

Collection Development Policy of the De Soto Public Library

Section 1. Objectives -- The Board of Trustees of the De Soto Public Library has adopted the following Collection Development Policy to guide the librarians and to inform patrons about the principles upon which library collections are developed and maintained.

- To provide materials that inform, educate, entertain, and enrich patrons within the library district.
- To maintain, within budgetary constraints, a general collection of reliable, current, and popular materials in diverse formats.
- To provide representation of all viewpoints in the non-fiction collection whenever possible.
- To collect fiction both notable and popular in order to meet demonstrated needs.
- To keep abreast of technological changes which affect the development of the collection.
- To practice ongoing collection management, using output measures, reports from the automated library system and other data for continuous collections evaluation. Worn, damaged, obsolete and dated materials will be weeded from the collection on a regular basis.

Section 2. Materials Selection Plan

- A. Responsibility for selection of materials is ultimately that of the Director who operates within the framework of policies determined by the De Soto Public Library Board of Trustees. The Director is responsible for expenses incurred in the book budget, and all selectors are responsible for choosing appropriate materials, weeding their collections to keep them current with need and demand, seeing that materials are in good physical condition, and replacing them when necessary.
- B. Selection is a discerning and interpretive process, involving a general knowledge of the subject and recognition of the needs of the community. It is the Library's goal to build a balanced collection composed of materials of current popular interest as well as materials of permanent worth. Among standard criteria applied are: appropriateness of the item to the needs and interests of Library users and of the community as a whole, literary merit, enduring value, timeliness and accuracy of the information, authoritativeness, social significance, importance of the subject matter to the collection, cost, scarcity of material on the subject, and availability elsewhere. Quality and suitability of the format are also considered. Popular demand is a significant basis for selection. Conversely, many great works of scholarship and literature are keystones of modern knowledge and culture, but may not necessarily be high demand items. It is the Library's policy to select popular-demand items as well as materials of permanent value. Materials are judged on the basis of the content and style of the work as a whole, not by selected portions or passages. At all times selectors should purchase materials that will

build a well-rounded collection which includes varying viewpoints and opinions, and which will meet supplementary study needs as well.

- C. Standard review sources are used in the selection of materials. These consist of professional journals, trade journals, subject bibliographies, book lists by recognized authorities and advice of individuals or entities in specific subject areas. Library staff and public comment are considered as well. Titles included on a regular basis are Kirkus, Library Journal, Publisher’s Weekly, School Library Journal, Booklist, local and national publications as well as entertainment publications.
- D. There may be some variation in the age appropriateness of each collection. In general, decisions to place particular items in the collections are done by the standard of the average person, applying contemporary local community standards, would find that the material, taken as a whole, to be age appropriate by the following designations: birth through 8 years for “E” materials, ages 9-12 years for “J” materials, ages 13 and above for “YA” materials, ages 18 and older for “Adult” materials, and/or the publisher’s suggested age range if available. Materials that have an “NR” designation are intended for mature audiences. Patrons are not limited by these age recommendations. All patrons are welcome to checkout any materials in our collections. Responsibility for a minor’s reading must rest with the parent or guardian, not with the library. This statement is required by Missouri Regulation 15 CSR 30-200.015.

Section 3. Adult Book Selection – The Adult collection (both fiction and non-fiction) is comprised of materials targeting ages 18+.

- A. **Fiction** -- Fiction provides entertainment, education, and stimulation to many readers, for the novel illumines many social, psychological, political, religious, and other ideas of the past and present. No other kind of literature contains such wide variation in styles of writing, and appeals to a greater range of taste and levels of interest. The Library attempts to satisfy readers by choosing both notable and popular novels in important categories of fiction writing. Duplicate copies are purchased to meet the needs of the patrons.
- B. **Non-Fiction** -- The Library’s non-fiction collection includes material on almost any topic which might be of interest or concern to patrons. Popular items and subjects may be duplicated, but the Library also provides materials for those whose interests or needs are not widely shared. Unusually expensive materials and those with an extremely narrow or limited focus are not acquired. Although accuracy of content and authority of a work’s creators are important criteria in the selection of non-fiction books, the Library does not assume responsibility for inaccuracies or errors in the works included in its collections. Opinion, hypothesis, and theory are as important to the Library’s collection as proven facts.
- C. **Standing Orders**– Materials updated on a regular basis and necessary to the collection are put on standing order. In addition to reference books, standing orders also include travel publications, annual publications, large print, some young adult titles and some children’s titles.

