Anderson County Library Board
Collection Development Policy

The Anderson County Library Board has adopted the following Collection Development Policy to guide the librarians and to inform the public about the principles upon which library collections are developed and maintained.

The library collection supports the mission of the Anderson County Library Board:

“Anderson County Libraries inform, educate, culturally enrich and entertain the citizens of Anderson County, Tennessee.”

RESPONSIBILITY FOR SELECTION

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Anderson County Library Board. This responsibility may be shared with other members of the library staff; however, the director has the authority to reject or select any item contrary to the recommendations of the staff or public.

CRITERIA FOR SELECTION

The selection of materials is influenced by the following factors:

- Public demand and relevance to the community interest and needs;
- Professional reviews;
- Content and authority, effectiveness or presentation;
- Need for additional or duplicate materials in existing collections;
• Physical limitations of the building;
• Budgetary considerations;
• Availability of material through interlibrary loan and special collections in the area;
• Suitability of the format of the material for library use.

Formats:
Material is purchased in the most appropriate format for library use. New formats will be considered for purchase as demand and use dictates. Some titles may be purchased in several formats in order to serve the most patrons. Availability of items in the format, the cost per item, and the library’s ability to acquire and handle the items will also be factors in determining when a new format will be collected. Similar considerations will influence the decision to delete a format from the library’s collection.

Gifts:
Gifts of books and other materials may be accepted with the understanding that once they are donated the items become the property of the library and can be used or disposed of as deemed appropriate. New titles acquired in this manner are subject to the same criteria as materials purchased. If gifts do not meet these criteria, they may be conveyed to the Friends group of each library, sold, or otherwise be disposed of. Replacements and duplicate copies will be added to the collection only if needed. The costs of processing and the availability of shelving space are also factors in determining the acceptance of gifts. The library does not provide valuations of gifts for tax deduction.
COLLECTION EVALUATION

Replacement of material is dependent upon condition, current demand, usefulness, and/or availability of newer editions. The library collection will be continually evaluated in order to ensure that the library is fulfilling its mission. Statistical tools will be studied to determine how the collection is being used and how it should change in relation to usage. This ongoing process of weeding is the responsibility of the library director and is authorized by the Anderson County Library Board.

In order to properly maintain the collection, the library will follow the Tennessee Minimum Standards for Non-Metropolitan Public Libraries (http://www.state.tn.us/tsla/) and the CREW Manual in weeding the collection (http://www.tsl.state.tx.us/ld/pubs/crew/guidelines.html). Withdrawn materials may be conveyed to the Friends group of each library, sold, or otherwise be disposed of.

RECONSIDERATION

The Anderson County Library Board recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

The Anderson County Library Board endorses the American Library Association’s Library Bill of Rights, and related statements. (See appendages A thru D)

The libraries collect a wide variety of material to meet the varied demands of a diverse population and attempts to achieve as balanced a collection as possible, representing many points of view. The Anderson County Library Board acknowledges the right of each library user to disagree with the library’s selection decisions and provides a procedure to allow the item in question to be reconsidered for inclusion in the collection.
There is provision for reconsideration of challenged materials:

- The library director or ‘Person in Charge’ will discuss the nature of the person’s concern.
- A formal written request for reconsideration is available. (See attached form)
- A Citizen Request for Reconsideration of Library Materials form must be signed, dated, and returned to the library director.
- Upon receipt of the form, the library director, a staff member, and an ACLB board member will read, view or listen to the material.
- The library director will respond in writing.
- In the event that the person who initiated the request is not satisfied with the decision of the library director; they may request, in writing, a hearing before the Anderson County Library Board.
- The Anderson County Library Board may make the request an agenda item and the person will be notified of the time and place of the Anderson County Library Board meeting.
- All voting members of the library board will read or view the material in its entirety before making their vote.
- The Anderson County Library Board will make the binding decision by voting to uphold or override the status of the request for reconsideration of the library material.
Citizen Request for Reconsideration
Of Library Materials

Author______________________________________________

Title______________________________________________________________________________

Publisher/Date____________

☐ Book
☐ Periodical
☐ Other

Please state the reason your request.

______________________________________________________________________________

______________________________________________________________________________

Have you read/viewed/listened to this work/exhibition in its entirety?

______________________________________________________________________________

______________________________________________________________________________

What are the positive points of this material?

______________________________________________________________________________

______________________________________________________________________________

What would you like the library to do about this work?

______________________________________________________________________________

______________________________________________________________________________

Have you read the ACLB Collection Development Policy?

______________________________________________________________________________
Request initiated by:_________________________________________________________

Address____________________________________________________________________

State_________ Zip_________ Phone___________________________________________

Do you represent:
_________ Yourself
_________ Organization

Organization name, if applicable:___________________________________________

Date:_______________________

Signature of Patron:___________________________

Date:_______________________

Received by:___________________________
The Anderson County Library Board agrees to abide by the following:

Links

American Library Association Freedom to Read Statement
http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement

American Library Association Library Bill of Rights
http://www.ala.org/advocacy/intfreedom/librarybill/

American Library Association Labeling and Rating of Library Materials
http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/labelingrating

American Library Association Access to Digital Information, Services, and Networks
http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/accessdigital

American Library Association Free Access to Libraries for Minors
http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/accessdigital