

PATASKALA PUBLIC LIBRARY  
COLLECTION DEVELOPMENT POLICY  
APPROVED 5/20/97

The following Collection Development Policy is adopted to serve as a guide to Library staff who select Library materials and to provide the public with a description of the Library's principles.

**Mission Statement**

The mission of the Pataskala Public library is to support the educational, informational and recreational needs of the youth and adults of southwestern Licking County by providing free access to a variety of print and non-print materials and related services. (Approved by the Library Board of Trustees December 11, 1995, Amended July 22, 1997, August 27, 2002)

**Legal and Professional Standards**

The Library Board considers all material selected under this policy to be protected under the First Amendment of the United States Constitution and the Constitution of the State of Ohio. If a person claims that a particular item is not constitutionally protected, the burden of proof rests with the person making that claim. The Library Board formally endorses the following Statements that protect the individual right of choice and the intellectual freedom of all Library users (copies of each statement in appendix):

Library Bill of Rights and its interpretations

Freedom to Read

Freedom to View

Ohio Children's Library Bill of Rights

Students Right to Read

**General Principles**

The collection of the Pataskala Public Library is intended to meet the information, reference and recreation needs of its users. The collection will represent balanced coverage of opinions so that users can examine all sides of an issue. This balance will be achieved by representing a diversity of ideas, not necessarily an equality in numbers. Representation of an idea, opinion or school of thought within the Library's collection does not constitute endorsement by the staff or the Library Board.

Library materials are selected on the basis of their content as a whole and will not be excluded because of the origin, background or views of those contributing to their creation. Materials will not be restricted, sequestered or labeled by the Library because of controversy about the author or the subject matter. Selections will not be made on the basis of any anticipated approval or disapproval but solely on the merits of the material.

Materials will be selected that represent all points of view, including some that are controversial or objectionable to some people. It is the Library's responsibility to provide alternatives, patrons make their own choices. Selection by patrons of reading, listening or viewing materials is a purely individual matter and that while each patron is free to reject for himself or his own minor children those Library materials to which he does not approve, no one can exercise this right to restrict the freedom of others to read or use Library materials. The Library does not stand in loco parentis; responsibility for the reading, listening or viewing of minor children rests with their parents or legal guardians.

**Responsibility**

The Board of Trustees and staff of the Pataskala Public Library are responsible for upholding this policy. All Library materials are selected by trained, experienced staff who will be expected to apply this policy fairly and consistently. Ultimate responsibility for all Library selections rests with the Library Director.

### **Criteria for Selections**

The following criteria will be used as a general guideline for the evaluation of all materials that are donated or considered for selection. No single work needs to meet a certain number of criteria in order to be selected. Requests by patrons are considered in the context of the entire Library collection, the selection criteria and the availability of the material through other means (interlibrary loan, electronic format etc.). Demand will not be the sole criterion for selection. Duplication of an individual work is permitted based on the selection criteria.

- Relevance to community demand and need
- Authority of the author and/or publisher
- Literary merit or artistic quality
- Accuracy and reliability of information contained in the work
- Timeliness of content
- Viewpoint of the author, with the goal of providing a diversity of ideas
- Relationship to other parts of collection
- Available space
- Replacement
- Durability of format

### **Exclusions**

Materials that fit the following descriptions will not be selected.

- Textbooks
- Material in formats that are not durable in a Library setting
- Materials that do not make reasonable use of available space

### **Discarding**

Libraries must regularly discard materials in order to maintain balanced, up-to-date, attractive collections. This is a continuous process that will be performed by trained, experienced Library staff. The final disposition of all discarded material will be made at the discretion of the Library Director. Discarded material will not automatically be replaced. The need for replacement of any discarded material will be related to the number of duplicates in the collection, the adequacy of the collection's holdings in the field and the criteria outlined below.

- Material is worn or damaged
- Material is a duplicate which is no longer in demand
- Outdated material
- A newer edition or newer information is available
- The material is superseded by other material in collection
- Little or no use
- Lack of space

### **Gifts**

All donated material must meet the same criteria as new material in order to be added to the collection. The Library reserves the right to determine use or disposal of all donations. The Library will not attempt to place monetary value on any donations. The Library will not accept donated materials presented in place of fines or fees.

### **Reconsideration of Library material**

Patrons have the right to request that Library materials be reconsidered. The Library staff member handling the request should try to explain the Library's material selection process and policy. Patrons who wish to pursue requests further should be referred to the Library Director. If the Library Director cannot resolve the request, the patron will be given a copy of the Library's Collection Development policy and Reconsideration Form.

The Reconsideration Form should be filled out and returned to the Library Director who will inform the Library Board of its receipt. The Library Director will meet with the Staff Selection committee and consider request. The recommendation of the Staff Selection committee will be referred to patron and the Library Board.

The patron can appeal the decision of the Staff Selection committee to the Library Board. If the patron wishes to appear before the Library Board, the Library Director must be notified at least 10 days in advance of the Library Board meeting (regular meeting dates, 4<sup>th</sup> Tuesday of each month, 7:30 p.m.). Written appeals must be submitted to the Library Director at least 10 days in advance of the Library Board meeting and will be inserted in the Library Board's meeting packet.

The Library Board will either request an oral presentation from the patron during the appropriate agenda time (Communication/Public Participation) or discuss the written appeal during the appropriate agenda time (Communication/Pub Participation). All oral presentations will be guided by the approved Public Participation policy (copy attached). The Library Board will take one of the following actions:

1. Retain the material in the collection
2. Withdraw the material

The Library Director will inform the patron in writing of the Library Board's action on the appeal.