Section 4. Young Adult Fiction And Non-Fiction -- The Young Adult Fiction collection is comprised of popular fiction and non-fiction targeting ages 13 and up. Other determining factors for inclusion in this collection are: materials clearly reviewed as appropriate for this age group, characters are of these ages, and the theme or subject matter is of interest to and intended for young adults. New teen fiction and new teen nonfiction are housed in the new book area. Providing textbooks is the responsibility of the schools. The Library's role is to provide supplementary materials to enrich the resources available to students and teachers through the educational system. Selection materials for young adults, juveniles, and children should not be made to duplicate school texts, but rather should consider the usefulness of the items for general library purposes. Textbooks may be purchased at the Library's discretion if such items constitute the best available source of information on the subject.

Section 5. Juvenile Book Selection -- The Juvenile collection is developed to meet the needs of children ages 9-12 years and attempts to provide fiction and non-fiction materials to meet educational, informational, cultural and recreational interests. The collection contains novels and short fiction, as well as non-fiction materials, appropriate for elementary school children through middle school students. Providing textbooks is the responsibility of the schools. The Library's role is to provide supplementary materials to enrich the resources available to students and teachers through the educational system. Selection materials for young adults, juveniles, and children should not be made to duplicate school texts, but rather should consider the usefulness of the items for general library purposes. Textbooks may be purchased at the Library's discretion if such items constitute the best available source of information on the subject.

Section 6. Children's Book Selection -- Because this collection is developed to meet the needs of age groups from infancy through 8 years of age, children's literature is collected in various book formats: picture books, beginner readers, audio visual materials, board books, fiction, and nonfiction and STEM/STEAM kits. Many children's books are as valuable for their illustrations as for their text and appropriate attention is given to these as well as to award winning books. Literary and artistic merit prevail in the selection process for most of the materials, although popularity and public demand are also strongly considered. A focus on accuracy, currency, and timeliness is predominant in the selection of non-fiction.

Section 7. Parental Responsibility -- Library staff do not supervise children. Library personnel do not know what you consider appropriate for your child and cannot be responsible for their selections. Therefore, the responsibility for materials used by minors' rests completely with their parents or legal guardians. Materials selected for the Adult and Young Adult collection are intended for mature readers. Checkouts to minors from these collections are allowed with the signed parental permissions section on a minor's library card form. Minors will be allowed unrestricted/full access to the entirety of the library's collections. Separate collections are available for children and young people, but it is not the responsibility of the Library, its Board of Trustees, staff or volunteers to determine which collection they should use or what item in the approved collections is suitable for an individual.

Section 8. Large Print Collection -- Large print books open an important door to popular reading for the segment of the community that prefers larger size print. Patron interest and the availability of a limited number of titles dictate the composition of the collection, which is mostly fiction. The majority of large print books are titles already in the general collection. New titles are added using the same criteria as listed under Section 3: 'Adult Book Selection'.

Section 9. Reference Collection -- Reference materials are those designed by the arrangement and treatment of their subject matter to be consulted for specific information rather than be read completely. They can provide quick, concise, and/or current information or they may serve as indexes to other materials in the circulating collections. Since they may be used at any time by the reference staff, they are non-circulating. Limitation of funds precludes a comprehensive collection and, when patrons require in-depth research, they may be referred to the specialized collections available in our online databases. The collection contains materials on the history, description, and development of De Soto. The need is also recognized for a strong collection of investment materials. Specific criteria for the collection and/or selection are:

- Materials which can be updated must be current.
- Materials should not duplicate items already held unless the new item is more timely, easier to use and/or more comprehensive
- Materials should complement existing materials
- Academic and/or technical level should be within the range of users and staff

In select instances, a duplicate copy of reference materials may be purchased for the circulating collection if the price is not prohibitive and the item is in high demand.

Section 10. Electronic Information Resources -- This category includes computer-based information resources. Electronic resources include, but are not limited to, citation or full-text information web-based databases, eBooks, and eAudiobooks; as well as all collections available on Hoopla and Libby. The following criteria should be considered for electronic resources:

- Compatibility with available equipment and/or existing operating systems
- Ease of use by library patrons
- Price of print format versus electronic
- Authority
- Accuracy
- Frequency of updates
- Anticipated demand by library users
- Impact upon staff for ongoing maintenance and updating of database
- Training requirements for staff and the public
- Licensing fees and usage restrictions

Section 11. Periodicals -- Considerable flexibility is required in the selection of periodicals because material in this form represents a wide range of subject interest, treatment, and appeal to many kinds of readers. The choice of titles is influenced by the following needs:

- To supplement the book collection with current information which has not yet appeared, or may never appear, in book form
- To provide recreational reading in a popular form
- To reflect the current culture and topics of interest
- To reflect their lack of availability on the Internet

Section 12. Audio-Visual Collections -- The video collection is developed for the informational, practical how-to, and home entertainment needs of the patron. Included are feature length movies intended for home use and other private showings which do not constitute public performances. Sound recordings form a diversified group of materials chosen for their popularity and, in the case of the compact disc collection, the development of a fully representative collection. In most instances, audio books will be purchased in unabridged form, when and where available.

