



Collection Development Policy

Prepared by the Collection Development Team.

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Jeffersonville Township Public Library

Collection Development Policy

Mission Statement

The Jeffersonville Township Public Library will connect people and ideas through experiences, technology, and information in the pursuit of lifelong learning.

Purpose of the Collection Development Policy

Collection Development at the Jeffersonville Township Public Library (JTPL) is an ongoing and systematic effort to select materials that enhance the Library's collection, with the goal of providing a diverse collection of materials that serves the educational, informational, cultural, and entertainment needs of our community. As our community grows and changes, it is necessary for the Library to reassess and adjust our collection strategies to reflect the needs of our public.

The main objective of Collection Development is that the Library provides materials that not only satisfy short-term needs but also relate to long-term collection goals. One of the goals of our current long-range plan for 2021-2026 is to make sure we are serving the needs of our entire community. One way we can do that is by being intentional about selecting materials that reflect our diverse community. It is of utmost importance that Library selectors spend the funds they are allotted for the goals selected and expected of them.

The guidelines established by the American Library Association in the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement (Appendices A, B, and C) are integral in adhering to the following Policy, which has been approved and adopted by the Library's Board of Trustees.

Goals of the Collection Development Policy

The Library strives to maintain materials representing all sides of an issue in a neutral, unbiased manner. The selection of materials by the Library does not suggest endorsement of the contents or views expressed in those materials. The existence of a particular viewpoint in the collection is a reflection of the Library's policy on intellectual freedom, not a validation of that particular point of view.

The Jeffersonville Township Public Library recognizes that full, confidential, and unrestricted access to information is essential for patrons to exercise their rights as citizens. The Library

believes that reading, listening, and viewing are individual and private matters. The freedom of others to read, listen, view or inquire cannot be restricted. Everyone is free to select or reject materials for themselves or their minor children. The Library does not stand in loco parentis. Parents and guardians, not the Library, have the responsibility of guiding and directing the reading, listening, and viewing choices of their minor children. Selection of adult collection materials will not be inhibited by the possibility that minors may utilize the items.

The Library Director empowers professional staff with the authority to interpret this Collection Development Policy. The final responsibility rests with the Library Director and Board for resolution of controversies or attempts at censorship which may arise out of the choice of materials.

Budget

In accordance with the annual budget, the Director's job is to balance the Library's future goals and objectives with the allocation of funds. Those who purchase materials are expected to demonstrate effective stewardship of library financial resources.

Allocation of Annual Materials Budget

The materials budget is recommended by the Director and approved by the Library Board of Trustees as a part of the Library's total budget. Factors and justifications for allocating funds include:

- Statistics based on usage by category
- Average cost of items in each category
- Number of items lost or withdrawn in an area
- Average circulation for each item by category
- Size of the collection by category (as determined by staff)
- Start-up cost of new collections
- Replacements in certain areas of the collection (ongoing based on popularity and availability)

The Library Director has the authority to modify the annual materials budget and the distribution of funds via circulation statistics and collection development strategy. Redistributing or restructuring funds for changing collections is the responsibility of the Director, to be done on an annual basis as part of the budget process. Collections that have not been sufficiently funded in the past, formats that are new or developing, and popularity of a particular format may all encourage the decision to distribute funds differently at any particular point in time. Collections may receive extra funds at the Director's discretion. The allocations may fluctuate from

year-to-year depending on funding, changing demographics, target areas of the collection, and the Library's current goals and objectives.

Selection of Diverse and Inclusive materials

To ensure the materials being selected represent the demographics of our township population, 35% of each library location's collection will represent the African American, LGBTQ+, Latino, and persons with disabilities populations. Selectors will use book reviews, vendor recommendations, patron recommendations, author representation, and book lists as guides in purchasing quality material in a variety of formats. The following statistics are the allocations based on demographics. These statistics are based on American Community Survey and Gallup data from 2019 and are not a limit but a goal that will be met over the course of each year. These percentages will adjust as demographic data is available.

