weeding Schedule

Year A 2007	Juvenile Reference Juvenile Non-Fiction & Fiction Young Adult Non-Fiction & Fiction Video's (DVD & VHS) Recorded Books (Tapes, CD's, Playaways)
Year B 2008	Large Print Fiction & Non-Fiction Adult Fiction Romance
Year C 2009	Adult Non-Fiction Westerns Mysteries Reference

Special Collections:

The special collections of The Elizabeth Jones Library contain rare and unique resources for the free use of the general public. The special collection located in the Genealogy Room contains many materials helpful for local history research. All patrons must sign in at the registration desk and leave any bags or purses behind the desk before using the Genealogy Room. The special collection located in the Mississippi Room contains Mississippi laws, county histories, government statistical information, Mississippi history, etc. Copies may be made of any item in either special collections room, but materials may not be checked out and taken from the building. Copies from the Microfiche machine in the genealogy room are .25 each, while copies from the standard copier are .20 each. Staff is available to provide assistance with the equipment and to offer minimal research assistance in regard to 'getting started'.

The Following Policies and Statements from the American Library Association are adopted:

- Library Bill of Rights
- Code of Ethics
- The Freedom To Read Statement
- The Freedom To View Statement
- Libraries: An American Value
- Challenged Material

# Citizen Request for Reconsideration of Materials

---

---

Initiated by (name) \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

Group affiliation (if any) \_\_\_\_\_

Material in question \_\_\_\_\_

Author \_\_\_\_\_

Title \_\_\_\_\_ Copyright date \_\_\_\_\_

Format  book  periodical  CD-ROM  other (please specify) \_\_\_\_\_

Publisher \_\_\_\_\_

Please respond to the following questions. If you need more space, please attach additional pages.

1. Did you read/hear/view the entire work?  Yes  No
  
2. If not, which part did you read or view?
  
  
  
  
  
  
  
  
  
  
3. Specifically what part of the information did you find objectionable? (Please cite pages, frames, sections of CD-ROM, etc.)
  
  
  
  
  
  
  
  
  
  
4. For what age group(s) would you recommend this material?
  
  
  
  
  
  
  
  
  
  
5. Have you read our Library's Collection Development & Management Policy?  Yes  No
  
  
  
  
  
  
  
  
  
  
6. What do you believe is the theme or purpose of the work?
  
  
  
  
  
  
  
  
  
  
7. Could you find any value in the work? (Please describe.)
  
  
  
  
  
  
  
  
  
  
8. Are you aware of any professional reviews of the work? (Please list.)
  
  
  
  
  
  
  
  
  
  
9. How would individuals be affected by exposure to this work?
  
  
  
  
  
  
  
  
  
  
10. What do you suggest the library do about this material?
  
  
  
  
  
  
  
  
  
  
11. What material of equal value would you recommend to convey a similar picture or perspective?

Signature \_\_\_\_\_ 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.

---

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

## Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. **We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.**
- II. **We uphold the principles of intellectual freedom and resist all efforts to censor library resources.**
- III. **We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.**
- IV. **We respect intellectual property rights and advocate balance between the interests of information users and rights holders.**
- V. **We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.**
- VI. **We do not advance private interests at the expense of library users, colleagues, or our employing institutions.**
- VII. **We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.**
- VIII. **We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.**

Adopted June 28, 1997, by the ALA Council; Amended January 22, 2008.

## 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.

## 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**

## **Libraries: An American Value**

Libraries in America are cornerstones of the communities they serve. Free access to the books, ideas, resources, and information in America's libraries is imperative for education, employment, enjoyment, and self-government.

Libraries are a legacy to each generation, offering the heritage of the past and the promise of the future. To ensure that libraries flourish and have the freedom to promote and protect the public good in the 21st century, we believe certain principles must be guaranteed.

To that end, we affirm this contract with the people we serve:

- We defend the constitutional rights of all individuals, including children and teenagers, to use the library's resources and services;
- We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve;
- We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services;
- We connect people and ideas by helping each person select from and effectively use the library's resources;
- We protect each individual's privacy and confidentiality in the use of library resources and services;
- We protect the rights of individuals to express their opinions about library resources and services;
- We celebrate and preserve our democratic society by making available the widest possible range of viewpoints, opinions and ideas, so that all individuals have the opportunity to become lifelong learners - informed, literate, educated, and culturally enriched.

Change is constant, but these principles transcend change and endure in a dynamic technological, social, and political environment.

By embracing these principles, libraries in the United States can contribute to a future that values and protects freedom of speech in a world that celebrates both our similarities and our differences, respects individuals and their beliefs, and holds all persons truly equal and free.

**Adopted February 3, 1999, by the  
Council of the American Library Association**

## Challenged Materials:

### *An Interpretation of the Library Bill of Rights*

The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined materials selection policy in written form that reflects the **Library Bill of Rights**, and that is approved by the appropriate governing authority.

Challenged materials that meet the criteria for selection in the materials selection policy of the library should not be removed under any legal or extra-legal pressure. The *Library Bill of Rights* states in Article I that “Materials should not be excluded because of the origin, background, or views of those contributing to their creation,” and in Article II, that “Materials should not be proscribed or removed because of partisan or doctrinal disapproval.” Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line. The Constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. An adversary hearing is a part of this procedure.

Therefore, any attempt, be it legal or extra-legal, to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.

---

Adopted June 25, 1971, by the ALA Council; amended July 1, 1981; January 10, 1990.