



LIBRARY PROCEDURES

1. Collection Development

The Leeds Jane Culbreth Library Collection Development Policy provides a framework for the growth and development of collections in support of providing free and equitable access to cultural and educational experiences and celebrates ideas, promote creativity, connect people, and enrich lives.

It is the Library's goal to provide a diverse collection with library materials that reflect a wide range of views, expressions, opinions and interests. Specific acquisitions may include items that may be unorthodox or unpopular with the majority or controversial in nature. The Library's acquisition of these items does not constitute endorsement of their content but rather makes available its expression.

Leeds Jane Culbreth Library and Jefferson County Library Cooperative provides access to materials in a number of formats (print, media and electronic). Library patrons make their own choices as to what they will use based on individual interests and concerns. Leeds Jane Culbreth Library supports the right of each family to decide which items are appropriate for use by their children. Responsibility for a child's use of library materials lies with his or her parent or guardian. Leeds Jane Culbreth Library adheres to the principles of intellectual freedom, adopted by the American Library Association.

1.1 Criteria for Selection

General criteria for selecting library materials are listed below. An item need not meet all of the criteria in order to be acceptable:

- Public demand, interest or need
- Contemporary significance, popular interest or permanent value
- Attention of critics and reviewers
- Prominence, authority and/or competence of author, creator or publisher
- Timeliness or material
- Statement of challenging, original, or alternative point of view
- Authenticity of historical, regional or social setting
- Accessibility for multiple users of electronic formats

1.2 Responsibility for Selection

Responsibility for the initial selection of library resources rests with the Library's professional staff, based on the criteria cited above. Designated staff members are responsible for specific areas of the collection, under the overall direction of the Director. The responsibility for selection ultimately rests with the Library Director operating within the framework of policies determined by the Board of Trustees.

1.3 Suggestions for Additions to the Collection

To assure the acquisition of resources desired by Library users, customer suggestions are always considered for their addition to the collection. Customers can request that specific items be purchased by filling out a Recommendation for Purchase form at Leeds Jane Culbreth Library.

1.4 Collection Maintenance, Replacement and Weeding

Leeds Jane Culbreth Library continually withdraws items from the collection, basing its decisions on a number of factors, including publishing date, frequency of circulation, community interest, and availability of newer or more valid materials. Items dealing with local history are an exception, as are certain classics and award-winning children's books. Fiction that was once popular but no longer in demand and non-fiction books that are no longer useful are withdrawn from the collection,

Withdrawn books are donated to the Friends of the Library for book sales. The proceeds from such sales are used for the benefit of the library. Books that are not sold will be disposed of at the discretion of the Friends of the Library.

2. Potential Problems or Challenges in the Collection

Leeds Jane Culbreth Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children. Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

2.1 Challenging Materials

Although materials are carefully selected, differences of opinion regarding suitable materials will surface. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern about Library Resources" form which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Leeds Jane Culbreth Library Board of Trustees.