- African-American Representation - 20%
- Latino - 5%
- LGBTQ+ - 5%
- Disability - 5%

Selection Guidelines and Implementation Procedures

The following selection guidelines relate to the Library's collection goals and objectives and those set forth in the vision, mission, and core values statements listed in the Library's Strategic Plan. Selection of materials by staff members should keep the following in mind when recommending titles for acquisition. However, an item need not meet all considerations to be acceptable for incorporating into the collection. Library selectors shall:

- A. Select a broad range of materials in all subject areas.
- B. Include different viewpoints, values, philosophies, cultures, and religions. Selections will be made objectively and do not necessarily represent the views of the Library.
- C. Consider the identified, expressed, or anticipated needs and interests of individuals in the general community.
- D. Consider the quality of content, such as timeliness, accuracy, literary merit, illustrations, indexes, and bibliographies.
- E. Select a variety of reading and comprehension levels based on community needs.
- F. Provide a wide variety of formats to meet the differing needs of individual patrons.
- G. Attempt to balance the collection with in-demand, current interest titles. JTPL may purchase multiple copies of specific authors and/or titles that are current or in demand.
- H. Assess the significance in relation to Library resources already available.

- I. Utilize standard selection sources recognized by staff to identify materials to be purchased.
- J. Utilize specialized knowledge of Library staff.
- K. Consider the reputation and/or significance of authors, editors, publishers and/or producers, including self-published, on-demand, and local authors.
- L. Maximize the effectiveness of the available materials budget.
- M. Consider other community resources, Interlibrary Loan, etc., to maximize the Library's resources. Out-of-print materials, used items, or items that require Library staff to go beyond the scope of its normal purchasing procedures are usually not purchased.
- N. Consider patron requests within the overarching principles of selection. Assess the quality of binding and physical suitability for Library use.

Emerging Materials and Superseded/Obsolete Formats

The Library monitors the development of new formats and uses the principles of selection to decide the appropriate time to incorporate these into the collection. The Library also monitors the declining use of formats and/or materials. When a format is discontinued, the existing collection will continue to circulate until it is no longer useful (for example, VHS tapes). The Administrative Planning Team, with approval from the Director, will review the addition and/or discontinuation of formats on an annual basis and make recommendations for reallocating budgets accordingly.

Standard Selection Sources

Standard selection sources are used to identify items for purchase. These may include, but are not limited to:

- A. Professional journal reviews. Preference is given to positive reviews published in nationally recognized, Library-oriented journals.
- B. Publishers' sites that forecast upcoming popular materials.
- C. Critics featured in local media may also play into the awareness or purchase of materials that may be important.
- D. Standard collection tools and recommended lists, such as top 100 lists, award lists, and best sellers.
- E. Reviews from popular magazines, social media, national newspapers, and other publications.
- F. Recommendations from patrons and others.

Formats Collected

The Library acquires materials in a variety of formats. Selection within a format follows all general selection guidelines. Formats currently purchased by JTPL:

- Books (Adult & Juvenile/Young Adult)
- Audiobooks (Adult & Juvenile/Young Adult)
- Music CDs (Adult & Juvenile)
- DVDs (Adult & Juvenile/Young Adult)
- Blu-ray Discs (Adult & Juvenile)
- Online Resources (Adult & Juvenile/Young Adult)
- Streaming Audio and Video content
- Digital magazines (included in OverDrive subscription)
- Periodicals and newspapers (Adult & Juvenile/Young Adult)
- eAudio books (Adult & Juvenile/Young Adult)
- eBooks (Adult & Juvenile/Young Adult)
- Large print books
- Graphic novels (Adult & Juvenile/Young Adult)
- Local history and genealogy materials and other materials pertaining to this area (Jeffersonville location only)

The Library, at times, may purchase a “public performance” film or license so that it may show a movie for free to the public. At this time, the licenses purchased are intended for only the Library to show to the public. Therefore, video items checked out from the Jeffersonville Township Public Library may only be played in one’s home.

Process of Selection for Audiovisual Materials

The Library’s selection of materials is based on a multiplicity of criteria. Standards for the selection of audiovisual materials include, but are not limited to:

- Popular movies and music, with preference going to newly released materials
- Library-based review publications which analyze various materials, charting their popularity, by acquisitions, from other libraries
- Reviews listed in major publications generally aimed at current popular media
- Critics featured in local media
- Box office gross (films) and sales charts (music)
- Items of prestige or those that have been acclaimed via award nominations or wins
- Items of artistic merit by reputed performers, producers, directors, etc.
- Circulation statistics and/or popularity by genre, age representation, etc.
- Items that are requested by patrons

Following the American Library Association's *Freedom to View* statement (Appendix C), the Jeffersonville Township Public Library does not censor materials for viewing or listening. Unrated materials, such as documentaries, or materials marked with a "Parental Advisory" warning shall still be considered for purchase by the Library, as is espoused in the ALA's *Freedom to View* statement and our First Amendment rights.

