

Collection Development Policy

A. Materials Selection

The Woodward Public Library provides quality materials and services that fulfill educational, informational, cultural and the recreational needs of the entire community in a welcoming and respectful atmosphere. Because of the volume of publishing, as well as the limitation of budget and space, the library must have a selection policy with which to meet the community interests and needs.

It is the right and responsibility of the parent and guardian to monitor their child's reading activity. Selection of materials for the library collection is not restricted by the possibility the minors may obtain materials their parents consider inappropriate. The Library staff and Board upholds the confidentiality of all patrons' circulation records. The library endorses the Library Bill of Rights and the Freedom to Read Statement adopted by the American Library Association.

B. Selection Responsibility

The responsibility for material selection and the development of the library collection rests with the Director, with input from the library staff. Suggestions from patrons are welcomed and given consideration within the general criteria for selection. The final decision for purchase rests with the library board.

C. Criteria for Selection

The main points considered in the selection of materials are: individual merit of each item, popular appeal/demand, suitability of material for the patrons, existing library holdings, budget, and space limitations.

D. Interlibrary loan

The library cannot provide all materials that are requested because of budget and space. The interlibrary loan program is used to obtain from other libraries those materials that are beyond the scope of this library's collection. In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Woodward Public Library agrees to lend its materials to other libraries through the same interlibrary loan network.

E. Weeding

An up-to-date and attractive collection is maintained through a continual withdrawal and replacement process. Replacement is dependent upon current demand usefulness, more recent acquisitions, and availability of newer editions. Ongoing weeding is the responsibility of the Director and is authorized by the Board. Withdrawing materials will be handled in a similar manner as donated materials.

F. Gifts

The library applies the same criteria for evaluating gift items as it applies to purchasing materials. If gifts do not meet this criteria, they will be placed in the yearly book sale or otherwise disposed of. All cash donations including checks given to the Woodward Public Library must be written to the Friends of the Woodward Public Library Foundation. The library reserves the right to refuse gifts that are inappropriate and to

dispose of gifts as it sees fit, including the right to discard them. Gift items will be withdrawn from the library according to the same principles as purchased items, when they are no longer practical to retain. The library does not assume responsibility to notify the donor of this withdrawal.

The library welcomes memorial gifts and bequests for the purchase of books, etc., technology, and building expansion. Such gifts will be identified with a proper book plate and recorded.

G. Citizen Concerns

Materials are carefully selected but there can arise differences of opinion regarding suitable materials. Patrons requesting that materials be withdrawn from or restricted within the collection may complete a “Statement of Concern About Library Resources” form, which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Board.

Revised November 1, 2021

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 abridgement 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. Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; inclusion of “age” reaffirmed January 23, 1996, by the ALA Council.

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 expression, 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.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and American Book Publishers Council, which in 1970 consolidated with the American Educational Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

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.

Adopted August 6, 2018

Reviewed November 1, 2021