Lafayette Public Library
Collection Development Policy

Principles/Foundation of this Policy
The collection is intended to serve the wide spectrum of needs of the community, and therefore contains a variety of materials to accommodate that spectrum. The collection may contain original, critical and unorthodox ideas, any of which may not appeal to the entire community, and therefore public opinion cannot be the sole guide for the selection of material. The inclusion of an item is not to be considered an endorsement, official or otherwise, by the Library. The Library neither approves nor disapproves the views expressed in materials included in the collection. The Library cannot exclude all materials that could be perceived as causing mental or physical injury to some individual, since theoretically any material could be harmful to someone if improperly used.

The Library upholds the principle of universal access to library resources, programs, and facilities. Materials in the collection are arranged in a way to facilitate access to the information. They are not marked or identified to show approval or disapproval of contents. No restriction is placed on their use except for the purposes of protecting them from theft or injury. The determination of appropriate subject matter of any materials used by children and young adults rests entirely with their parents or legal guardians.

The Lafayette Public Library staff and Library Board members support intellectual freedom and subscribe to the principles of the American Library Association's Library Bill Of Rights and its statements on Freedom To Read, Freedom To View, and Free Access to Minors. We believe that every individual has the right to seek, receive, hold, and disseminate any and all information and ideas. The Library staff apply the selection criteria described in this Collection Development Policy and endeavor to provide books and other materials that reflect the diversity of viewpoints within the community. We commit to providing intellectual and cultural stimulation to foster personal development and active citizenship.

The Library is opposed to the removal from its shelves, at the request of any individual or group, of materials which have been chosen according to the materials selection policy. In addition, the Library will oppose efforts on the part of an individual or group seeking to have materials added to the collection which are contrary to the selection policy.

Library patrons in good standing who are residents of Lafayette may question the presence of an item in the Library's collection by completing a Material Selection Inquiry Form. The Library Director will consider the request and respond to the Inquiry.
within a reasonable time. If the complainant is not satisfied with the response, the Library Board will conduct a final review.

**Budget Allocation Description and Criteria**
A budget will be allocated to purchase materials for the collection to fulfill the Library’s collection development goals. Funds will be divided among materials of varying formats to serve multiple age levels and needs. Determination of the allocation will be made by the budget committee of selecting librarians based on current trends, the age of the collection, the demand for materials in specific genres or subject areas, and the demand for specific formats.

**Materials Selection**

**Materials Selection - General Collection**
The General Collection includes adult and children’s fiction and nonfiction and reference works. Materials are purchased in special formats when appropriate to meet the need being served and the audience for whom it is intended. Materials in special formats are subject to the selection criteria specified in the collection development plans for those areas.

**Responsibility for Selection**
The day-to-day work of evaluation, selection, and deselection is the responsibility of the staff of professional librarians. Individual librarians are assigned areas of responsibility for developing procedures for material selection that are governed by, but not part of, this policy.

**Guidelines for Selection**
The Library provides materials and services to help users obtain information to meet their personal, educational, entertainment, and professional needs. An emphasis is placed on selecting children’s materials to foster a love of reading as well as to support their hobbies and interests. Representative materials in all areas of knowledge will be collected, when feasible, to provide a basic coverage of diverse subjects that have present and potential relevance to the community and its needs.

**Selection Tools**
Selection tools for materials include, but are not limited to, professional and popular review sources such as newspapers, journals, catalogs and websites. Recommendations by patron requests for specific items are considered if the item meets the selection criteria and other collection development policies outlined in this document. Acceptance of a recommendation does not mean that the library is obliged to purchase the item.

**Selection Criteria**

**General Criteria**
Criteria used in general for selection of library materials include, but are not limited to:
- items which support the Library’s strategic plan goals
• anticipated use (minimum of 3 uses within the first year)
• physical quality of the material
• suitability of format
• positive critical reviews
• timeliness or permanence of the work
• cost
• accuracy and authenticity of information presented
• community interest
• reputation of the author or publisher

Materials Selection - Special Collections
The Library maintains special collections, the development and management of which differ from the general collection. These collections may be exceptional in their purpose, clientele served, user needs or scope. While the collections may have specific criteria applied to them, the criteria are based on the same principles of the general collection. Included in the special collections are:

• Spanish Language Materials
• Local History
• Large Print
• DVDs
• Music CDs
• Books on CD
• Periodicals
• Electronic Resources

Collection Maintenance
Removal and Replacement of Materials
As materials become worn, dated, damaged or lost, their removal or replacement will be determined by the appropriate staff members, using the following criteria:

• the item is still available and can be replaced
• another item or format might better serve the same purpose
• there remains sufficient need or demand to replace that item
• updated, newer or revised materials better replace a given item
• the item has historical value
• another library or organization could better provide that or a comparable item

Replacement of Lost or Damaged Items
Decisions to replace items lost by customers will be made as described above, and customers will be charged a replacement fee regardless of whether the specific item
is replaced. Due to cataloging and processing requirements, the library does not accept replacement items from customers.

**Discarding Materials**
Items removed from the collection will be sold, donated, recycled, or disposed of appropriately.

**Preservation and Conservation of Materials**
Damaged materials that are cost-effective to repair and that will retain an attractive appearance will be cleaned and/or repaired by library staff.

Specific items in the collection may be placed in protective storage in order to secure materials that require special protection. Such storage may reduce the availability of those items.

**Parameters for Reviewing the Policy**
The Collection Development Policy will be reviewed by staff every fourth year. The next review will be in 2018.

**Appendices**

- Library Bill of Rights
- Freedom to Read Statement
- Freedom to View Statement
- Free Access to Minors Statement
- Colorado Revised Statutes 24-90-119
- Request for Reconsideration of Library Materials form
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 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.

