

**CITY OF DENISON PUBLIC LIBRARY
COLLECTION DEVELOPMENT POLICY
2004**

**DENISON PUBLIC LIBRARY-2004
COLLECTION DEVELOPMENT POLICY
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CITY OF DENISON PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY 2004

Introduction

The foundation of any public library is a broad and varied collection of information resources including books, media, and electronic resources, which meet the educational, informational, recreational and cultural needs of the community it serves. The purpose of the library selection process is to acquire information resources, which support and enrich personal lives, careers and businesses. The Collection Development Policy of the Denison Public Library is intended to provide a basis for the development of library information resources that will serve all persons in the community.

The Denison Public Library recognizes that it was established to serve everyone within the library's service area and that individuals and groups within the community have diverse interests, backgrounds and needs.

Electronic information and networking are new and rapidly developing areas of public and private activity. The library recognizes that these developments pose new challenges as well as new opportunities for library users and their families, the library staff, and the Library Board. The new methods of receiving information do not change the goal of the Denison Public Library, which is to provide free, open and equal access to information and an impartial environment in which to explore the universe of ideas.

Description of the Community

The Denison Public Library serves the citizens of Denison, Texas, with a population of 35,082. The library is a member of the Northeast Texas Library System.

The 2000 Census showed residents were 12.1% Hispanic, 78.5% White, 11.2% Black, 1.3% American Indian, 1.1% Asian and 5.3% Other Race. The age of Denison residents were: 28.70% nineteen and under, 56.10% twenty to sixty-four, 12.80% sixty-five to eighty-four, 2.4% eighty-five and older, with the Median Age as 34.0.

The education level of the citizens was as follows: 8.2% had completed less than 9th grade; 13.4% had completed grades nine through twelve without graduation; 26.6% had a high school diploma or equivalent; 24.3% received some college, but no degree; 7.4% received an associate degree; 12.6% received a bachelor's degree and 7.5% attended graduate school. Denison is served by the Denison Independent School District with one high school, one middle school, one junior high school, seven elementary schools and one Head Start/Early Head Start Program campus. Grayson County College, Austin College and Sherman Public Library are available to Denison residents.

56.7% of the residents of Denison were employed, 3.2% unemployed and 40.0% were not in the labor force. Occupation figures are as follows: Professional, managerial and related occupations, 30.3%; sales and office occupations, 26.9%; service occupations, 15.9%, farming, fishing and forestry occupations, 0.2%; construction, extraction and maintenance occupations, 8.8% and production, transportation and

material moving occupations, 17.9%. Median household income was \$34,211, per capita income was \$18,717, 13.3% of the population lived in poverty and 27.70% of the population under 18 lived in poverty.

The Denison Public Library strives to make available materials reflecting the needs of all citizens of differing educational levels. The library not only has the obligation to provide the best service possible to its regular patrons but to search for materials and methods that will assist those in the community who have not been library users. To do this, the library must study its community on an ongoing basis to discern present needs that are unmet and to anticipate future needs. The Denison Public Library recognizes that its community is continuously evolving. Studies of the community should incorporate data directly pertinent to material selection including levels of user satisfaction, potential markets for special collections and any demographic shifts that have occurred. The data can be used to develop a plan addressing collection strengths and weaknesses and ways that selection should be adjusted to meet changing community needs.

Statement of Intellectual Freedom and Censorship

The Collection Development Policy of the Denison Public Library is based on the following principles:

1. The essence of democracy is that individuals have the right of unrestricted inquiry and the right of forming their own opinions. In a democratic society, each individual is free to determine what he or she wishes to read, to hear or to view. Likewise, each group or organization is free to determine what it will recommend to its members.
2. The freedom to read, to hear, and to view is protected by the First Amendment to the Constitution of the United States of America. These freedoms are essential to our democracy and will be upheld, supported and defended in the selection and the provision for access to all library information resources.
3. Freedom of choice in selecting information resources is a necessary safeguard to the freedom to read, to hear and to view.
4. Selection of information resources and their inclusion in the collection and/or access to the resources does not constitute or imply library staff agreement with or approval of the content, viewpoint, implications, or means of expression of the information resources.
5. The Library and its associated authorities do not serve *in loco parentis*. It is the parent(s) and/or legal guardian(s), and only the parent(s) and/or legal guardian(s), who may restrict their own children from access to library information resources. For purposes of this policy *child, children, or minor* shall mean anyone under 18 years of age. Library information resources selection and access will not be inhibited by the possibility that resources may inadvertently come into the possession of minors. As it does with traditional library resources, the Library will provide training on the use of electronic information resources. It will also make available

information to help the parents and legal guardians in efforts to exercise their rights and responsibilities regarding their own children's use of electronic resources, including Internet.

