

Stokes Brown Public Library Collection Development Policy

Purpose

The Collection Development Policy of the Stokes Brown Public Library (SBPL):

- Informs the public of principles guiding our selection of library materials
- Establishes priorities for the allocation of resources
- Guides library staff in the selection and management of the collection
- As required by the Department of State, all materials are selected by the library in accordance with the full Collection Development Policy. This policy will be approved by the library's Board of Trustees at least annually.

Library Vision

The Library is a trusted community resource, providing educational and social opportunities and materials.

Library Mission

To inspire lifelong learning through connections to knowledge and the communities of Robertson County.

Collection Evaluation and Assessment

- **Size** (in volume or titles)
 - The size of the collection of SBPL at the time of writing this policy is approximately 64,000 physical titles and 500 locally owned digital titles. Our participation in the regional library system allows patron access to digital resources statewide through the Tennessee Electronic Library and the Libby app.
- **Varieties in Format**
 - SBPL collects titles across a variety of formats, including print, audiovisual, and digital. The current collection includes:
 - Books (Regular and Large Print)
 - Magazines
 - Newspapers
 - Audiobooks (CDs, MP3s, & Wonderbooks)
 - Hotspots
 - eBooks
 - eAudiobooks
 - Microfilm
 - Genealogy materials
 - Laptops
 - Wonderbooks
 - Educational electronics
 - Miscellaneous items, e.g. themed kids' backpacks, adult backpacks, board games, puzzles etc.

- **Growth**
 - SBPL takes the demographics of its service area into consideration when selecting new materials, including such factors as race, ethnicity, religion, age, and gender. SBPL strives to represent a diverse population with diverse needs.
- **Reading/Info Levels**
 - SBPL includes a variety of different reading levels in its collection of titles in each format, ranging from AR Levels 1-6, Pre-K to 5th grade; to young adult (11-17), to adult (18 & beyond). Our collections are meant to inspire intellectual and emotional growth; and curiosity, relative to each age group. We rely on information from publishers, vendors, and fellow libraries for selecting materials in each age category.

Selection Responsibility

Ultimate discretion and responsibility for material selection and purchasing lies with SBPL's Director. However, the Director may delegate collection development responsibilities to other library staff as they deem necessary. Currently, there are one or more staff members other than the Director who have collection development responsibilities in the areas of adult fiction, nonfiction, children's fiction and nonfiction, teen fiction and nonfiction, electronic materials, and audiobooks/DVDs.

As required by the Department of State, the library director is aware of all books selected for purchase by the library and shares lists of newly purchased materials with the public library's Board of Trustees.

Individual patrons are responsible for selecting the library materials that are appropriate for and best meet the needs of themselves and their children both inside and outside the library. Not every item will be appropriate for every user or situation. Patrons are encouraged to make use of reviews and ratings for materials to determine if they are suitable for their purposes before reading or watching them. Grade level stickers are used to reflect the reading difficulty of the work and are not a judgement on the age appropriateness of the information or content.

Selection & Evaluation Criteria

Priority is given to materials that best support SBPL's mission and vision statements. Library staff utilize professional judgement and expertise when making selection and collection management decisions. Additionally, library staff will consider community interests; demand; strengths and weaknesses of the existing collection; physical space limitations; and available budget when making selection decisions. No funds received are used to purchase, nor will the library otherwise acquire, material that constitutes "child pornography," is "pornographic for minors," or is "obscene". Books and materials that contain sexual themes or content are reviewed by the public library independently for age-appropriateness and cataloged accordingly - even if this overrides the age-appropriateness recommended by the publisher. The following criteria are used to evaluate items for inclusion in both the electronic and physical collection:

- **Content**
 - Accuracy
 - Authoritativeness
 - Comprehensiveness
 - Enduring significance or interest
 - Purpose
 - Representation of diverse viewpoints
 - Local interest or significance

- Cost in relation to use and/or enhancements of the collection
- Current and anticipated appeal
- Format
- Professional reviews
- Relation to the existing collection
- Usage data for similar items/ titles
- Relation to other resources in the community
- Significance of the author/creator
- Reading level
- Timeliness

