



## VINTON PUBLIC LIBRARY COLLECTION POLICY

Date Effective: 4/22

Revision Dates: 11/22, 2/24

Date(s) Approved/Reviewed by Library Board: 4/22, 11/22, 2/24

Policy Maintenance Performed By: Library Director

In accordance with Public Library Standard: 1.7

### I. PHILOSOPHY:

- a. We provide a welcoming environment to grow and strengthen connections for everyone in our community. We are dedicated to exceptional customer service and engaging our community. We enrich lives through access to resources, programs, and collections that encourage lifelong learning and the love of reading.

### II. REGULATIONS:

- a. The responsibility for collection development lies with the Library Director who applies professional knowledge, experience, and this policy in making decisions. Materials for the library are selected to serve the informational, educational, and recreational needs of all library users in the community. The library strives to offer the widest range of subjects and viewpoints in a variety of formats and difficulty levels while maintaining awareness of cost, space, previously owned materials, and patron demand. Generally, collections are broad, current, and popular, and do not guarantee comprehensiveness in any area. Inclusion of materials in the collection does not constitute endorsement of their contents or viewpoints.
- b. Because the Vinton Public Library is an accredited library, the Vinton Public Library follows the accepted principles of intellectual freedom as described in the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement adopted by the American Library Association. The library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.
- c. Selection Guidelines
  - i. Selection is primarily based on patron need and demand, how current an item is, literary merit of the material, and how it related to and balances the existing collection. There is a collection emphasis on popular materials.
  - ii. The Library Director is responsible for materials selections under the authority and policies of the Library Board of Trustees. Selection of materials will be aided by professional reviews and recommendations.
  - iii. The library collection will include books, DVDs, audiobooks in varied formats, magazines, newspapers, archived materials, and non-traditional items. The library collection also includes downloadable e-books, e-audiobooks, music,

- television programs and movies, and the library maintains links to online resources that fulfill educational, informational, and recreational needs.
- iv. The Library Director will continually assess the collection, looking for gaps that may exist among subjects, and in the diversity of content to meet the needs and wants of a diverse audience.
  - v. The library welcomes requests for current materials. The Library Director will consider the material requests to determine whether there is value in adding them to the collection. Though the library is not able to acquire every requested material, library staff will try to access the material for the patron through interlibrary loan or potential availability through digital resources.
  - vi. Gifts and donations of material may occur with the understanding that the Library Director will decide whether to include materials in the collection based on the same criteria as purchased items.
- d. Weeding Guidelines
- i. Evaluation of materials will be conducted by the Library Director on an ongoing basis. Weeding is a necessary process in libraries that maintains balance and encourages the growth of an effective, responsive library collection.
  - ii. Items are reviewed and withdrawn based on the criteria outlined in “CREW: A Weeding Manual for Modern Libraries” by the Texas State Library and Archives Commissions (<https://www.tsl.texas.gov/ld/pubs/crew/index.html>). Materials that are outdated, in poor condition, and infrequently used will be withdrawn from the collection. Other criteria from the manual may also be used to withdraw materials.
  - iii. Materials that are withdrawn may be sold, returned to the community for use, transferred to a company that deals with the resale of books to raise funds, recycled, or discarded.
- e. Availability of Materials
- i. The use of library materials is not restricted, nor will it be monitored or acted upon by library staff. Sole responsibility for use of any library resources by minors, including print and digital, rests with parents and/or legal guardians.
- f. Reconsideration of Materials
- i. The Library Board of Trustees recognizes that, while individuals are free to reject for themselves materials of which they do not approve, they cannot restrict the freedom of others to read, listen, and view what they choose. If a patron questions a material regarding the selection or placement of the item in the collection, this process will occur:
    1. Patron will ask for the “Request for Consideration” form at the front desk.
    2. Patron will complete the form and return to Library Director.
    3. Library Director will review the request using multiple forms of assessment and give a detailed written decision to the patron within 30 days.
    4. If the patron wishes to contest the decision, they may request a review by the Library Board of Trustees.

The Library Board of Trustees will consider the reconsideration request, and with the recommendation from the Library Director, make a final decision.

1. APPENDICES:
  - A. Library Bill of Rights
  - B. The Freedom to Read Statement
  - C. The Freedom to View Statement
  - D. Vinton Public Library Request for Reconsideration of Library Material

VPL Collection Policy Appendix A  
Library Bill of Rights

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library card 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, education about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the American Library Association (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.

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

VPL Collection Policy Appendix B  
The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it 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 presupposed 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.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association (ALA) 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 for Free Expression  
The Association of American University Presses  
The Children's Book Council  
Freedom to Read Foundation  
National Association of College Stores  
National Coalition Against Censorship  
National Council of Teachers and English  
The Thomas Jefferson Center for the Protection of Free Expression

Source: <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>



VPL Collection Policy Appendix C  
The Freedom to View Statement

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

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to ensure 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.

The 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 American Library Association (ALA) Council

Source: <https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

VPL Collection Policy Appendix D  
Vinton Public Library  
Request for Reconsideration of Library Material

Please fill out all the items below:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_

Person making request represents (circle one): Individual                      Group/Organization  
Name of group (if applicable): \_\_\_\_\_

Type of Material (book, video, etc.):  
\_\_\_\_\_

Author(s):  
\_\_\_\_\_

Title:  
\_\_\_\_\_

Publication Date:  
\_\_\_\_\_

Did you read, watch, or review the entire book, video, etc.?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If not, what sections did you read or view? (Please cite specific pages, frames, or video times.)

What part(s) of the material do you object to? (Be as specific as possible)

What point of view was the author/producer trying to convey?

Who would be harmed by reading or viewing this material? How would they be harmed?

What would you like the library to do about this material?

Remove the material from the library

Limit use of the challenged material

Other (please specify): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_