6. The Library attempts to provide information resources for all persons in the community the Library serves, without exclusion.
7. The Library is not a judicial body. Laws governing obscenity, subversive materials and other questionable matters are subject to interpretation in courts. Consequently, no challenged information resources will be automatically removed from the Library due to complaints of obscenity, subversiveness or any other category covered by law until after an independent determination by and under the orders from a judicial court of competent jurisdiction and only after an adversary hearing in accordance with well established principles of law. Conversely, no information resource will knowingly be selected which has previously been adjudicated to be in noncompliance with the law.
8. The Library upholds the principles of the American Library Association's *Library Bill of Rights*.

Mission

The mission of the Denison Public Library is to enlighten, enrich and empower every citizen by promoting free and easy access to information, and to encourage reading and the use of modern technology in the pursuit of lifelong learning.

Roles

The following basic service roles have been selected for emphasis in carrying out the mission of the Denison Public Library.

PRESCHOOLERS' DOOR TO LEARNING:

The Library encourages young children to develop an interest in reading and learning through services and programs for children and for parents and children together.

POPULAR MATERIALS CENTER:

The Library provides current, high-demand, high-interest materials in a variety of formats for all ages. The Library actively promotes and encourages the use of these materials.

REFERENCE LIBRARY:

The Library provides timely, accurate and useful information from the collection and through access or referral to resources outside the Library.

COMMUNITY INFORMATION CENTER:

The Library is a clearinghouse for current information about community organizations, issues and services.

INDEPENDENT LEARNING CENTER:

The Library supports individuals of all ages engaged in the pursuit of learning, whether through a formal course of study or independent of any educational institution. The Library also provides a pleasant place and atmosphere for study.

Selection Philosophy

In accordance with the above principles, the following guidelines will apply in regard to information resources selection:

1. Selection
 - As budgetary constraints limit the procurement of material to a small portion of what is available, selections will be made in furtherance of the above principles while attempting to maintain diversity, quality, and responsiveness to interest patterns.
 - a. Diversity will be pursued by attempting to meet the purposes relating to the use of materials for all ages and educational levels, by providing as many subject fields as possible, by providing alternative and/or opposing viewpoints, by providing unpopular as well as popular materials, and by providing a variety of materials reflective of the diversity existing in our culture and society.
 - b. Quality will be pursued by the application of professional discretion and standards established by the library profession and through the use of appropriate selection aids. Reviews in professionally recognized periodicals will be the primary source for information resources selection. Standard bibliographies, as well as booklists and recommendations by recognized authorities will be used.
 - c. Responsiveness to interest patterns will be pursued by careful consideration of requests for the purchases, patterns of utilization of existing information resources, patterns of purchases of similar information resources from retailers, and any other source of information indicative of community interest patterns. An attempt will be made to meet, to the degree possible, the interests of all persons in the community, while acknowledging and recognizing that this is an ideal to be pursued rather than an achievable objective. Responsiveness to the interests of one individual or group will not be restricted on the basis of the dislike or disinterest of another individual or group.
 - d. Selections may be made on the basis of any one, several or all of the above considerations.

- e. Demand for multiple copies (adult sections) will be handled through the McNaughton (lease) program.
- f. The library utilizes electronic information resources, including CD-ROM databases and the Internet. In providing CD-ROM resources to meet the information needs of citizens, the library will consider such factors as the availability of the resource, established selection criteria, user responsiveness, costs, and the effectiveness of the resource.

The Internet is a global, unregulated information network with a highly diverse user population. The Internet links millions of computers and databases in homes, schools, colleges, universities, commercial enterprises and government agencies. Not all sources on the Internet provide timely, accurate, complete or appropriate information, therefore, citizens use it at their own risk. Congress and the courts have recognized that there is no single organization to govern, control, or select information for the Internet. In light of the breadth of information on the Internet, the unstructured and unregulated nature of the Internet, the fact that site content can change on an hourly basis, and the unreliable state of filtering software, the Denison Public Library cannot control the content of resources available on the Internet nor guarantee that access to disturbing or offensive sites will be avoided. The Library expressly disclaims any liability or responsibility arising from use of the Internet.