Selection Aids

Sources for assisting library staff in the selection process include, but are not limited to:

- Patron requests and recommendations
- Professional and trade bibliographies such as:
 - New York Times Best Sellers
 - American Library Association Notable Books
 - Core Collection
- Published reviews from standard review sources such as:
 - Booklist
 - Kirkus Review
 - Library Journal
 - Publisher's Weekly
 - VOYA
 - Ingram Advance
- Publisher/vendor catalogs
- Results of internal or external collection analysis

Gifts

Physical donations to the library are welcomed. Only items meeting the library's collection development goals will be added to the collection. Condition, publication date, and the other factors above will be considered. Donated materials that are not processed may be sold in the Friends of the Library Bookstore or disposed of as the library sees fit. Items are accepted without donor stipulations or conditions and become the sole property of Stokes Brown Public Library. Monetary donations to Stokes Brown Public Library are accepted and welcome.

Memorial/In Honor of Materials

Patrons who wish to donate monies in order to purchase materials in honor/memory of an individual or group are encouraged to do so. Consideration will be given to titles or subjects requested by the persons making the donation. Alternate titles and/ or subjects may be purchased if the requested item does not meet selection criteria or the library's needs.

Maintenance

Members of staff regularly review collection materials to ensure they align with the library's collection development policy. Stokes Brown Public Library utilizes the CREW method (Continuous Review, Evaluation, and Weeding) to maintain our collection, with the goal to both weed and add at least 5% to the physical collection annually. The turnover rate for use of physical collections is calculated and compared to the prior year annually as a method to evaluate use and relevance of the collection. Circulation use numbers will be the primary factor in determining the retention of most items. Exact parameters will depend on the usage statistics. Additionally, age, relevance, condition, and/or accuracy may be used. Materials considered a part of the core collection may be retained even if they would normally be deaccessioned using

the above factors. Materials withdrawn from the collection may be sold in the Friends of the Library sale or disbursed in any other way the library sees fit.

Reconsideration Process

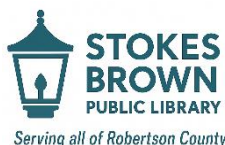
SBPL is an informative library for all, in keeping with our mission and vision statement. SBPL staff adhere to the American Library Association's Freedom to Read Statement and the Library Bill of Rights; and use them in conjunction with library policy to provide relevant and diverse materials and programs to its patrons and community.

We recognize that occasionally a title, display, or program needs to be reconsidered when its content is objectionable to some members of the service community. SBPL values all patron feedback. Holders of fully- valid SBPL library cards (excluding temporary cards) or residents of Robertson County may request that the library reconsider an item currently included in the collection. They may request that an item is moved to a different part of the collection or is removed entirely. The reconsideration process will be as outlined in the Request for Reconsideration of Library Materials or Programming form which will be supplied to patrons upon request.

Intellectual Freedom

SBPL strives to offer a collection that represents the needs of our community and is committed to the principle that the constitutionally-protected freedoms of speech and press are enjoyed by all. SBPL provides a balanced collection of materials with diverse ideas and viewpoints. However, the inclusion of an item in the SBPL collection does not mean that SBPL endorses any theory or statement contained within. SBPL is committed to free and open access to its collections and subscribes to the positions articulated in the following ALA statements: The Library Bill of Rights & The Freedom to Read Statement.

Board Approved: 1/14/22 Last Revised: 9/12/25



405 White Street Springfield, TN 37172

Request for Reconsideration of Library Materials or Programming

SBPL employs professional and paraprofessional staff that have been tasked with selecting library materials, creating displays and coordinating programming. We strive to represent all members of the community and their diverse views. We recognize that occasionally a title, display, age designation, or program needs to be reconsidered when it is objectionable to some members of the service community. As required by the Department of State, the results of any reconsideration request will be disclosed in the public library's official Board of Trustee minutes; even if a satisfactory resolution is reached between the library and the requester.

Note: Grade level stickers are used to reflect the reading difficulty of the work and are not a judgement on the age appropriateness of the information or content.