Duplication of Materials

Multiple copies of print and audiovisual materials are purchased in response to user demand as evidenced by the number of reserves, anticipated popularity, repeated requests, and monitoring of the collection.

Interlibrary Loans

The Library is unable to purchase all materials that are requested. Therefore, the procedure known as "Interlibrary Loan" is used to obtain materials from other libraries that are beyond the scope of our collection. In return for this service, the Jeffersonville Township Public Library agrees to lend/share its materials with other libraries through the same loaning network.

Patrons may have only **three** Interlibrary Loan requests at a time due to the burden of fees incurred by the Library. The materials requested must be at least six months old in order to be considered and subsequently processed. Library selectors will attempt to purchase materials that are repetitively requested.

Patron Requests

The Library patron is an important part of the selection process. An individual's request for a title is usually honored if the request conforms to the selection guidelines detailed above in the Library's Collection Development Policy. It is suggested that a patron fill out the Purchase Suggestion Form (also available online) and return it to any public services desk.

Clarksville Collection

The Clarksville location collects and maintains materials in the same fashion as the Jeffersonville location; however, the collection is done on a smaller scale due to the capacity restrictions within the Clarksville location's (smaller) building. The Clarksville location collects materials matching the genres collected at the Jeffersonville location, except for local history

materials. Comparatively, the Clarksville location contains more Spanish-language materials than the Jeffersonville location per statistical data.

Gifts and Donations

The Library accepts gifts of books and other materials with the understanding that they will be added to the collection if they meet the criteria for selection. If gifts do not meet these criteria, they will be transferred to the Friends of the Library for sale in the Friend's Book Store with proceeds to benefit the Jeffersonville Township Public Library. Materials that are damaged or the quality deemed unfit to sell will be discarded.

Donations of materials or artifacts having to do with the Library, Jeffersonville, or Clark County for the Family and Local History Room are welcome. If the donation is accepted, a Donation Form must be completed and kept on file in the Family and Local History Room. This form shall document a complete description of the donation, information about past ownership (if available), governance of title from the owner to the Library (if the gift involves a title), and any specifications or restrictions the donor has placed on the item/gift.

The Library cannot assign a financial value to donated materials. If requested, the Library will provide a receipt detailing the number of items donated (Appendix G). The receipt may be used for tax purposes/deductions.

Textbooks

Purchasing and providing textbooks and curriculum materials is generally held to be the responsibility of the schools (or the responsibility of those attending said schools). Materials will not be purchased for the sole purpose of supporting a curriculum. A textbook may, at times, be considered for purchase when the item presents the best (or only) information on a specific topic.

Withdrawal of Materials

The Jeffersonville Township Public Library aspires to provide trustworthy materials in various formats that remain current to the community it serves. Staff members continuously review the collection to keep it responsive to the needs of its patrons, assess it for deficiencies and/or gaps, ensure its usefulness to the community, and to make room for newer materials. Titles may be withdrawn, updated, repaired, rebound, reclassified, kept, or justified by need. The withdrawal of materials, known as weeding, is an ongoing, everyday process by which materials that are worn, damaged, outdated, duplicated, inaccurate, or no longer used are removed from the collection. Library staff will be responsible for weeding materials from their respective areas of

responsibility. Staff members will follow the guidelines set out in the **CREW (-Continuous -Review -Evaluation -Weeding) Manual**.

A. The CREW Manual

The CREW Manual outlines the process of removing materials that are in poor condition, outdated, or no longer fit into the scope of the Library's collection. Adhering to these guidelines allows the Library to continuously examine which formats and materials are being used and those that are not circulating. Additionally, this examination aims to alert staff to what is in need of repair, replacement, or removal. It also provides an idea of what the Library's strengths and weaknesses are, and what is most valuable when it comes to the collection and selection of materials.

B. M.U.S.T.I.E.

One procedure within the CREW Manual is a practical weeding method called "M.U.S.T.I.E." This practice aims to eliminate any materials that fall under the "M.U.S.T.I.E." acronym, which is broken down below.

