OPM: Section 7 - A

Collection Development and Access to Information and Materials

A. General Governing Factors

The Library Board of Trustees of the Wayne Public Library system recognizes that American Democracy functions only when the full range of human ideas is accessible to the people and when proponents of the various points of view are able to fully and openly make their case, however popular or unpopular it may be.

The Board further recognizes that this principle is embodied in the First Amendment of the Constitution which protects the free expression of ideas and in American Public Libraries which provide access to those ideas. Thus, the library collection is a marketplace of ideas which are contained in varied and divergent materials.

The collection of the Wayne Public Library system is designed to fulfill this ideal. In striving to meet this goal, the library will adhere to the LIBRARY BILL OF RIGHTS and its interpretations, and to the American Library Association FREEDOM TO READ and the American Library Association FREEDOM TO VIEW statement.

Attachments:

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References: Library Bill Of Rights
American Library Association Freedom To Read
American Library Association Freedom To View

Approved: Wayne Public Library Board of Trustees
November 9, 2021

OPM: Section 7 – B

B. Principles of Selection

The Wayne Public Library selects, organizes and makes available materials which enrich the informational, educational, recreational and cultural resources of the community. Inherent in the Collection Development philosophy is an appreciation for each user of the Wayne Public Library. The Library provides materials to support each individual's journey, and does not place a value on one customer's needs or preferences over another's.

The Library and its collection will promote no causes; will further not movements; will favor no viewpoints; but will be an excellent and unbiased source of accurate information.

Materials must be measured by a number of criteria. The basic requirement for selection of any item is whether it is of proven or potential interest to the people of Wayne. Additional considerations include:

- Extent of publicity, critical review and current or anticipated demand.
- Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry.
- The currency, accuracy, and validity of the information
- Representation of an important movement, genre, trend, or national culture
- Availability and cost of the item
- The amount of similar, current material already in the collection
- The extent to which the material may be available elsewhere in the community
- The extent to which the materials may be obtainable from other libraries through resources sharing or interlibrary loan
- Physical characteristics of the material
- The extent to which the material fits within the current and future collection of the library

The demand in our community for particular titles and/or subjects is given high consideration. Likewise, evolving community changes in demographics and social characteristics will be reflected in the library collection. All purchases are necessarily made within the budgetary constraints operating in any given year.

Books and other materials shall be made accessible to the public. The Library does not serve as censor of the reading of any member of the community. The Library recognizes the importance in a democratic society of allowing individuals to form their own opinions on issues. The Library further recognizes that reading is an individual, private matter. While anyone is free to select or reject materials for themselves, no one can restrict the freedom of others to read or inquire. In choosing materials, differing viewpoints will be included whenever possible and appropriate. It should also be recognized that some materials chosen may be controversial and some people may find some items offensive, shocking, or of low interest, while to others they may be meaningful and significant. It should be clearly understood and emphasized that the Library does not endorse opinions expressed in the materials which are held in the collection. Materials are judged as entire works, not on isolated passages or sections. Decisions are not made on the basis of any anticipated approval or disapproval of the material.

Responsibility for reading, listening and viewing by minors rests with their parents or local guardians. The Library recognizes this right, and does not act in loco parentis. Selection of materials will not be restricted by the possibility that these materials may come into the possession of minors. Children's materials are selected to reflect the community served, provide materials for all age levels, provide accurate and current information on a wide range of subjects, and to be balanced and responsive to young people's needs and interests. The Wayne Public Library does not substitute for a school library, but does provide supplemental materials for school assignments.

The collection is intended for the use of the general public. Scholarly, scientific and technical works intended for specialists are generally outside the scope of the collection. Materials representing every type of literature, subject or format are not able to be included due to the constraints of available space, service requirements, budgets and the nature of the collection.

Attachments:
· None
References: None

Approved: Wayne Public Library Board of Trustees
November 9, 2021

OPM: Section 7 – C

C. Responsibility for Selection

The ultimate responsibility for selection, replacement and discarding of library materials rests with the Library Board of Trustees.

The actual selection, replacement, and withdrawal of materials lies with the Library Director and delegated professional librarians. All staff members and the general public are welcome to recommend materials for consideration. While professionally-trained librarians rely upon a variety of skills and published sources to identify materials selected for inclusion in the library collection, serious consideration will be given to recommendations received from members of the public.

In making selections, professional staff of the Library shall do so in a manner based upon established principles of librarianship rather than personal opinion, reason rather than prejudice, and judgment rather than censorship. Selection endeavors to be inclusive rather than exclusive. Variety and a balance of opinion are sought. Material will be selected to fulfill the library mission, and format will not be a deciding factor. The most appropriate format will be used to meet the needs of the public.

Attachments:
· None
References: None

Approved: Wayne Public Library Board of Trustees
November 9, 2021

OPM: Section 7 – D

D. Placement of Materials

Placement of materials within the library is a professional decision. The collection will be organized and maintained to facilitate access. Criteria includes:

- Assigned classification
- Format
- Susceptibility to loss or damage
- Value
- Age of target audience

High-value or hard-to-replace materials may be designated "library use only" or otherwise controlled. The most prevalent examples of these works are the local history and the reference collections.

The Library labels materials for physical placement only, not to predispose the user for or against materials or to judge either the contents or those who might use them.