Thank you for recognizing the vital role libraries play in building their communities, and taking time to participate in that process. We value all patron and community feedback.

Date of Request: _____

Only those with a valid SBPL library card OR residents of Robertson County can request reconsideration.

Last Name_____ First Name_____

Library Card Number_____

Address_____

City_____ State_____ Zip Code_____

Phone Number_____ Email_____

(In most cases, e-mail will be the primary means of communication, please write legibly)

I have been provided with and have read all the contents of this packet including 1) The Stokes Brown Public Library Collection Development Policy 3) The Libraries' Reconsideration Process 2) The Library Bill of Rights 4) The ALA Freedom to Read Statement.

INITIALS _____

Request for Reconsideration of Library Materials or Programming

I am a resident of Robertson County

_____ yes

_____ no

I have a valid Stokes Brown library card

_____ yes

_____ no

Group/organization request is on behalf of (if applicable): _____

Item Information (If applicable)

Author: _____

Title: _____

Publisher: _____

Format (book, cd, DVD, e-book): _____

Display/ Event Information (If applicable) The library is not responsible for events conducted by outside agencies using library space.

Name or Theme: _____

Date & Location: _____

Presenter: _____ Staff Present: _____

Did you read, listen to, or view the entire work, attend the event, or personally see the display?

Please list concerns with the content using facts and being as specific as possible. (For example: Page 3 contains full- frontal nudity.). Include time stamps/ page numbers when possible. General feedback and opinions (For example: This book is inappropriate.) are welcome, but less helpful in building an assessment.

Would the material be more appropriate re-catalogued/moved to a different section of the library? (ex: children's book to youth, youth to adult) Yes___ No___

What is the ideal resolution?

How might other community members be impacted by this resolution?

Is there an alternate resolution that you would like to propose?

Is there any other information that should be considered in this decision?

Reconsideration Process

- The Director of Stokes Brown Public Library will notify the Chairperson of the Library Board that a Request for Reconsideration of Materials has been received.
 - Note: As required by the Department of State, the results of any reconsideration request will be disclosed in the public library's official Board of Trustee minutes; even if a satisfactory resolution is reached between the library and the requester. The reconsideration request and any information submitted in connection with it may be disclosed publicly.
- The Library Director will review the work and information related to it. This may include, but is not limited to, professional reviews, catalog information from other libraries, and grade level information. In the case of a display or program, interviews of staff, presenters, or (potential) attendees may be conducted. Experiences of other libraries who serve a similar service populations may be solicited.
 - In order to provide thoughtful, informed feedback the Director can typically only process one or two requests per month. This depends, in part, on the length and complexity of the work.
 - Program and display reconsiderations may be prioritized before item reconsiderations. Programs and displays will continue pending a decision by the Director.
 - All item reconsiderations will be evaluated by the Director strictly in the order they are received. Items under consideration may remain in circulation pending the Director's decision. The director will notify the submitter of their resolution when it has been reached.
- If the resolution is unsatisfactory to the initiator, they may appeal to the Library Board. The reconsideration request will be added to a forthcoming Board meeting agenda, as time allows. The library board can typically only hear one to two requests per meeting.
 - All Stokes Brown Public Library board meetings are open to the public, all are welcome to attend.
 - If anyone, including the submitter, wishes to make a public comment at the meeting they must follow the public comment section in the Library Board by-laws. Information as to the meeting time and the policies for public comment will be included in the communication to the submitter from the Director.
- The Board will reconsider the item based on the conformity of the title to the Board-approved Collection Development Policy. This process may include referring the request to a committee for further review. The Library Board's vote will be final.
- A title will be reviewed only once within a three year period unless the content of the title has undergone major revisions.

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The 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 entertainment 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 18, 1948. Amended February 2, 1961; and January 23, 1980.
Inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.**

AMERICAN LIBRARY ASSOCIATION

The Freedom to Read Statement

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 positions:

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.*
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.*
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.*
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.*
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.*
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.*
7. *It is the responsibility of the 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.*

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