

Oliver Springs Public Library Collection Development Policy

Mission Statement

The mission of the Oliver Springs Public Library is to serve as a popular materials center and to support the informational needs of its users to promote lifelong learning.

I. Purpose

The library serves all citizens in its service area representing a wide variety of age groups and interests. The library acts as a recreational, educational, informational, and cultural center.

The Oliver Springs Public Library supports the right of patrons to access a wide range of materials and information, using materials either held or obtained through the Oliver Springs Public Library, in an effort to offer the citizenry the opportunity to be informed on various issues. The library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association.

The public library accomplishes these missions through the provision of an updated collection of available materials and technology.

This collection development policy shall serve as a guiding document for the Library Director and to inform the public about the principles upon which resource selections are made for inclusion or withdrawal in the collection. This policy shall be reviewed annually by the Roane County Library Board.

II. Responsibility for Selection

Responsibility for the selection of library materials rests ultimately with the Library Director, using this Collection Development policy as approved by the Roane County Library Board and in compliance with federal and state law. All books selected for purchase will be first reviewed by the Library Director, with a list of newly acquired materials for the collection shared with the Roane County Library Board of Trustees.

Books and materials which contain sexual themes or content will be reviewed by the Library Director independently for age-appropriateness and cataloged accordingly, even if this overrides the age-appropriateness recommended by the publisher.

III. Collection Development Goals and Guidelines:

The Library Director will select materials based on their professional knowledge, best seller lists, award-winning or critically acclaimed materials and utilizing professional review resources. Library patrons are also welcomed to make recommendations for additions to the collection. The library does not guarantee that all titles recommended will be purchased. Materials will be added to the collection, provided they meet the criteria outlined in this policy. Every effort will be made to acquire, through our Interlibrary Loan program, materials not purchased.

The library will strive to collect materials that:

1. Enrich and support the recreational, informational, and educational needs of its users, taking into consideration varied interests, abilities, and learning styles.
2. Represent different points of view on a subject.
3. Support business, cultural, recreational, and civic activities in the community.
4. Stimulate self-knowledge and growth.
5. Enhance job related skills.
6. Increase knowledge of, and participation in, the affairs of the community and the broader world.

These standards for selection will apply to the Children's, Young Adult, and Adult library collections.

IV. Material Formats

Library materials are critical to the public's investment and participation in the public library program. Currently, the library collects materials in these formats: print, CDs, DVDs, and downloads. These formats are chosen because they are available, affordable, and preferred by library patrons. As other formats are developed and fit these categories, they will be assimilated into the library collection.

V. Materials Deselection Criteria (Weeding)

In order for the Oliver Springs Public Library to maintain a viable source of current and useful information for the community, materials must be systematically evaluated and may be removed when they are deemed no longer useful. When considering items to be removed, the following questions will be addressed;

- A. Is the material misleading (and/or factually inaccurate)?
- B. Is the material damaged or worn beyond repair?
- C. Is there a newer edition of this material?
- D. Is this material still of discernable literary or scientific merit?
- E. Does the community still have interest in or need for this item?
- F. Is this item a duplicate title?
- G. Is the title of historical value or interest?

Systematic weeding of materials provides benefits such as;

- Space – materials selected for weeding may provide the shelf space required to continually update the collection to maintain currency and relevancy to the community.
- Time – crowded shelves full of dilapidated books impedes time and raises the frustration level of patrons and staff when looking for a title.
- Appearance – replacement or discarding of less useful materials can increase circulation through enhanced shelf appearance.

Materials that are discarded from the collection will be removed from the library catalog and marked as being discarded. Discarded items will be included in the Oliver Springs Public Library free giveaways bin or book sales, when provided.

VI. Gifts and Monetary Donations

Donations of materials are accepted in accordance with this collection development policy and selection criteria. Because of the limitation of space and these policy requirements, the library reserves the right to add to the collection or discard all materials, including donations, at its discretion. The library does not provide evaluations of gifts for tax deduction purposes.

Monetary contributions “In Honor of”, or “In Memory of” another person may be made to the library. Checks should be made out to “Oliver Springs Public Library”. Topics or specific materials may be suggested.

VII. Reconsideration of Library Materials

The Oliver Springs Public Library is aware that items within the collection express a wide variety of viewpoints and some patrons may find any given item to be offensive. Materials are selected on the merits of the entire work and the library does not promote any particular viewpoints or beliefs. Inclusion of any material in the collection should not be taken as an endorsement of the belief or viewpoint of an author, vendor or topic. Materials should not be excluded or removed from the library on the basis of race, nationality, political, social, religious or sexual orientation.

Residents within the legal service area of the Oliver Springs Public Library who are dissatisfied with certain library materials offensive may request that the library reconsider those items.

Formal requests to have materials reconsidered are made by completing the Request for Reconsideration form, which will be provided to the resident, as well as a copy of this Collection Development policy. Materials should be reviewed in their entirety and not have selected portions taken out of context. The completed form must be submitted to the library director.

Once the request is received, the Library Director will then review the request and material in its entirety. After the review, the Library Director will issue a written reply to the petitioner, which shall be no later than 30 days upon receipt of the Reconsideration Request, informing them of the Library Director's decision.

If the resident is not satisfied with the decision issued by the Library Director, they may submit a written appeal to the Roane County Library Board. A group of Trustees from the Library Board will review the material in question (in its entirety), taking into consideration this Collection Development policy. A decision will be issued by the Library Board within 60 days of the date of the appeal. The Board will issue its decision in a public meeting, with the results of their decision being included in the official minutes, which will be made publicly available. The Board's decision is binding for one calendar year. The petitioner must be present for the scheduled meeting with the Library Board of Trustees and will be informed of the date the meeting will occur. Failure to appear at the meeting will result in the withdrawal of the complaint. From the date on which a decision is made, the material may not be challenged for one calendar year.