Attachments:
· None
References: None

Approved: Wayne Public Library Board of Trustees
November 9, 2021

OPM: Section 7 – E

E. Withdrawal of Materials

Discarding of materials is an important part of the maintenance of the library collection. Items are withdrawn from the collection based on criteria summarized by the acronym MUSTIE:

- Misleading and/or factually inaccurate
- Ugly (worn out or damaged beyond mending or rebinding)
- Superseded by a new edition or format, or a better source
- Trivial (of no discernible literary or scientific merit)
- Irrelevant to the needs and interest of your community
- Elsewhere (the material may be easily borrowed from another source)

The availability of physical space for materials will also be considered when withdrawing materials.

Responsibility for discharging materials rests with the Library Director and delegated professional librarians.

Attachments:
· None
References: None

Approved: Wayne Public Library Board of Trustees
November 9, 2021

OPM: Section 7 – F

F. Reconsideration of Materials

While the selection of materials appropriate to the needs of the community is one of the basic duties of the professional library staff and of the Library Director, it is not possible to read every book, see every video, etc., that is added, or not added, to the collection. It is recognized that a member of the community may find an item personally objectionable, or wish that a particular item be added or deleted. Since the library is a tax supported institution, any citizen has the right to question the inclusion or exclusion of any title in the library's collection. Each request will be given serious consideration. However, until an examination has been made and a decision reached, the material will not be removed from the collection.

Patrons expressing a concern about the inclusion or exclusion of any item should be referred to a Librarian. The Librarians are always willing to discuss the possibility of adding materials which have not been placed in the collection, or withdrawing materials which have been included, on the basis of the "Collection Development Policy."

A patron may request a formal review of the material by filling out the "Citizen's Request for Reconsideration of Library Materials." The form will go to the Library Director, who will examine the item in questions to determine whether it conforms to the standards of the "Collection Development Policy," and decide whether or not to add, withdraw or relocate the material. The Library Director will then write the complainant giving reasons for the decision. The patron has a right to expect a response in a timely manner.

If a patron is not satisfied with the response from the Library Director, the patron may make a request, in writing, for final consideration by the Library Board of Trustees. The Board President shall convene an ad hoc committee composed of at least one Board member, the Library Director, and a citizen of Wayne, which may or may not be the patron making the request. All members of the committee will completely read/view/hear the material in question and meet as a committee to discuss the request. The timeliness of meeting may be impacted by the availability of the material in question.

The committee will make a recommendation to the full Board during a Regular Meeting of the Library Board of Trustees on the request. They will then determine if the material conforms to the standards established in the "Collection Development Policy", and give a final ruling. The Library Board of Trustees has, by state law, the authority to make a binding decision on all matters pertaining to the operation of the library. There is no appeal beyond the Library Board.

Attachments:
· Citizen's Request For Reconsideration of Library Materials
References: None

Approved: Wayne Public Library Board of Trustees
November 9, 2021

Appendix A

Library Mission

The Wayne Public Library is committed to providing outstanding materials, access and services that assist the individuals' quest for knowledge and provides for an informed citizenry in a democratic society. It serves the life-long informational, educational, cultural and recreational needs of the community.

Goals

1. *Access to Service:* to provide residents of all ages with convenient access to library collections and services.
2. *Collections:* to make available to all residents current, high demand items and older but still useful materials in a variety of formats, and in sufficient quantities to meet their needs.
3. *Reference Services:* To make available to all residents accurate, complete and timely information services to meet their diverse needs.
4. *Service to Children:* To provide children and parents with literature based activities and early exposure to reading. To supplement the educational experience of children with educational, informational and entertainment materials.
5. *Public Awareness:* To insure that residents are knowledgeable about library services and activities and actively support this valuable community resource.
6. *Resource Sharing:* to share knowledge, equipment and materials with other agencies to promote the best patron service at the lowest cost.

Attachments:
· None
References**: Strategic Plan 2012-2016**

Appendix B

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of

limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1) It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2) Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3) It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4) There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5) It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6) It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7) It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can

demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:
American Library Association
Association of American Publishers

Appendix C

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.

APPENDIX D

Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.

2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.
Endorsed January 10, 1990, by the ALA Council

Wayne Public Library

Citizen's Request for Reconsideration of Library Materials

{ To be submitted to Library – Attach supplementary Materials – if necessary }

==========

Title _____

Check One: Book ___ Periodical ___ Other ___

Author _____

Publisher _____

Request initiated by: First Name _____ Last Name _____

Address _____

City _____ State ___ Zip Code _____

Telephone _____ E-Mail Address _____

Do you represent: Self ____ Organization/Group Name _____

Please answer the following questions:

1. To what in the work do you object? (Please be specific. Cite pages)

_____
_____
_____

2. Did you read the entire work? _____

   If no, what parts did your read?

_____
_____
_____

Wayne Public Library

Citizen's Request for Reconsideration of Library Materials

3. What do you feel might be the impact of reading this work?
   _____
   _____
   _____

4. For what age group would you recommend this work?
   _____
   _____
   _____

5. What do you believe is the theme of this work?
   _____
   _____
   _____

6. Are you aware of the judgments of this work by literary critics? Yes ____ No ___

7. What would you like your library to do about this work?

   a. _____ Relocate to another section of the library
   b. _____ Return to staff selection committee/department for re-evaluation.
   c. _____ Other – Please Explain:
      _____

8. If the item were to be removed from availability in this library, what material would you recommend which would convey the subject matter?

Signature _____

Date _____