

## Collection Management

### **Purpose**

Cass County Public Library (CCPL) strives to build and maintain a collection of user-focused materials to meet the wide variety of needs and interests of all residents in the community. The library and its Board of Trustees uphold the democratic right of all Americans to freely express their opinions and support the right of each individual to privately read, listen, and view the full range of published thoughts and ideas.

In support of these ideals, CCPL offers a diverse and inclusive collection of materials protected by the First Amendment of the United States Constitution. The Library Board endorses the [American Library Association's Library Bill of Rights](#), the [American Library Association's Freedom to Read Statement](#), [Freedom to View](#), and all interpretations applicable to the selection and use of library materials.

### **Philosophy**

CCPL is committed to providing materials to residents and taxpayers of all ages, backgrounds, and opinions. CCPL's collection, taken as a whole, will be unbiased and diverse representing as many viewpoints as possible. Subjects will be covered in sufficient depth and breadth and in various formats to meet anticipated and expressed community needs.

No material will be excluded because of the race, nationality, orientation or religious, political, or social views of the creator. Purchase of material by the library does not mean endorsement of the contents or the views expressed in said materials.

CCPL recognizes that budgets are limited. Selection of material must be consistent with CCPL budget allocations. Resource sharing, electronic resources, and other methods of access are valid and necessary ways of meeting patron needs.

### **Selection**

The ultimate responsibility of the collection rests with the Library Director under the authority of the Board of Trustees. Direct selection of materials may be delegated to staff members qualified for the duty by education, training, interest, and job classification. Selectors judge impartially and evaluate critically. Selection is made by use of authoritative reviews, knowledge of the reputation, and the viability of the creator, and selection aids such as but not limited to: vendor information, reader's advisory sources, publishers' information and requests of library patrons.

Materials are selected according to the needs and demands of the community. Factors considered include: Collection philosophy; Popular demand, both existing and anticipated; Public interest; Enduring value; Community relevance; and Diversity of viewpoint.

The Library Board of Trustees recognizes the right of individuals to question the inclusion of materials in the library collection. Library staff will give serious consideration to each patron's opinion.

Patrons wishing to challenge the inclusion of specific material may do so by filling out a Request for Reconsideration Form to be reviewed by appropriate staff. Staff will review and discuss the request along with the item in question, and a letter with the decision may be sent to the patron.

Purchase suggestions are accepted from any and all patrons. Each suggestion will be weighed against the selection criteria set forth in this policy.

Donations are accepted at each branch. Items donated may be added to the CCPL's collection with consideration given to the selection criteria set forth in this policy. Items not added may be sold in a book sale in support of the library. All items donated become the property of CCPL at the time of donation. Receipts for tax purposes are available upon request. Determined value of donated material for tax purposes is the responsibility of the donor.

Self-published/self-produced materials are subject to the same selection standards as other materials. CCPL does not accept unsolicited donations of self-published/self-produced material to be added to the collection. Nor does it accept unsolicited preview/review materials from any source. When CCPL receives these unsolicited materials, CCPL considers these donations.

### **Withdrawal of Materials**

The Board of Trustees recognizes that withdrawing materials from the collection is an important part of maintaining the library collection. Library staff shall withdraw material based on the same factors as the selection policy. Withdrawn materials may be sold in support of the library.

### **Access**

CCPL and its Board of Trustees considers reading, listening, and viewing to be individual, private matters. Full, confidential, and unrestricted access to information is essential for patrons to exercise their constitutional rights. Libraries have a public and professional obligation to provide equitable access to all library resources for all library users. While anyone is free to select or reject materials for themselves or for those that are legally under their care, it is important for library users to understand that the Library does not stand in place of the parents (*in loco parentis*) when it comes to access to library materials.