

Franklin Public Library

Collection Development Policy

(Adopted 08/23/2010)

In support of its mission Franklin Public Library is committed to serving the informational, educational, cultural, and recreational needs of all residents of the community. The purpose of this collection development policy is to guide the librarians and inform the public of the principles on which library materials are selected, maintained, and evaluated.

OBJECTIVES OF THE LIBRARY'S COLLECTION

- To promote literacy and lifelong learning for residents of all ages
- To increase knowledge of affairs of the community, the country, and the world
- To provide self-help information
- To provide access to a variety of opinions on matters of current interest and encourage freedom of expression
- To enrich education and enhance career and job-related knowledge and skills
- To maintain a virtual collection of resources that is accessible twenty-four hours a day, seven days a week
- To provide materials that entertain and enhance the individual's enjoyment of life
- To encourage lifelong reading habits, especially in children

COLLECTION MATERIALS AND FORMATS

The library's collection offers a wide range of materials, in a variety of formats, for users of all ages, all educational levels, and all socio-economic backgrounds. "Materials" has the widest possible meaning and includes but is not limited to print, audiovisual and electronic formats. In addition the library provides further access to the world of knowledge and ideas through electronic access and inter-library loan.

Of special interest is the library's genealogy collection; including local histories, family histories, marriage, census, cemetery and obituary records.

SELECTION PROCEDURES

The ultimate responsibility for the selection of material rests with the Library Director, who operates within the framework of policies determined by the Library Board of Trustees.

Some of the factors which will be considered in adding to or removing materials from the library collection shall include: present collection composition, collection development objectives, interest, demand, timeliness, audience, significance of subject, diversity of viewpoint, and budgetary and space restrictions.

No library material that meets the selection criteria shall be excluded because of the origin, background, or views of the author or those contributing to its creation. Not all materials will be suitable for all members of the community. Selection of material by the library does not indicate an endorsement of the contents or the view expressed in those materials.

SELECTON TOOLS

Among the selections tools used by librarians are professional library journals, trade journals, subject bibliographies, publishers' promotional materials, and reviews from reputable sources. Librarians should also be aware of material reviewed in national newspapers and magazines, local publications, the broadcast media, and from reputable sources available via the Internet.

COMMUNITY PARTICIPATION

The library encourages input from the community concerning the collection through suggestions or feedback. Suggestions may be made in person or by completing a Suggestion for Purchase form. It is the library's intent that suggestions for purchase be used to help the library in developing collections which serve the interests and needs of the community. Suggestions for purchase of a particular item or subject will be evaluated in accordance with the Collection Development Policy.

GIFTS AND MEMORIALS

The Franklin Public Library is grateful for gifts of used or new books, periodicals, and other library materials. Library materials donated to the library and items given as memorials must meet the same selection criteria as purchased materials and are subject to the following limitations.

- The library retains unconditional ownership of the gift.
- The library makes the final decision on the use or other disposition of the gift.
- The library reserves the right to decide the conditions of display, housing and access to the materials.

Monetary gifts to the collection are welcome and may be designated as memorials.

- Donations of money designated for the periodicals and newspapers collection are accepted in lieu of actual subscriptions. These contributions offset the high cost of periodical subscriptions and maintain the continuity of subscriptions from year to year.
- Donors of the funds may suggest subjects or titles to be acquired with their donation, but the library reserves the right of final decision.

COLLECTION EVALUATION, MAINTENANCE, AND WITHDRAWAL (WEEDING)

The library collection shall be organized and maintained to facilitate access. There shall be no prejudicial labeling, sequestering (except for the purpose of protecting from theft or damage), or alteration of materials.

Library materials are continuously assessed for their condition, accuracy, currency, and performance within the context of the total library collection, as well as for their continuing relevance to library users. The withdrawal of materials is a formal process conducted by knowledgeable staff as a necessary method to maintain collection vitality, size, and scope.

While the library attempts to maintain copies of standard and important works, it does not automatically replace all material withdrawn due to loss or damage. In making a decision as to whether or not an item will be replaced, staff will consider the following factors:

- Is the item still available
- Would an updated, newer, or revised item or format better serve the same purpose
- Is there sufficient demand to replace the item
- Does the item have historical value
- Is the item available for loan from another source
- Additional coverage of the subject within the collection
- Cost of replacement

RECONSIDERATION OF LIBRARY MATERIALS

The library recognizes that many materials are controversial and that any given item may offend some individuals. The Board of Trustees recognizes the right of individuals to question material in the library's collection. An individual questioning material in the collection is encouraged to discuss their concerns with members of the staff. To formally state his/her opinion a Request for Reconsideration of Library Materials form must be completed in its entirety and submitted to the Library Director. The Library Director will consider each request and send a written response within 30 days.

In the event that the individual who initiated the request is not satisfied with the response of the Library Director, he or she may appeal the matter to the Library Board of Trustees. The Board, after hearing the complaint, may either wish to appoint a special review committee or recommend a policy regarding the item in question. In either case, a letter will be sent to the resident informing him or her of the Board's decision.

Until a final examination has been made and a final decision reached no such removal or restriction of the item shall take place.

Since all political, religious, and social opinions should be represented in a public library, no group or individual will be permitted to impose a partisan emphasis upon the library's collection. Frankness of language, a widespread and contemporary phenomenon, will not be, in itself, sufficient justification to remove or restrict material. Each item will be judged on its own merit.

INTELLECTUAL FREEDOM

Intellectual freedom is the basis for our democratic system. The Board of Trustees fully supports the right of every individual to both seek and receive information from all points of view without restriction; believing the only acceptable censorship is self-censorship.

The Franklin Public Library Board of Trustees believes that reading, listening and viewing are individual, private matters. While anyone is free to select or reject materials for themselves or their own minor children, the freedom of others to read, listen and view cannot be restricted. The library would never presume to usurp the role of the parent. Only parents and guardians have the right and responsibility for guiding and directing the reading, listening and viewing choices of their own minor children. No restrictions on access to information are made by the library.

The Franklin Public Library Board of Trustees supports the guidelines by the American Library Association in its Library Bill of Rights, Freedom to Read Statement and Freedom to View Statement and considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution.

REVISION OF POLICY

This collection development policy will periodically be evaluated and revised to reflect changing community needs and additions of new formats of library materials as they become available.