

## **Plumas County Library Collection Development Policy**

The Collection Development Policy provides guidelines for the selection, organization, and maintenance of the collection. The Plumas County Board of Supervisors entrusts the responsibility for materials selection with the County Librarian, who in turn delegates selection of library collections to designated staff. Individuals and groups will have access to a library collection that meets separate and diverse interests, backgrounds, cultural heritages, social values, and needs. This collection is not concerned with being completely comprehensive and some subject areas are collected in greater depth than others, as a reflection of current use and demand. The Plumas County Library adheres to the American Library Association's Library Bill of Rights, Freedom to Read and Freedom to View statements. The collection recognizes that the library is a community resource for people of all ages, races, creeds, national origins, sexual and gender orientations, and political and social views. The existence of a particular viewpoint in the collection is an expression of the library's commitment to intellectual freedom and not an endorsement of that particular point of view. Not all materials may be suitable for all members of the community.

### **Materials Selection**

Decisions about adding materials to the library collection are made through the application of general selection criteria, regardless of whether the material under consideration is purchased, donated, or received through programs like the Zip Book Program. General criteria for selecting material include but are not limited to:

- Content of the work and its significance or contribution to the diversity or breadth of the collection
- Evaluation of the work in professionally recognized critical review sources
- Authority, significance, competence and purpose of the author, producer, or publisher of the work
- Quality and suitability of all formats
- Accuracy and timeliness of the material
- Expressed and/or perceived interest or demand for the material in the collection
- Popularity of the work and/or author
- Local interest or community relevance
- Effectiveness and suitability of the format for the library
- Impact on the materials budget
- Availability
- Vendor packaged content

Suggestions from patrons are evaluated based on the above criteria. Self-published and self-produced works are considered using the same criteria. Digital materials bought under NLS Library-to-Go, the CA State Library, or other organizations the library partakes in follow their Collection Development Policy.

## Collection Maintenance

The collection is continuously assessed. General criteria evaluating whether an item should be removed from the collection include but are not limited to:

- Accuracy
- Obsolescence
- Availability of similar materials
- Local community needs and interests
- Historical value
- Check out history
- Space in the library
- Physical condition

Materials that are no longer of value or of interest to the public are withdrawn from the collection and may be sold, recycled, or discarded.

## Gift Policy

The Plumas County Library welcomes donations of books and other materials in good condition. Some items may be added to our collection or passed along to Friends of the Library. Because of limitations of space, money, and staff, the library does reserve the right to accept or discard, at its discretion, any donated materials. All donations become the sole property of the library.

Gift subscriptions to periodicals must be approved by the County Librarian prior to arrival. Unapproved subscriptions and periodicals that no longer fit the material's selection criteria may be discarded directly.

Monetary donations can be made to the library (checks labeled to Plumas County Library) or to the Branch's Friends of the Library group. Donors may request materials be bought for a specific Branch location, genre, or format, but the library reserves the right to disregard those requests at any point in the donation process.

### **Donations of Books and Other Materials – FAQs**

*What items can I donate?* Clean and gently used:

- Fiction and Nonfiction
- Hardcover and Paperback
- Books for any audience age
- Cookbooks
- Art books
- Audiobooks
- Commercial DVDs and CDs in original packaging
- Books in other languages

We do not take textbooks, magazines, periodicals, pamphlets, encyclopedias, or dictionaries.

The library does not accept items in poor condition. The following list describes examples of poor condition:

- Dirty, dusty items
- Stained, water damaged, mildewed items
- Materials with excessive notes or highlighting
- Scratched or worn media
- Materials with torn pages, excessively worn covers, or damaged bindings

*Where and when can I donate my books?*

Please bring donations during library open hours in small boxes or bags that can easily be carried. Library staff are not able to pick up donations from a person's home and are generally unable to carry boxes into the library from vehicles. Please do not leave donations on the porch and/or in the book drops. For donations larger than three bags/boxes, please contact the library first; they may connect you to a Friends of the Library member to accept larger donations, and/or suggest a specific time/date for the donation instead. The library reserves the right to refuse donations that do not follow the Gift Policy.

*Is my donation tax deductible?*

Yes, however, by law, library staff cannot determine the value of a donation for IRS purposes. We will provide a notice acknowledging the donation you made to the library upon request.

### **Reconsideration of Library Materials**

If you have found materials or library resources about which you have concerns, you may speak to Library staff to discuss your concerns. You may also file a request for reconsideration of the item. Please fill out the form and mail or email it to the address provided. If the contact information is filled out, a response will be delivered in writing to an individual's written request within six weeks, barring any unexpected emergencies or staff availability. Any challenges will be recorded with the American Library Association's Office for Intellectual Freedom for tracking and statistical reporting purposes. Prior to filling out this form, please read in its entirety the above Collection Development Policy and the following supporting documents it references: The American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View. The latter are attached and available on the library website and [www.ala.org](http://www.ala.org).

**Material for Reconsideration Form**

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher: \_\_\_\_\_

Date/Edition: \_\_\_\_\_

Indicate the type of material (circle one):

Book   Audiobook   Video   Magazine   e-Book   e-Audiobook   e-Video   e-Magazine

Source of material (circle one, please provide the name of the database for digital items):

Koha/Catalog   Read & Return   Project Read   Digital Source: \_\_\_\_\_

Did you read, view, or listen to the entire work? (circle one)   All   Part

Optional: Where in the work did you stop reading, viewing, or listening? \_\_\_\_\_

Did you read the PC Collection Development Policy, American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements? (circle one)   Yes   No

Please describe your concerns regarding this material:

What specific pages or sections best illustrate your concerns?

How did this work come to your attention?

As an alternative, what work would you recommend that would best convey as valuable a picture and perspective of the subject?

Contact Information (Required for Response):

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

(Optional) Email: \_\_\_\_\_

(Optional) Phone: \_\_\_\_\_

Do you represent yourself, your child, or an organization (if so, which organization or agency)?

\_\_\_\_\_

*To receive a written response, you must provide either your mailing address or email.*

*Please provide this completed form to the branch staff in-person, mail it directly to Plumas County Library Attn: Collection Development at 445 Jackson St. Quincy CA 95971, or email it to Plumas County Library at [pclibq@psln.com](mailto:pclibq@psln.com) with the subject line **Material for Reconsideration**.*

*Any challenges will be recorded with the American Library Association's Office for Intellectual Freedom for tracking and statistical reporting purposes. Your identifying contact information (name, address, email and/or phone number) is not provided.*

**For Staff to Fill Out**

Date Received Reconsideration Form: \_\_\_\_\_

Source of Form (circle one):    In-Person    Email    Mail

Branch & Staff Initials: \_\_\_\_\_

## ALA 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.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.

## 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.

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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.

## **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