

***Ignacio Community Library
Collection Development Policy
Approved: 09/20/2023***



Service Commitment

The goal of the Ignacio Community Library is to provide quality materials and services that fulfill educational, informational, cultural, and recreational needs of the community without regard to age, sex, race, religion, national origin, handicap, or economic status. Ignacio Community Library will ensure equal access in an atmosphere that is welcoming, respectful, and businesslike.

Authority/Responsibility

By adopting a Mission Statement and Goals, the Ignacio Community Library (ICL) Board of Trustees asserts responsibility for the development of the collection. The Board delegates that responsibility to the Library Director. The Library Director may assign staff members as appropriate to their interests and expertise to make recommendations for acquisition and de-selection of materials in specific fields. The staff uses the Collection Development Policy, their knowledge of the community, and their professional experience to recommend titles for purchase. They may consult subject bibliographic reviews, reviews by qualified experts, local patrons and teachers in their areas of expertise.

Recommendations from library patrons are encouraged. Books frequently requested through Interlibrary Loan will also be considered for purchase.

In accordance with goals set forth by the ICL Board, the collection of ICL should include:

- a. Books and materials most in demand in the community;
- b. Materials of local interest reflective of our diverse, multi-ethnic community;
- c. Reference materials, classic works of literature, history, and basic books on mathematics, the sciences and the fine arts, as well as selected biographies.

Selection criteria

The following criteria are used to evaluate potential purchases and gift materials:

- Evaluation of titles in relation to current holdings, patron demand, community needs or special collections
- Critical review or public acclaim
- Reputation/qualifications of author, artist, publisher or producer
- Artistic merit, literary value, or recognized award recipient

- Local or national significance
- Permanence or timeliness
- Suitability of physical format for library shelving and circulation (considering size, binding equipment needs and technical quality for electronic media)
- Cost in relations to value to the collection
- Availability of information from other sources within region
- Legal or licensing issues

Materials excluded from the collection:

- Textbooks and curriculum related works unless they are highly useful as an introduction to a subject and there are no comparable sources
- Items having removable media such as memorabilia, patterns, stickers, or toys unless the book is usable without these items
- Puzzle or workbooks that encourage filling in the blanks
- Materials that are publicized solely through infomercials or personal websites
- Self/published/ subsidy published materials unless they are reviewed in established publications. Exceptions are made for materials whose content is within the scope of the Special Collections area and meet its criteria.
- Materials for which authoritative and evaluative information about them is lacking
- Computer programs

Special Collections

- Native American Collection
- Southwest Collection

We will add to and update in a timely manner.

Gifts and Memorials

Books, magazines, subscriptions and other materials donated to the ICL become the property of the ICL unconditionally, and will be considered using the same Selection Criteria as purchases. Any materials which are not selected for the collection may be given to the Friends of the Library for the Annual Book Sale, to a vendor for sale or may be discarded/recycled.

Memorial donations of money or materials may be made, usually in memory of an individual or a group. The ICL welcomes suggestions for purchases, but reserves the right to the final decision regarding all materials. The ICL may insert a memorial book plate for memorial items.

The ICL will provide to the donor a letter of acknowledgement of gifts, upon request; however, the ICL is not permitted to place a value on donations, per Internal Revenue Service regulations.

De-selection criteria

The ICL uses the “MUSTIE” method from the *Crew Method: Expanded Guidelines for Collection Evaluation* for weeding materials

- Misleading/factually inaccurate
- Ugly/worn out /damaged
- Superseded
- Trivial/no discernable literary or scientific merit
- Irrelevant to the community’s needs
- Elsewhere – can easily be borrowed

Materials removed from the collection may be given to the Friends of the Library for the Annual Book Sale, to a vendor for sale or may be discarded/recycled. Materials will not be removed from the collection for the sole purpose of sale to another.

Challenges and Requests for Reconsideration

The ICL promotes freedom of information for all and does not practice censorship. Parents and legal guardians are responsible for monitoring materials used by their children.

Patrons living within the geographic boundary of the Ignacio Community Library District may challenge any purchase or request reconsideration of any material removed from the collection. Forms are available for those processes. The ICL will carefully consider those requests.

APPENDIX

The ICL subscribes to the principles set forth in:

The Library Bill of Rights

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

The Freedom to Read

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.

A Joint Statement by:

[American Library Association](#)

[Association of American Publishers](#)

Subsequently endorsed by:

[American Booksellers Foundation for Free Expression](#)

[The Association of American University Presses, Inc.](#)

[The Children's Book Council](#)

[Freedom to Read Foundation](#)

[National Association of College Stores](#)

[National Coalition Against Censorship](#)

[National Council of Teachers of English](#)

[The Thomas Jefferson Center for the Protection of Free Expression](#)

The 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.

* * * * *

This ICL Collection Development Policy will be periodically evaluated and updated in accordance with the ICL’s goals.

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.

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

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

The Freedom to Read

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 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.

Freedom to View

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.