Section 13. Mass Market Paperback Books -- This collection consists of donated popular fiction meant to meet the heavy demand for popular material in this format. This collection is ever-rotating because of the short life of the paper quality and binding.

Section 14. Gifts and Memorials -- To be included in the Library's collection, library materials donated to the Library and books given as memorials must meet the same standards as other materials selected for inclusion in the Library's collection. The Library accepts gifts of books and other collection materials without commitment as to the final disposition. The Library assumes unconditional ownership of all items and retains the right to use or dispose of them as it sees fit. If a donated item is not added to the collection of the Library, it will be given to the Friends of the De Soto Public Library to sell as part of their fund-raising efforts. The Library cannot give a dollar valuation for gifts of materials, but it will provide the donor with a statement for tax purposes verifying the number and type of materials donated and accepted, upon request.

Section 15. Replacement of Library Materials -- While the Library tries to maintain copies of standard and important works; it does not automatically replace all materials withdrawn due to loss or damage. Decisions concerning the replacement of individual items are based on the following considerations:

- Demand for the specific item
- The number of copies held by the consortium
- The existing coverage of the subject within the collection
- The currency of its contents
- The availability of the title for reorder

Section 16. Weeding Collections -- In order to maintain an up-to-date and useful collection, the collection will be evaluated by authorized and qualified staff on a systematic and continuous basis. Materials may be weeded if they have little use or have been superseded by a new edition or a better work on the same subject. Materials may also be weeded if they are worn or damaged.

Section 17. Archival -- Archival refers to the holding policies for part or all of the collection. At the De Soto Public Library, current usefulness is the determining factor in how long material is kept. There is no attempt to be complete in terms of historical coverage, with the exception of the history of De Soto.

Section 18. Rare & Expensive Books – Materials selected for the circulating collection will be evaluated on merit and value to the collection rather than cost of the item. If an item is costly, the selector will give careful consideration to other materials on the subject in the collection, how this item compares, and the importance of the title to the development of the collection. If the costly item is purchased, it will be added to the collection and treated as any other item. At no time will rare or unusual books requiring special handling be added to the collection. If it comes to staff attention that a book already owned has become rare or expensive, a decision will be made as to whether to keep the item or find an appropriate archive.

Section 19. Controversial Materials -- The De Soto Public Library subscribes to the principles embodied in the following statements of the American Library Association, copies of which are appended to and made an integral part of this policy:

- Library Bill of Rights, Appendix G
- Freedom to Read, Appendix F
- Freedom to View, Appendix L
- Statement on Labeling, Appendix I

Section 20. Reconsideration of Library Materials -- A vital obligation of the public library is to reflect within its collection differing points of view. The De Soto Public Library does not promulgate particular beliefs or views, nor does the selection of an item express or imply an endorsement of the author's viewpoint. Library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from damage or theft. Comments from members of the community about the collection or individual items in the collection frequently provide librarians with useful information about interests or needs that may not be adequately met by the collection. The Library welcomes expression of opinion by patrons, but will be governed by this Collection Development Policy in making additions to or deleting items from the collection.

There may be occasions when a patron is concerned about a particular title in the Library's collection. If a patron wishes the Library to reconsider the inclusion or placement of a particular title they will need to complete a Materials Reconsideration Form, which is available from library staff. Materials Reconsideration Forms will only be accepted and reviewed when submitted by a resident located within the boundary of the De Soto Public Library district or by a non-resident De Soto Public Library cardholder living in Jefferson County that has held a library card for at least six (6) months. This form must be completed in its entirety and returned to the library, who will forward it to the Director. A Review Committee will be assembled to review the patron comments, research reviews of the title, review the criteria used in selecting

the item, and review the reasons for including it in the collection. The Committee will inform the patron within a timely fashion as to their decision on the title, as well as their reasoning for the decision. The title being reconsidered will remain available to the public during this process. It should be noted there is a limit of one item per reconsideration form.

All challenges will be public record; however, the name of the challenger will be withheld.