AMERICAN LIBRARY ASSOCIATION
THE FREEDOM TO READ STATEMENT

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these 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.**

2. **Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.**

3. **It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.**

4. **There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.**

5. **It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.**

6. **It is the responsibility of publishers and librarians, as guardians of the people’s freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large;**
and by the government whenever it seeks to reduce or deny public access to public information.

7. It is the responsibility of 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.


First Amendment of the Bill of Rights to the United States Constitution

CONGRESS SHALL MAKE NO LAW RESPECTING AN ESTABLISHMENT OF RELIGION, OR PROHIBITING THE FREE EXERCISE THEREOF; OR ABRIDGING THE FREEDOM OF SPEECH, OR OF THE PRESS; OR THE RIGHT OF THE PEOPLE PEACEABLY TO ASSEMBLE, AND TO PETITION THE GOVERNMENT FOR A REDRESS OF GRIEVANCES.

The Bill of Rights to the U.S. Constitution was ratified on December 15, 1791

Endorsed by the Board of Library Trustees: August 24, 2009
Freedom to View Statement

FREEDOM TO VIEW STATEMENT
The freedom to view along with the freedom to speak, 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, we affirm these principles:

1. It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.

2. It is in the public interest to provide for our audiences, films 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.

3. It is our professional responsibility to resist the constraint of labeling or prejudging a film on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

4. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public’s freedom to view.

Adopted February, 1979, by the Educational Film Library Association, and in June, 1979, by the ALA Council
FREE ACCESS TO LIBRARIES FOR MINORS

An Interpretation of the LIBRARY BILL OF RIGHTS

Some library procedures and practices effectively deny minors access to certain services and materials available to adults. Such procedures and practices are not in accord with the LIBRARY BILL OF RIGHTS and are opposed by the American Library Association.

Restrictions take a variety of forms, including, among others, restricted reading rooms for adult use only, library cards limiting circulation of some materials to adults only, closed collections for adult use only, collections limited to teacher use or restricted according to a student's grade level, and interlibrary loan service for adult use only.

Article 5 of the LIBRARY BILL OF RIGHTS states that, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views" All limitations on minors' access to library materials and services violate that Article. The "right to use a library" includes use of, and access to, all library materials and services. Thus, practices which allow adults to use some materials which are denied to minors abridge the use of libraries based on age.

Material selection decisions are often made and restrictions are often initiated under the assumption that certain materials may be "harmful" to minors, or in an effort to avoid controversy with parents. Libraries or library boards who would restrict the access of minors to materials and services because of actual or suspected parental objections should bear in mind that they do not serve in loco parentis. Varied levels of intellectual development among young people and differing family background and child-rearing philosophies are significant factors not accommodated by a uniform policy based upon age.

In today's world, children are exposed to adult life much earlier than in the past. They read materials and view a variety of media on the adult level at home and elsewhere. Current emphasis upon early childhood education has also increased opportunities for young people to learn and to have access to materials, and has decreased the validity of using chronological age as an index to the use of libraries. The period of time during which children are interested in reading materials specifically designed for them grows steadily shorter, and librarians must recognize adjust to this change if they wish to serve young people effectively. Librarians have a responsibility to ensure that young people have access to a wide range of informational and recreational materials and services that reflects sufficient diversity to meet the young person's needs.

The American Library Association opposes libraries restricting access to library materials and services for minors and holds that it is the parents/legal guardians -- and only parents/legal guardians -- who may restrict their children -- and only their children -- from access to library materials and services. Parents or legal guardians who do not want their children to have access to certain library services, materials or
facilities, should so advise their children. Librarians and governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies have a public and professional obligation to provide equal access to all library resources for all library users.

Librarians have a professional commitment to ensure that all members of the community they serve have free and equal access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and governing bodies must uphold this principle in order to provide adequate and effective service to minors.

The word "age: was incorporated into Article 5 of the LIBRARY BILL OF RIGHTS because young people are entitled to the same access to libraries and to the materials in libraries as are adults. Materials selection should not be diluted on that account.
§ 24-90-119. Privacy of user records

Universal Citation: CO Rev Stat § 24-90-119 (2016)

(1) Except as set forth in subsection (2) of this section, a publicly supported library shall not disclose any record or other information that identifies a person as having requested or obtained specific materials or service or as otherwise having used the library.

(2) Records may be disclosed in the following instances:

(a) When necessary for the reasonable operation of the library;

(b) Upon written consent of the user;

(c) Pursuant to subpoena, upon court order, or where otherwise required by law;

(d) To a custodial parent or legal guardian who has access to a minor's library card or its authorization number for the purpose of accessing by electronic means library records of the minor.

(3) Any library official, employee, or volunteer who discloses information in violation of this section commits a class 2 petty offense and, upon conviction thereof, shall be punished by a fine of not more than three hundred dollars.
Request of Reconsideration of Library Materials

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Name:_____________________________________________________________________________
Phone:______________________
Address:____________________________________________________________________________
Email: ______________________________________________________________________________

Contested Item

Author:______________________________________________________________
Title:_____________________________________________________________________________
Publisher:___________________________________________________________________________
Date Published:_____________________________________________________________________
Format (book, dvd, audio):__________________________________________________________
What brought this item to your attention?:________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

Did you read, listen to or watch the entire item? __________________________
If not, what parts? __________________________

What do you think are the main ideas of this item? __________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

What are your objections to this item (please be specific)?

__________________________________________________________________________________________________

__________________________________________________________________________________________________
What are your recommendations concerning this item?

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What item with a similar purpose would you suggest in place of this item?

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Lafayette Public Library
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