

COLLECTION DEVELOPMENT POLICIES for Piedmont Regional Library System

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INTRODUCTION

INTELLECTUAL FREEDOM STATEMENT

The American Library Association (ALA) actively advocates and educates in defense of intellectual freedom—the rights of library users to read, seek information, and speak freely as guaranteed by the First Amendment. Intellectual freedom is a core value of the library profession, and a basic right in our democratic society. A publicly supported library provides free, equitable, and confidential access to information for all people of its community.

The Piedmont Regional Library subscribes to the Library Bill of Rights of the American Library Association, appended to this Policy.

MISSION STATEMENT

The mission of the Piedmont Regional Library is to empower people, raise aspirations, and build quality of life.

COMMUNITY STATEMENT

The public libraries in this system serve residents of Banks, Barrow and Jackson counties. These residents are diverse individuals who come from a wide variety of communities, ranging from farms to small towns to rapidly growing municipalities. All patrons are important and their needs are to be met whenever possible. Each library strives to be responsive to its own communities and to the people who make up its user groups. As a part of the three-county system, each library agrees to share its materials with other libraries in the system whenever possible, thus broadening the available collection for all.

I. MATERIALS SELECTION POLICY

SELECTION RESPONSIBILITY

The Piedmont Regional Library abides by the Requirements for Public Library State Aid Grant Funds of the State of Georgia, specifically as follows:

1.1 Library System governing Boards of Trustees shall adopt and maintain a current Collection Development Policy for all libraries within the Library System.

The selection of all books and materials purchased with state funds will be done by either the professional staff at headquarters or library managers. Staff will evaluate available resources and needs and will consult appropriate selection aids for selecting materials. These aids will include professional journals and published critical reviews.

The regional system's professional staff will work with each affiliated library manager to insure that materials needs are met at each affiliated library.

Recommendations for purchase from patrons will be considered.

The selection of all materials funded by local tax dollars or donated money shall be subject to the Collection Development Policy. Titles to be purchased may be selected by that library's manager in collaboration with the professional selectors at headquarters. For titles in question, the headquarters library will have final authority of selection.

FUNDING ALLOCATIONS

In accord with the requirements for state aid grant funds:

2.2.1 The Public Library Materials Grant, when available, shall be used for the purchase of Library Materials and the cataloging and processing of these materials in accordance with the Library System Collection Development Policy. Materials grants will be determined annually depending on available funding.

Each library is encouraged to find local sources of funding for books and materials.

MATERIALS AND PROCESSING FUNDING

The Regional Office will catalog and process materials for all libraries in the region. All materials added to the collections of Piedmont Regional Libraries fit in one of two basic categories:

1. State Materials Grant

Includes materials purchased with funds furnished by the State of Georgia. The Library Director allocates those funds by county as the state requires.

2. Non-State Materials - fall under three basic categories:

- Money collected through a grant or individual donations
- Books and other materials purchased by a local funding agency
- Donated materials

CRITERIA FOR SELECTION

In order to achieve the fundamental purpose of libraries – organized access to information and service to all citizens – and in order to safeguard basic freedoms of our democracy, Piedmont Regional Library System provides the following guidelines in collection development for all of its libraries:

Make available the widest possible variety of contemporary ideas, views, and expressions, including the unorthodox and unpopular as embodied in works judged meritorious by competent critics.

Provide the basic classic works in every field of knowledge.

Provide current works of fiction and non-fiction as appropriate for general entertainment, enlightenment, and informal education.

Support the formal educational curriculum of area schools by providing supplemental materials.

Build a strong collection of children's materials appropriate for various ages.

Conform to the present obscenity laws but resist the efforts of any groups or individuals to impose their own concepts of politics or morality upon the library collection.

In recognition of the fact that information comes in diverse forms, the library will acquire materials in a variety of formats as need and demand dictate.

II. WEEDING AND DISCARD POLICY

Collections will be weeded and materials discarded according to professional standards of collection maintenance and following the PRLS Weeding Schedule. Discards will be handled by donation to Friends book sales or to other book sales sponsored by non-profit organizations, or by actual discard of those materials no longer appropriate for any other disposal due to poor condition, etc. Weeded or discarded materials originally purchased with tax dollars are not to be given to any one patron for his or her own personal use.

Piedmont Regional Library System Annual Weeding Schedule

September	Adult Nonfiction 000s, 100s, 200s, & 300s
October	All Audiovisual
November	Adult Fiction
December	Adult Nonfiction 400s, 500s & 600s
January	Adult Nonfiction 700s & 800s
February	Adult Nonfiction 900s
March	All Other Fiction (Easy, Juvenile, Young Adult, Large Print)
April	All Other Nonfiction (Easy, Juvenile, Young Adult, Large Print)
May	Adult Reference

III. MATERIALS RECONSIDERATION POLICY

No duly selected materials whose appropriateness is challenged shall be removed from the library except upon the recommendation of a review committee followed by formal action of the Piedmont Regional Library Board.

Procedures to be observed:

1. All complainants must complete the [Piedmont Regional Library System Materials Reconsideration Form](#) furnished by the library if they wish to request reconsideration of library material.
2. Upon receiving the completed complaint form, the headquarters professional staff shall review the material and gather critical reviews and/or any selection information relevant to the material.
3. The Regional Director shall appoint a review committee to discuss the material in question and to prepare written report containing their recommendations about the material.
4. The Piedmont Regional Library Board shall consider the recommendation from the review committee and make the final decision on the material by formal vote of the regional board.
5. The Regional Director shall notify the complainant in writing of the decision of the board.

IV. DONATED MATERIALS ACCEPTANCE POLICY

Piedmont Regional Library will add donated materials that enhance the library's collection. Materials in the following condition will not be added:

- Yellow/ discolored pages
- Faded, warped, loose or frayed covers
- Loose, missing or torn pages
- Incomplete sets
- Pencil, ink or other distracting markings
- Outdated information
- Offensive odors
- Poor bindings
- Irrelevance to a public library collection

Donated materials are accepted with no strings attached and the individual library has final authority to dispose of items not added to the collection. A [Piedmont Regional Library System Donated Materials Form](#) will be offered to the patron.

While condition of materials should always be a factor, those of local interest, history and genealogy may generally be exceptions to these rules.

Regional Office Staff has the final authority as to whether an item will be added. Appeals by branch staff can be made to the Director.

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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.