M = Misleading (and/or factually inaccurate)

U = Ugly (worn and beyond mending or rebinding)

S = Superseded (by a new edition or by a much better book on the subject)

T = Trivial (of no discernible literary or scientific merit)

I = Irrelevant (to the needs and interests of your community)

E = Elsewhere (the material or information may be obtained elsewhere through Interlibrary Loan, reciprocal borrowing, or in electronic format)

C. M.U.S.T.I.E. Weeding Formula

If there is a question about what materials need to be withdrawn, the M.U.S.T.I.E. formula should be applied.

D. Additional Weeding Considerations

If a material falls under any category of M.U.S.T.I.E., regardless of age or circulation, it is nonetheless considered a candidate for weeding and/or repurchasing. Furthermore, the person/persons weeding the collection should ultimately consider:

- **Discontinuation of format/s:** Is the material available in a more modern format?
- **Library space:** How much shelf space is available? Are things easily found within the stacks? Does the current collection allow for easy browsing?
- **Publication date:** When was the item published?
- **Date added:** When was it added to the Library's collection?
- **Physical condition:** Is the item worn, torn, dirty, warped, scratched, edited or marked on? Does its condition interfere with its use?

- **Duplicate copies:** Is the same item available at the Jeffersonville Library or Clarksville Library? Are there sections with more books than needed on any one topic? Are there numerous duplicate items in one section? Are they still as popular as they once were?
- **Expense:** Can the item be replaced? If the item cannot be replaced would it benefit from rebinding?
- **Shelf-time:** How long has the item sat on the shelf without circulating?
- **Relevance of the subject to the community:** Is the material of interest to the community as a whole? Does it have any relevance to the area the Library serves?
- **Use in school curricula:** Is or has the item been assigned as required reading?

E. Exceptions to CREW/M.U.S.T.I.E.

In adherence with the CREW Manual, the Library will withdraw items following the guidelines set within the CREW/M.U.S.T.I.E. formula unless:

- Items are used for in-house purposes or as a Reference source.
- Materials are considered an important resource or the material is the only one on that subject/field. Staff members reserve the right to make decisions as to whether or not the Library retains that item.
- Materials are local history items. These will be collected and maintained in the Family and Local History Room. Weeding is done sparingly in the Family and Local History Room, as most items have value within the local history they provide.
- Items, periodicals, or any non-indexed items are withdrawn on a routine basis.

Inventory

A physical inventory will be started every **five** years in years ending in 0's or 5's so that the Library keeps and/or maintains an accurate catalog of items held. The inventory also assists in making materials easier to find and/or obtain by library patrons. Furthermore, carrying out weeding (continuously) and a physical inventory every five years supports the Library's reputation for accurate and up-to-date information and resources.

Statistics (Circulation Studies)

Maintaining statistics on collections (their circulation by user groups, subject areas, publication date, etc.) helps the Library identify the most used material groups and those that are less popular. These reports allow staff to analyze and document the varying areas of circulation, which could and should be used for redistribution or allocation of funds, and/or an adjustment in the Library's most recent Collection Development Policy. These statistics will be reviewed at

least annually by APT in the month of May before budget preparation to determine budget allocations for the collection.

Challenged Materials

The Jeffersonville Township Public Library supports the guidelines established by the American Library Association in its Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement and considers all materials selected under this policy to be protected under the First Amendment of the United States Constitution. Nevertheless, the Library recognizes the right of individuals to question materials in the Library collection.

A formal process has been developed to ensure that complaints and requests for reconsideration are handled in an attentive and consistent manner. A Jeffersonville Township resident may request a reconsideration of an item already in the Library's collection via a Request for Reconsideration Form. A Request for Reconsideration Form must be filled out **completely** for each item that a person would like reconsidered (Appendix F).

The request will be read, viewed, or listened to by the Administrative Planning Team (APT) within 30 days. The committee's response and a recommendation for action will be sent to the Library Director. The Library Director will respond within ten business days to the individual who submitted the Request for Reconsideration Form and copy the committee and the Library Board of Trustees. The individual who submitted the Request for Reconsideration may appeal in writing the Director's response to the Library Board within ten days of receiving the Director's response. The Board will review it and make a decision at the next scheduled Board meeting after the receipt of the appeal. Until a decision is made, the item will remain in the collection.

