



Carter Memorial Library

Collection Development Plan

Carter Memorial Library
405 East Huron Street
Omro, WI 54963

Mission Statement

Carter Memorial Library promotes lifelong learning for our Omro community and surrounding areas by connecting people of all ages, providing education, information, and technology in an atmosphere of respect, safety and accessibility.

Purpose of Collection Development Plan

The Collection Development Plan serves as a guide for the selection and retention of materials for the Carter Memorial Library. The Plan is designed to support the Library's Mission Statement.

The following statements and policies have been adopted by the Library and are used as guidelines for the development of Library collections. The Library endorses the American Library Association's "Library Bill of Rights", "Freedom to Read" and the Freedom to View" statements presented in the addenda of this document.

The Carter Memorial Library is primarily a "popular materials library." As such, the first criterion for inclusion in the library's collections is public demand. The collections support the leisure, cultural, educational, self-improvement and economic development needs of the community.

Responsibility for Selection

Library materials shall be selected by library staff under the guidance of the director. The library shall try to provide a full range of views on as many subjects as possible, as well as a full range of contemporary written, recorded, and filmed creative and objective expressions. Materials shall be purchased which meet the criteria outlined in the library's mission statement and roles. Factors taken into consideration when purchasing library materials include: popularity, suitable format, complimentary relationship to the existing collection, scarcity of information on the subject, patron requests, reasonable price relative to value, potential use, local interest, best seller status, and classic status.

The library will purchase materials that include those that are considered unorthodox by the majority, so that citizens may have the opportunity to judge the content for themselves. The library shall not remove materials from the

collection simply because they are controversial or because of the personal, religious, or political views of an author, artist, actor, director, etc., connected to the work.

Reconsideration of Library Materials

If, for any reason, a patron objects to a library material's presence in the library or to its placement in the library, the patron has the right to question that presence or placement.

Patrons may speak to library staff. Staff members have the right to refer complaints to the Library Director and should refer all unsatisfied complaints to the Director. Staff members may not remove library materials from the collection in response to a patron complaint without the express consent of the Library Director or Library Board.

Patrons may speak to the director about their concerns, and they may fill out a **Request for Reconsideration of Library Materials** form. (A separate form must be filled out, completely enough to understand the specific objection(s) put forth, for each item requested for reconsideration.) If they fill out the form, they will receive a formal written response from the director. Patrons not satisfied with that response may appeal the decision made in the response to the library board. The decision of the library board shall be final.

General Criteria for All Library Materials

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. Responsibility for choosing what an individual will read rests with the individual. Responsibility for the use of library materials by children and young adults rests with their parents or legal guardians.

1. General. Whether purchased or donated, materials added to the collection must meet some of the following criteria:
 - a. Appropriate format for library use.
 - b. Suitable subject and presentation for intended audience (not necessarily all library patrons).
 - c. Contemporary significance or lasting value.

- d. Complementary relationship to the existing collection.
 - e. Scarcity of information in a particular subject area.
 - f. Community/patron interest or requests.
 - g. Reasonable price relative to value.
 - h. Favorable review in one or more publications. Selection of current and popular materials is emphasized.
2. Controversial material. The library provides a resource where the public can examine issues freely and make independent decisions. The library will attempt to provide variety and balance of opinion whenever possible on subjects of interest to the public, including materials on various sides of controversial questions. Inclusion of a particular title or subject in the collection should not be considered an endorsement by the library of the viewpoint expressed. A title which meets the selection criteria will not be excluded because of the beliefs of the author.
 3. Gift materials are welcomed with the understanding that they will be evaluated for addition to the collection on the same basis as purchased materials. It shall be understood that the library, if it cannot use the gifts, may dispose of them as it sees fit. Funds may be given to the library for purchase of items suggested by the donor.
 4. Replacement and binding. The library may replace, repair or rebind books or other materials which are lost, damaged, "non-returned" or worn as need and budget dictate.
 5. Withdrawals. To maintain the quality of the collection and fulfill its role as a "popular materials center," the library will engage in a continual program of collection weeding. Factors considered in the weeding decision will include frequency of circulation, current demand, currency of content, availability of newer and more authoritative materials and physical condition.

REQUEST FOR RECONSIDERATION

The library values your opinion. If you have an objection to library material(s), please complete this form, indicating as clearly and legibly as possible the nature of your concern. Please use the reverse side of this form if you need additional space for your answers. Once completed, this form becomes a matter of public record: (Wisconsin Statutes 19:32).

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ (home) _____ (work)

1. LIBRARY MATERIAL(S) CONCERNED:

| | |
|-------------------------------|---------------------|
| _____ Book | _____ Visual Format |
| _____ Magazine/Newspaper | _____ Audio Format |
| _____ Library Program/Display | _____ Other |

2. TITLE _____

3. AUTHOR OR PRODUCER _____

4. WHAT BROUGHT THIS ITEM TO YOUR ATTENTION?

5. HAVE YOU READ/LISTENED/VIEWED THE MATERIAL IN ITS ENTIRETY?

_____ YES _____ NO

6. PLEASE COMMENT ON THE ITEM AS A WHOLE AS WELL AS BEING SPECIFIC ABOUT THOSE MATTERS THAT CONCERN YOU.

7. WHAT ACTION WOULD YOU RECOMMEND THE LIBRARY TAKE REGARDING THIS ITEM?

8. DO YOU HAVE SUGGESTIONS FOR OTHER MATERIALS THAT THE LIBRARY SHOULD CONSIDER ON THIS SUBJECT?

SIGNATURE _____ DATE _____

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.

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 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 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.

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 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 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.

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.