

COLLECTION MANAGEMENT POLICY

Approved February 14, 2019

Supersedes policy dated July 27, 1981; August 14, 1994; August 2, 2004; September 6, 2008;
November 13, 2008

The Board of Trustees of the Kershaw County Library has adopted the following Collection Management Policy to guide librarians and to inform the public about the principles upon which library collections are developed and maintained.

Mission

The Kershaw County Library acquires and makes available materials that inform, educate, entertain and enrich residents of Kershaw County.

Collection Development Objectives

Kershaw County Library employs a policy of selectivity in acquisitions. The primary consideration in exercising this selectivity will be the informational, educational, and recreational needs of Kershaw County residents.

The following objectives will be considered in developing and maintaining the collection:

- The library shall develop a collection that represents the wide range of ages, ethnic backgrounds, educational levels, and interests of County residents. To this end, the Board of Trustees of the Kershaw County Library has adopted the American Library Association's Library Bill of Rights, The Freedom to Read Statement and Freedom to View Statement. (See Appendix.)
- The library shall provide a broadly based and diverse collection that can support the roles of the library as a popular materials center, a reference center and an independent learning center.
- Materials will be purchased proportionate to levels of demand and use, taking care to anticipate and respond to indications of significant new needs.
- Materials to be evaluated shall include a variety of print titles for youth and adults, including books, periodicals, and newspapers. Resources will also be provided in other formats including online databases, websites, DVDs, books on CD, electronic products, and other new media as developed.
- Materials shall be evaluated according to objective standards. Impartiality and responsiveness are required in the evaluation process. Consideration shall be given to expanding knowledge, changing interests and trends, technological advances and cultural differences where appropriate. As growth and change occur in these areas, the library shall reevaluate materials as necessary.
- Some materials will be beyond the scope of the collection. Therefore, the library will refer patrons to appropriate libraries in the surrounding area. Interlibrary loan services may also be available for materials not collected by Kershaw County Library.
- Different viewpoints on controversial issues will be acquired, including those that may have

unpopular or unorthodox positions. The library recognizes that those materials that offend, shock, or bore one reader may be considered pleasing, meaningful, or significant by another.

- The collection will be weeded on an ongoing basis using output measures, reports from the automated library system and other data for continuous collection evaluation.
- Staff will keep abreast of technological changes which affect the development of the collection.
- Materials will be provided in a timely manner.

Library Roles

After considering library and materials use, current and past strengths of the library, local demographic trends, citizen expectations, other library resources in the area, and current resources of the library, the Kershaw County Library has selected the following roles to emphasize:

EDUCATION

The library embraces its historical mission as the center of lifelong learning and literacy development for all members of the community. As such, the library will continue to:

1. Provide materials intended to educate and inform, taking into consideration varied interests, abilities, and learning styles
2. Represent differing viewpoints on a subject
3. Support business, cultural, recreational, and civic activities in the community
4. Stimulate self-understanding and growth
5. Enhance job-related knowledge and skills
6. Increase knowledge of and inspire participation in the affairs of the community, the country, and the world
7. Provide materials appropriate to the level of the users

POPULAR TOPICS AND TITLES

The library will help to fulfill our public's appetite for materials related to popular cultural and social trends, and for their desire for satisfying recreational experiences.

ELECTRONIC/DIGITAL/ONLINE MEDIA

Selection of electronic, digital, and online media is based upon the broader collection development policies. Selection of various formats is highly dependent upon rapidly changing technological advances. The library attempts to keep pace with these changes within the parameters of staff time, budgets, and availability. Titles and/or services are intended to supplement and, in some cases, replace print materials.

Selection takes into account community interests and trends; contemporary significant and award-winning material; historical value; subject need and balance; authority of artist/author/director; professional, peer, and staff reviews; price; space in the library; artistic/technical quality; and hardware and software limitations.

The library attempts to select all media. It also provides access to many media services where content is maintained by the service provider.

LOCAL AUTHORS

The library may accept materials donated by local authors. These materials are often self-published and therefore may not meet the specific criteria stated in this policy, however these will be considered in order to fill a local demand and properly reflect the Kershaw County community. Books must be sturdily bound. The inclusion of a work does not indicate the library's endorsement of that item, the author, or their opinions.