Parents or guardians concerned about their child's use of the Internet are encouraged to read and share with their children *My Rules of Online Safety*. These rules are included in an excellent publication from the National Center for Missing and Exploited Children entitled *Child Safety on the Information Superhighway*. Contact the National Center for missing and Exploited Children at 1-800-THE LOST (1-800-843-5678.)

- g. Gifts and unsolicited information resources will be evaluated in light of the above policies and principles as per any other selection (see Section on Gifts and Memorials)
- h. Citizen recommendations and requests for the purchase of information resources will be evaluated in light of the above policies and principles as per any other selection. Response to inquires regarding non-selection of citizen recommended or requested purchases or donations will be made by reference to "Citizen Recommendation Regarding Materials."
- i. The Library recognizes that recommendations from individuals are a vital component in the information resources selection process. Such participation is taken into consideration during the selection of new information resources and/or retention of information resources. The section entitled "Citizen Recommendation Regarding Materials" establishes a mechanism and procedure for citizen recommendations.

2. Access
 - a. All persons will be assured equal access to library information resources, subject only to library card registration requirements, regardless of origin, race, gender, age, background or views.
 - b. Library card registration will be required for circulation services and Internet access. No juveniles are allowed on the Internet when the Circulation module is not working.
 - c. Access to library information resources will be aided by classification (e.g. Dewey Decimal Classification System), directional aids, and major categorization of interest patterns. Distinction between juvenile, young adult or adult information resources will be made only on the assumed differential reading levels and interest patterns. Appropriateness of material for minors is the sole responsibility of the parent(s) and/or legal guardian(s).
 - d. All Internet workstations provided by the library offer unrestricted access.

Selection Responsibility

Final responsibility and authority for information resource selection rests with the Library Services Administrator, who operates within a framework of policies and principles adopted by the City of Denison, Texas. The staff of the library operates under the Library Services Administrator's delegated authority. The Library is authorized to develop such selection and access procedures as may be necessary to carry out Collection Development policies.

Selection Criteria

General Selection Criteria

- A. Importance of subject matter to collection
- B. Serious literary, artistic, political or scientific value
- C. Permanence
- D. Timely value
- E. Purpose or intent of the material
- F. Accuracy of content
- G. Authenticity of content
- H. Historical value
- I. Readability
- J. Scarcity of material on subject
- K. Reputation and significance of author, illustrator, editor, artist, performer, etc.
- L. Popularity
- M. Local interest
- N. Reputation and professional standing of publisher
- O. Price
- P. Format

Q. Availability

Nonfiction Selection Criteria

- A. Contemporary significance or permanent value
- B. Accuracy and objectivity of approach
- C. Authority of the author in the field
- D. Clear presentation and readability
- E. Social significance

Fiction Selection Criteria

- A. Representation of important movements, genres, trends of national culture
- B. Vitality and originality
- C. Artistic integrity
- D. Effective characterization
- E. Social significance

Periodical Selection Criteria

- A. Frequency of use
- B. Community interests
- C. New titles on subjects of current interest

Commercial Internet Resources Selection Criteria

- A. Improvement or enhancement that the resource will give to existing print materials.
- B. Broad accessibility of the resource under present copyright laws and licensing agreements.
- C. Compatibility of the resource with existing hardware to be purchased or already in the library.
- D. Currency of the resource's information
- E. User-friendliness of the resource.

Policies by Clientele Served

Adults

The adult materials collection emphasizes resources for education and information. Materials of permanent value as well as those of current interest should be part of this collection. Selection is a judgmental and interpretive process, which involves a general knowledge of the subject and recognition of the needs of the community. The significant factor is balance. One of the primary purposes of public libraries is to provide resource materials encompassing many points of view. Materials of varying degrees of complexity on a wide range of

topics are sought. Consideration is given to the industrial, business, cultural and civic enterprises of the community.

Children

In selecting materials for children, the children's department of the Denison Public Library hopes to foster an appreciation of literature while satisfying the child's cultural, recreational and informational needs from birth through early teens. Materials are included which meet the general demands of the majority of children along with special qualities, for children with special needs, talents, problems or interests.

Factors that may determine the exclusion of certain books for children are the lack of good taste or lack of sufficient literary merit; inaccurate, or unfair or unhealthy pictures of the subject; insufficient need or value to the balanced collection to justify expenditure. The children's collection consists of the following areas: picture books, easy primers (E), easy readers (ER), juvenile fiction and non-fiction and young adult materials.

The children's department attempts to include quality materials in all subject areas relative to children. It recognizes that some books may be controversial and that any given item may offend some users. Parents or legal guardians have the responsibility for the material their children read.