List of Appendices:

- Appendix A: The American Library Association Bill of Rights
- Appendix B: The American Library Association Freedom to Read Statement
- Appendix C: The American Library Association Freedom to View Statement
- Appendix D: Interpretations of the Library Bill of Rights
- Appendix E: Purchase Suggestion Form
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Appendix A : The American Library Association’s 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.

Appendix B: The American Library Association 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 C: The American Library Association 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

Appendix D: Interpretations of the Library Bill of Rights

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.

Visit the ALA Intellectual Freedom Committee's website to read the Interpretations of the Library Bill of Rights:

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations>

Appendix E: Purchase Suggestion Form



Didn't find what you were looking for?
Help us improve our collection.

Title: _____

Author: _____

Subject: _____

If we acquire this title, would you like to be notified?
Please include your name, library card number, email,
and phone number.

Name: _____

Library Card #: 2186100 _____

Phone: _____

Email: _____

Do you want it placed on reserve? (Circle one)

Yes

No

Appendix F: Request for Reconsideration of Library Materials

Jeffersonville Township Public Library
P.O. Box 1548
Jeffersonville, IN 47131-1548
(812) 285-5630

In order for your request for reconsideration to be evaluated, you must be a Jeffersonville Township resident and you must fill out this form completely for each item that you would like reconsidered.

Are you a Jeffersonville Township resident? Yes _____ No _____

Attach additional pages as necessary.

Patron Name (please print): _____

Address _____

Phone Number: _____

Email: _____

Do you represent an organization? Yes _____ No _____

If yes, what organization? _____

Material Type (please circle one):

Audiobook Book DVD eAudiobook eBook Magazine Music CD VHS Other

Author: _____

Title: _____

Call Number: _____

Copyright Date: _____

Barcode Number: _____

1. How did this material come to your attention?
2. Did you read/listen/view this material completely? Yes _____ No _____
3. In your view, what is the topic or theme of this material?
4. What is your objection to the material? Be as specific as you can; list page numbers or time location on digital items, as appropriate.
5. Did you find something good or worthwhile about this material? Yes _____ No _____
6. What age group do you think the material is appropriate for?
7. What action would you like taken regarding this material?
8. Are there other materials you recommend to provide additional information or points of view on this topic? (Attach another page as needed.)

The request will be read, viewed, or listened to by the Administrative Planning Team within 30 days. Their response and a recommendation for action will be sent to the Library Director. The Library Director will respond within ten business days to the individual who submitted the Request for Reconsideration Form and copy the committee and the Library Board of Trustees. The individual who submitted the Request for Reconsideration may appeal in writing the Director's response to the Library Board within ten days after receiving the Director's response. The Board will review it and make a decision at the next scheduled Board meeting after the receipt of the appeal. Until a decision is made, the item will remain in the collection.

Appendix G: Donation Form

THE JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
211 E. COURT AVENUE
P.O. BOX 1548
JEFFERSONVILLE, IN 47131



DOCUMENTATION OF GIFTS GIVEN TO THE LIBRARY

DATE RECEIVED _____ LIBRARY SITE: JTPL CLB

EMPLOYEE ACCEPTING DONATION _____

DONOR _____

STREET _____

CITY _____ STATE _____ ZIP _____

NOTE NUMBER OF ITEMS OR AMOUNT OF GIFT TO THE LIBRARY

HARDBACK BOOKS _____ PAPERBACK BOOKS _____

MAGAZINE _____ OTHER _____

COMMENTS REGARDING GIFT _____

GIVE A COPY OF THIS RECEIPT AND THE DONATION TO THE DEPARTMENT MANAGER;
PLACE A COPY IN THE BUSINESS OFFICE BASKET; RETURN A COPY TO THE DONOR.

Appendix H: Family and Local History Collection Development Policy

The Jeffersonville Township Public Library's Family and Local History Room attempts to maintain a comprehensive collection of local history materials. This includes collecting published and unpublished materials available on the history of Jeffersonville, Clark County, and other neighboring counties. The collection also provides local works, such as family histories, relating to Clark County genealogy. The Family and Local History Room will collect and maintain records pertaining to Jeffersonville and Clark County; this includes information concerning local government, businesses, homes, schools, churches, community organizations, families, and individuals. Additionally, reference works on Indiana history, genealogy, and other materials relevant to the development and/or history of Clark County will be collected.