EXCLUSIONS

The library's collection will not include collector items or rare books. The library does not have the resources or staff necessary for the development, maintenance, and display of this type of collection.

Additionally, the library's collection will not include textbooks or other materials specific to the curriculum needs of any educational institution including homeschoolers. Exceptions may be considered for textbooks where they represent the best or only information in a field that is suitable for the library's collection.

Due to the proximity of the Camden Archives, a limited amount of printed genealogy and local history materials are collected.

Criteria

Selection of library materials involves the following factors and considerations, which apply equally to purchased and donated materials, including books, periodicals, and audiovisuals.

1. Applicability to community needs and interests
2. Consideration of the library's existing collection and materials budget
3. Preservation of a balanced viewpoint within the collection
4. Holdings and availability of other area library resources
5. Reviews in professional journals and popular periodicals (Note that the lack of a review or an unfavorable review is not sufficient reason to reject a title for which there is demand.)
6. Opinions of other authorities
7. Qualification of the author in the subject field
8. Popularity of the author
9. Literary merit
10. Scope and authority of the subject matter
11. Appeal to the general-interest reader
12. Date of publication
13. Physical format (binding, typography, design, etc.)
14. Cost of the material
15. Reputation and standards of the creator, publisher or producer.

Regarding foreign language material, criteria to be considered will include budget constraints, the size of the speaking population according to the United States census, and community demand.

Collection Maintenance

The library will engage in ongoing assessment of its collection in consideration of the objectives of the collection development policy.

The following objectives will be exercised in this effort:

- The library will add and/or replace historically significant and enduringly popular titles to its collection on a regular basis.
- The electronic resources and the periodical collections, which are maintained through subscriptions and licenses, will be evaluated on an annual basis.
- Patron input will be used in evaluating the collection.
- Collections will be reviewed regularly, with a particular emphasis on subject areas that are quickly outdated (e.g. health, law, technology, and science), very popular, or when needed because of space.

Materials may be removed, i.e. weeded, for the following reasons:

- Newer statistical or factual material is available in the collection.
- The information is no longer timely
 - The book no longer circulates regularly or is used in-house, excluding works of enduring value
 - Material is aged (yellow and brittle) or damaged. Aged and damaged material of enduring value or popularity will be considered for replacement.
 - Space considerations.

Library material which is withdrawn may be disposed, routed to the Friends of the Library book sale, or consigned.

Donations

The Kershaw County Library is honored to receive donations of books and non-print materials. The library accepts donations with the understanding that the donor has given the material to the library permanently and without conditions. Donated materials will be added to the collection if and where needed pending they meet the selection criteria specified by the Kershaw County Library. The library reserves the right to dispose of, by its standard procedures, any item that does not warrant inclusion in the collection. The library does not provide an estimate of value or a records of donated items to the donor.

Reconsideration of Library Material

Comments from members of the Kershaw County community about the collection will be governed by the Collection Management Policy in making additions to or deleting items from the collection.

The formal reconsideration process is exclusively available to Kershaw County residents and property owners. Patrons will be asked to place their requests in writing by completing and signing a form, appended to this policy, entitled "Request for Reconsideration of Library Material."

Upon receipt of a formal written request, the Director and an additional librarian on staff will explore

pertinent information regarding the request (including but not limited to a study of the item in question, peer and editorial reviews, circulation statistics, and holdings of peer libraries). The Director will evaluate information provided by library staff and respond, in writing, to the person who initiated the request for reconsideration. The Director will keep the Board of Library Trustees informed of all requests for reconsideration of library material and the disposition of these requests.

In the event that the person(s) who initiated the request is not satisfied with the decision of the Director, he/she may request a meeting before the Kershaw County Library Board of Trustees. Based on the information presented, the Board may vote to uphold or override the decision of the Director.

Library material will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from theft or damage.

Appendix I: American Library Association's 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.”

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of “age” reaffirmed January 23, 1996.

Appendix II: 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.

Appendix III: The 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 guarantees 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.