Students

Providing supplementary materials for all students has a high priority. Nevertheless, we recognize that we cannot purchase multiple copies of books used for research. Books may be placed on reserve for class assignments if a teacher or staff member requests it.

Blind, Physically Handicapped

Special services are available directly from the Texas State Library in Austin, Texas for the blind and physically handicapped. There is a toll-free number (1-800-252-5605) for users to call. The Denison Public Library maintains a large print book collection and books on tape for those with poor vision. There is a reading machines available for the visually handicapped.

Genealogy and Local History

Public libraries have a responsibility to collect and preserve their local heritage. All published materials on Denison and Grayson County are acquired. Newspaper articles concerning local events are indexed from the Herald-Democrat. An obituary and local history file is maintained. Materials on area families are also kept in the vertical file. The DAR lineage books and a UDC

collection formed the nucleus. Over the years, we have expanded the collection, concentrating on Texas and the South. Books and periodicals from other states are purchased. Selection criteria for all states involves: 1) statewide 2) county 3) local and 4) family histories. Selection for Texas covers major areas of the state but radiates outward from Grayson County. Other genealogical areas covered are wars, emigration/immigration, church records, foreign countries, and ethnic groups. We do not loan genealogy material.

Policies by Format of Material

Books

Hardbacks are generally purchased. Paperbacks are purchased as necessary.

Textbooks

Textbooks for various public schools and academic courses are not automatically purchased. The collection contains a number of donated textbooks. Synopsis and outlines are included as needed.

Audio-visual Materials

The Denison Public Library endorses the multi-media concept of library service. While books are the primary focus of the Denison Public Library, the demand for other media must be met. Readers tend to be heavy users of media, not just books.

Videocassettes and DVDs

The videocassette/DVD collections emphasize family oriented and educational films. The library maintains a limited collection of tapes and DVDs including selected adult level material, good quality entertainment, and educational material for children and adults. Only registered adults can check out videocassettes/DVDs. Citizens also have access to videocassettes through our membership in the Northeast Texas Library System.

Other Media

Recordings are selected in both CD-ROM and cassette format. The unabridged version is preferred. Some filmstrips and slides may be purchased.

Equipment

Slide projectors, overheads, screens, etc. are checked out to an adult cardholder for a specific event or organization. A die cut machine may be scheduled for use in the library.

Reference Material

Providing current information is a high priority. Denison is a progressive community, therefore, the library strives to build a collection covering a wide variety of subject areas in depth. The vertical file materials are utilized to provide current information about popular topics. Since Grayson County maintains a public law library in the justice center, the law collection at the Denison Public Library is very limited. The Internet is used as a reference tool to supplement information already available in the Denison Public Library.

Periodicals

The library subscribes to both print and not-print periodicals. We also provide access to full text articles and indexes of a large number of periodicals through an online database. There are current copies of the Grayson County newspapers and a back file of the Denison newspaper on microfilm. The nature and use of the publications determine the format of back issues of periodicals. Some periodicals are bound. Other periodicals and genealogy materials are purchased on microfilm or microfiche. Current copies of several newspapers representing various metropolitan areas as well as a few standard general and financial newspapers are available.

Manuscripts and Rare Books

The library does not generally collect manuscripts and rare books. However a donated collection of materials related to Grayson County and the State of Texas is housed in the Rare Books Room.

Selection Aids

It is not possible to read every book before it is purchased. Librarians must depend upon bibliographies, book reviews and general lists of new materials for guidance. Furthermore, reviews of many materials are not always available. These are the primary selection aids:

1. *Public Library Catalog* and other Wilson catalogs
2. *Booklist*
3. *Publishers Weekly*
4. *Library Journal*
5. *Horn Book*

6. *School Library Journal*
7. *Bulletin of the Center for Children's Books*
8. *New York Times Book Review*
9. American Library Association Bibliographies

Gifts and Memorials

A. Introduction

Recognizing that gifts in the form of money and books are sources of further development and enhancement of the library's services, the following policy statement is issued.

B. Major Gifts

Major gifts to the Library may be accepted by the City Council upon recommendation of the Library Board and the Library Services Administrator. Major gifts may include but are not limited to land, buildings, and substantial collections of books or other materials that have either a significant monetary, historical or literary value.

C. Gift Books

The Friends of the Denison Public Library organization gladly accepts the donation of books and other items on behalf of the Library with the understanding that the Library may do with them as it sees fit.