In the interest of serving the local community, the Library will purchase or actively solicit donations of materials pertaining to Clark County; this includes materials pertaining to the life and biographies of notable Clark County residents or natives. In addition, the Family and Local History Room will gladly receive donations of materials that pertain to Clark County's Native American heritage, American historical items related to Southern or Southeastern Indiana, and U.S. military history. Items donated that are either hard to store or of marginal historical value may be refused.

Selection Criteria

The following criteria are used to select items for inclusion in the Family and Local History Room archives and reference collections:

- Relevance to the history of Jeffersonville, Clark County, and surrounding areas
- Authenticity of the record
- Suitability of the subject to the Family and Local History Room collection
- Non-duplication of materials within the collection (unless widely used or valued by the Library and/or community)
- Quality of the physical form of the material
- Ease of use for patrons
- Cost to preserve, store, and/or process the material
- Security requirements to store and/or display the item
- Restrictions placed by donor

Gifts

Records are accepted in all forms excluding artifacts and materials in obscure or inaccessible formats, such as 35mm slides, 8mm film reels, and the like. If accepted into the collection, photographs and documents may be removed from their frames.

The Library reserves the right to refuse an offered gift or material donation. For example, the Library may decide to not accept items which show damage from mold, mildew, water, insects, smoke, or dirt. Mold, insects, and the smell of smoke have the ability to migrate to and damage other materials in the collection. The Library may also choose to not accept items or materials which it cannot properly store, display, or otherwise care for.

Selection Tools

Traditional selection resources are of help in finding general items which pertain to a department's collection. Family and Local History Room staff will actively scan genealogy and history journals and websites for book reviews and advertisements. Staff will also actively solicit flyers from pertinent publishers. Lists of prospective purchases will be checked against the Family and Local History Room collection and its on-order list to avoid duplication.

Donations to the Collection

The Library welcomes donations to the Family and Local History Room's genealogy and local history collection. Each donation to the Library's Family and Local History Room collection will be recorded in a donor file that will contain a copy of the Donation Form, all correspondence, and memoranda. The Donation Form documents the donation of property (and copyright, if appropriate) to the Library and is signed by the donor. The Donation Form includes a complete description of the donated item and information regarding its past ownership. The Donation Form also establishes conditions (if any) governing the transfer of title from the donor to the Library, and specifies any restrictions placed by the donor on public access to the donated item. Once the Donation Form has been signed by the donor, the donated item becomes the property of the Jeffersonville Township Public Library. The Library does not borrow materials from individuals or organizations for temporary use in the Family and Local History Room.

The Library wishes the public to have access to all materials in the Family and Local History Room collection. Materials which have restrictions placed upon them limiting such access may be accepted, but only when the restrictions are reasonable and deemed necessary to protect the legitimate rights and interests of the donor. Any restrictions will be recorded in the Donation Form and will be adhered to by the Library.

Once a donation has been made, the Library reserves the right to decide how the donated item will be displayed or stored, how the item may be used by the public, and how long the item will be retained. Materials in the Family and Local History Room may be scanned and placed online for viewing, may be moved from the Family and Local History Room to another section of the Library, may be sold, or may be transferred to another Library.

Access

The Family and Local History Room is open to the public during normal Library hours. For the purpose of encouraging collaboration amongst researchers, patrons are requested to sign in when using the Family and Local History Room.

Researchers are allowed to photocopy from the collection but should be aware of the provisions of Section 108 of the United States Copyright Law. Researchers may make these photocopies themselves; however, Library staff may refuse to allow photocopying of rare or fragile materials. In these instances, users may be permitted to photograph materials using cameras or mobile devices as long as the flash is disabled.

Library staff will not perform extensive research for patrons but will assist as needed. For those materials for which the Library owns the copyright, permission must be obtained and credit listed before material may be published by a third party.

Maintenance of the collection

The Genealogy and Local History Librarian will be responsible for the Family and Local History Room's collection, and will supervise and control the storage, access, and preservation of its materials.

Where appropriate, materials are archived in acid-free folders, enclosures, and containers. Significant attention will be given to the environmental quality within the Family and Local History Room and its archives, following standards recommended by the Society of American Archivists.

The Genealogy and Local History Librarian will conduct a periodic review of the materials held in the Family and Local History Room and may select items for removal based on condition and suitability to the collection. Unique items that are in disrepair will be preserved by whatever means necessary, including binding, rebinding, encapsulation, microfilming, photocopying, or digitization.

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