Section 21. Responsibility to the City of De Soto-- The public library is unique among institutions as an unbiased repository for the recorded expression of thought. It must, therefore, accept responsibility for providing free access by patrons to all points of view. Selection will be based upon criteria given throughout this policy statement. The race, religion, nationality or political views of an author, frank or coarse language, the controversial content of an item, the use of the Internet, or the endorsement or disapproval of an individual or group in the community will not cause items or computer-based information resources to be automatically included or excluded. The responsibility for a child's reading material rests with parents or legal guardians, not the library staff or trustees. Selection of materials for the adult, young adult, and children's collection is not restricted by the possibility that children may obtain materials that their parents consider inappropriate. It is the parents or guardians who may restrict their children from borrowing specific library materials. The library staff and trustees cannot and do not act in loco parentis.

Section 22. Community Spotlight Collection Policy -- De Soto Public Library values our local authors and encourages the inclusion of their work in our collection.

This collection will also expose community members to books that promote the fiction and nonfiction of area authors, or authors that highlight the De Soto and Jefferson County area. The collection can include works from local musicians and/or composers, as well as area filmmakers.

I. Who can submit:

Local authors, musicians, and filmmakers are defined as residents of De Soto and surrounding areas. De Soto Public Library would like to highlight local contributors to the arts and literature by including their works in our collections. Community Spotlight items are subject to the Article V: Collection Development policies.

Creators that reside outside the defined area (above) may submit their works for inclusion if they feature De Soto and/or Jefferson County.

II. What to submit:

Formats that are subject for consideration include books, audiobooks, CDs, and DVDs.

The Library will consider fiction, nonfiction books, movies and CDs for all ages.

Decisions will be made according to our selection process by the Director.

All submitted materials (books, CDs, DVDs) must include the following information:

- Title
- Creator
- Publisher
- Publication Date
- Track listing (CDs)
- Synopsis
- Intended audience (Adult, Teen, Children)

Physical copies of books will be accepted in paperback or hardback. Advanced Reading Copies and copies with non-traditional library-binding will not be included in the collection.

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.

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 abridgement 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 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.

Appendix B

Freedom to Read Statement

Adopted June 25, 1953, by the ALA Council

Revised January 28, 1972

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

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

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials. Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

Approved by the Library Board of Trustees July 10th, 2023

Appendix C

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 guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979.

This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Approved by the Library Board of Trustees July 10th, 2023

Appendix D

Statement on Labeling

An Interpretation of the Library Bill of Rights

Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, providing access to digital information does not indicate endorsement or approval of that information by the library. Labeling and rating systems present distinct challenges to these intellectual freedom principles.

Labels

Labels on library materials may be viewpoint-neutral directional aids that save the time of users, or they may be attempts to prejudice or discourage users or restrict their access to materials. When labeling is an attempt to prejudice attitudes, it is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library materials.

Prejudicial labels are designed to restrict access, based on a value judgment that the content, language or themes of the material, or the background or views of the creator(s) of the material, render it inappropriate or offensive for all or certain groups of users. The prejudicial label is used to warn, discourage or prohibit users or certain groups of users from accessing the material. Such labels sometimes are used to place materials in restricted locations where access depends on staff intervention. Viewpoint-neutral directional aids facilitate access by making it easier for users to locate materials. The materials are housed on open shelves and are equally accessible to all users, who may choose to consult or ignore the directional aids at their own discretion.

Directional aids can have the effect of prejudicial labels when their implementation becomes proscriptive rather than descriptive. When directional aids are used to forbid access or to suggest moral or doctrinal endorsement, the effect is the same as prejudicial labeling.

Rating Systems

A variety of organizations promulgate rating systems as a means of advising either their members or the general public concerning their opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, Web sites, games, or other materials. The adoption, enforcement, or endorsement of any of these rating systems by the library violates the Library Bill of Rights. When requested, librarians should provide information about rating systems equitably, regardless of viewpoint.

Adopting such systems into law may be unconstitutional. If labeling or rating systems are mandated by law, the library should seek legal advice regarding the law's applicability to library operations. Libraries

sometimes acquire resources that include ratings as part of their packaging. Librarians should not endorse the inclusion of such rating systems; however, removing or destroying the ratings—if placed there by, or with permission of, the copyright holder—could constitute expurgation (see “Expurgation of Library Materials: An Interpretation of the *Library Bill of Rights*”). In addition, the inclusion of ratings on bibliographic records in the library catalogs is a violation of the *Library Bill of Rights*.

Prejudicial labeling and ratings presuppose the existence of individuals or groups with wisdom to determine by authority what is appropriate or inappropriate for others. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read or view.

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