Gift materials will be added to the collection if they are needed and if they meet the selection standards that are applied to all materials added to the collection. Gifts accepted for the collection become the property of the Library. Gifts not added to the collection will be disposed of in a way that will be most advantageous to the Library.

Upon receipt of gift material a receipt can be given to the donor acknowledging the gift item. Due to Internal Revenue Service regulations, the Library is prohibited from providing an estimate of monetary value of the donation.

D. Memorials and Tributes

The Library actively encourages donations as memorials and as tributes to living individuals on special occasions. Such acts provide the Library with an opportunity to add materials or

equipment, which it might not otherwise be able to afford. In addition, it is felt that such donations provide individuals with a rich opportunity to honor loved ones with a lasting statement of admiration and respect.

Except in rare circumstances, memorials and tributes are accepted in the form of monetary donations to a special fund administered by the Friends of the Denison Public Library. The Library will make every effort to honor the donor's wishes regarding the selection to be purchased. However, the final decision rests with the Library in accordance with its needs and selection criteria.

A bookplate will be placed in the item purchased with the memorial and tribute gift funds. The bookplate will record the honoree as well as the donor. The Library will send acknowledgements to all parties of this gift.

E. Monetary Gifts

The library actively encourages monetary donations. Monetary gifts may be administered by the Friends of the Denison Public Library on behalf of the Library or by the City of Denison Finance Department. Determination as to the expenditure of such gifts will remain with the Library.

F. Gifts of Special Collections

Special collections of materials will be accepted if they meet the Library's selection criteria. The Library reserves the right to determine such issues as classification, arrangement and shelving of the gift materials. The Library will not accept special collections of materials with any donor's stipulations that these be kept together as a special collection or entity, or restricted as to use in any way. Collections will be accepted only with the understanding that they will be integrated into the general collection with the library determining location and usage of the materials.

Other Selection Issues-Relationship to Other Libraries in Collection Development

Libraries of all types must share resources as costs for materials continue to escalate at a time when there is much greater demand than ever. As a part of BARR, Sherman, Denison and Grayson County College libraries have reciprocal borrowing privileges and jointly subscribe to databases to defer costs. Austin College is a member of BARR for purposes of resource sharing. The Denison Public Library also accesses other library loan records through OCLC to participate in interlibrary borrowing and

lending. Interlibrary Loan Service adheres to the American Library Association Interlibrary Loan Code.

Collection Organization and Maintenance

A. Introduction

The maintenance of the Library's collection is a vitally important aspect of the Library's services. Without considerable attention to this component, the Library would be little more than an unorganized warehouse. Proper cataloging, classification, arrangement and maintenance is absolutely necessary if the collection is to be accessible and usable.

The goals of collection organization and maintenance are as follows:

- To create or provide, for each item selected for inclusion in the Library's permanent collection, a bibliographic record consisting of the descriptive information used in cataloging to identify a unique title.
- To establish and maintain user-friendly subject access points and cross references pertaining to bibliographic records that will facilitate access to the materials in the collection.
- To provide for logical arrangement of library materials according to subject, format or type.
- To maintain the collection through an ongoing acquisition, repair and withdrawal program in an effort to provide timely, accurate information.

B. Classification and Arrangement

Library materials are arranged in order to achieve their most effective utilization by the public and by the staff serving the public.

The Library's collections are organized through the application of standard classification schemes and professional cataloging practices. The Denison Public Library applies organizational structure, methods, and utilizes resources, which are recognized as national and international standards in the field of library science.

The classification of library materials allows items dealing with the same or related subject matter to be located together. The Denison Public Library uses the Dewey Decimal Classification System as its primary organizational scheme.

C. Cataloging and Bibliographic Control

In order to provide access to library holdings, materials are cataloged. Descriptive cataloging involves the preparation of a bibliographic description of the item along with other pertinent data, and the selection of relevant access points to be indexed in the library catalog. Subject cataloging refers to the assignment of subject headings applicable to the particular item.

The Denison Public Library utilizes existing cataloging information when available in an effort to minimize costs, and to maintain consistent application of cataloging rules based upon national standards.

Use of bibliographic databases provides access to millions of bibliographic records cataloged by thousands of participating libraries, including the Library of Congress.

The Library maintains an inventory of its holdings by recording information for each physical item. This is vital to the accuracy of the Library's circulation records.

D. Physical Maintenance

The collection is continually examined for purposes of replacement, binding, repair and discard of materials. The decision to withdraw materials is based upon the following considerations;

- Irreparable damage
- Obsolescence
- Insufficient use
- Inappropriateness
- Duplicate copies

The decision to replace withdrawn, lost or missing materials is based upon several factors;

- Extent of adequate coverage of the subject field
- Other similar materials in the collection
- Demand for a particular title
- Cost or difficulty in obtaining titles

Print materials are selected for binding or rebinding when:

- A title in poor physical condition meets criteria for replacement, but rebinding is possible and less costly
- A title is out of print, but still useful
- A title is new, but the original binding is not sturdy enough for anticipated use

Potential for theft or mutilation of library materials is not a factor in original selection. Such materials will be replaced when it is deemed necessary for the maintenance of the collection and as funding permits.

The review and evaluation of the collection for physical maintenance will not be used for the purpose of removing or altering potentially controversial materials.

E. Responsibility and Authority

The responsibility for collection organization and maintenance rests with the Library Services Administrator who will operate within a framework of policies and principles adopted by the City of Denison. Library staff, qualified by virtue of education, training, and experience, will implement these policies under the Library Services Administrator's delegated authority.

Further, the Library is authorized to develop such procedures and guidelines as may be necessary to carry out these collection organization and maintenance policies.

Citizen Recommendation Regarding Materials

A. Introduction

It is recognized by the Library that citizen input provides assistance in determining the ever-changing needs of the community. In conjunction with the general selection criteria, citizen input assists the Library in selecting materials, which are timely, accurate and meet the literary and information needs of the community. Therefore, the Library actively encourages citizens to make suggestions regarding either materials recommended for inclusion or materials already in the collection.

B. Recommendation to Acquire Materials

Citizens are encouraged to submit suggestions for possible additions to the library collection. Suggested titles will be considered for inclusion, judging them on the same criteria for selection as all other items identified for consideration. However, while suggestions are encouraged, the Library is not obligated to add suggested items.

C. **Recommendation for Reconsideration of Materials**

The Library recognizes that citizens will often be as familiar with the content of certain library materials as the library staff. For that reason the Library welcomes comments and suggestions regarding the continued appropriateness of materials in the collection. This is especially true of non-fiction in subject areas of a rapidly changing nature, such as technology and computer science, where materials only a few years old may no longer be viable. These types of suggestions and recommendations by citizens will be utilized by the Library in an on-going process of collection management.

The Denison Public Library also recognizes that individuals may take issue with certain library materials because such books, videos and other items may not support their tastes and views. The staff is always available to discuss concerns with the individual and to explain the Library's policies regarding the collection.

If the individual's concern is not satisfied through discussion with the library staff, he/she may complete and submit a formal, written *Recommendation For Reconsideration of Library Materials*. Copies of this form may be obtained from any library service desk and by fax or mail from the Library.

For a *Recommendation For Reconsideration of Library Material* to be considered, it must meet the following criteria:

1. The current *Recommendation For Reconsideration of Library Material* must be completed in full.
2. The individual completing the form must be a resident of Grayson County and hold a valid borrower's card from BARR.
3. The *Recommendation For Reconsideration of Library Material* must be submitted to the Library Services Administrator.

Anonymous phone calls, rumors, or voiced concerns are not honored; action occurs only when the *Recommendation For Reconsideration of Library Material* form is returned to the Library Services Administrator.

D. **Response to Recommendation for Reconsideration of Materials**

The Library Services Administrator will respond to the citizen to acknowledge receipt of the *Recommendation For Reconsideration of Library Material* and refer the recommendation to a staff review committee. The staff committee will evaluate the original reasons for the purchase. The citizen objections will be considered in terms of the principles of the Library Bill of Rights and the opinions of the various

reviewing sources used in materials selection. The committee will prepare a report to the Library Services Administrator which determines whether the material in question continues to meet the selection criteria of the Library; the report will make a recommendation on retention, replacement, reclassification, or removal. The Library Services Administrator will utilize this report in providing a written response to the citizen within 30 days from the date the *Recommendation for Reconsideration of Library Materials* was received by the Library. Decisions of the staff committee will be final. Any challenged title may be reconsidered once in a calendar year.

Policy Review and Revision Statement

The Collection Development Policy of the Denison Public Library will be reviewed annually by the Library Board and the Library Services Administrator, to ensure that the policy remains current, pertinent and an accurate reflection of the changing needs of the community, the library and its collection development objectives.

STATEMENT ON INTELLECTUAL FREEDOM

The Library Bill of Rights/American Library Association

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their service:

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves.
- 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 18, 1948

Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

