



Lyons Public Library Collection Development Policy

Mission Statement

To foster personal growth, literacy, and life-long learning by connecting people with ideas, information, and each other.

Objective

A function of the Lyons Public Library is to obtain, organize, and make conveniently available to the city of Lyons and the Chemeketa Community Regional Library Service (CCRLS) residents educational, informational, recreational, and popular lending materials of interest in a variety of formats.

All collections are reviewed and revised on an ongoing basis to further the mission of the Library as well as to meet community needs. Lyons Public Library is a “popular materials” library and maintains a varied and current collection covering a wide range of subjects and containing multiple points of view. The Library’s collection is dynamic, with an emphasis on up-to-date and in-demand materials. The majority of the Library’s collection development activities will be conducted to create a collection of popular and informational works that is evaluated continually. Access to other specialized and comprehensive collections that exist elsewhere in CCRLS or in the state of Oregon is provided through cooperative networking and direct referral.

Intellectual Freedom

The Lyons Public Library, Library Board, and Library administrators believe that the right to freely access information is an important part of the intellectual freedom that is basic to democracy, and hereby follow the *Library Bill of Rights*, the *Freedom to Read Statement*, and the *Freedom to View Statement* as adopted by the American Library Association. (Appendices A, B, and C)

The Library strives to present materials in a neutral, unbiased manner, and selection and retention decisions are based on the merit of the work as it relates to the Library’s mission. The inclusion of a title in the Library collection is not an endorsement of content or a particular point of view.

The Lyons Public Library supports the undeniable right of all individuals to access information that represents a full range of ideas, opinions, concepts, topics, and thoughts, regardless of that individual’s background including but not limited to state and federal protected classes: race, color, religion, sex (including pregnancy, sexual orientation, and/or gender identity), national origin, age, disability, and genetic information.

Responsibility for Selection

Selection and collection maintenance of Library materials is under the authority and at the discretion of the Library Director. The Library Director may delegate authority to interpret and guide the application of this administrative rule in making decisions relevant to managing collections.

Selection Criteria

To build a collection of merit, materials are evaluated according to one or more of the following standards, listed in no particular order of importance. An item need not meet all of these criteria in order to be acceptable, nor is this an exhaustive list.

- Subject
- Popular demand
- Relevance to the needs and interests of the community and cooperative
- Accuracy of the information
- Cost and budget
- Lasting value
- Vitality and originality of thought
- Author or publisher
- Date of publication
- Local interest/ historical value
- Timeliness of information
- Balance within the collection of diverse viewpoints
- Format and durability of material
- Availability of copies at other CCRLS Libraries
- Space limitations
- Physical appearance and condition
- Relationship to other materials and adequacy of coverage in a subject area
- Contemporary significance
- Literary, artistic, or technical merit

Selection Tools

The Library Director uses their professional judgment and experience in applying selection criteria to all materials and formats. Some examples of sources for selection include:

- Publisher and vendor catalogs
- Bestseller lists and literary awards
- Book and library websites, newspapers, and magazines

Gifts and Donation

Please see the *Lyons Public Library Donation Policy*.

Collection Maintenance

In an effort to maintain a relevant, popular, and appealing collection, the Library engages in ongoing evaluation of owned materials. This policy's selection criteria, *CREW: A Weeding Manual for Modern Libraries*, and other best practices are used when evaluating collections. Withdrawn materials will be donated or disposed of at the discretion of the Library Director.

Reconsideration of Materials

The Library fully endorses the principles documented in the American Library Association's *Library Bill of Rights*, the *Freedom to Read Statement*, and the *Freedom to View Statement*. Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The Library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone. Responsibility for the materials that children and adolescents check out rests with their parents or legal guardians.

Patrons who wish to request the withdrawal or reclassification of materials currently owned by the Library are encouraged to discuss their concerns with the Library Director. If the patron is not satisfied with the response to their informal request, the following steps will be followed.

1. Provide the concerned patron with the *Lyons Public Library Collection Development Policy* and the *Library Bill of Rights*.
2. Patrons are required to complete the *Request for Reconsideration of Library Materials Form*. The form can only be filled out by patrons residing within the city of Lyons. The request becomes part of public record.
3. The Library Director, with appropriate professional staff, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in the Collection Development Policy.
4. Within 20 calendar days, the Library Director will make a decision and send a letter to the concerned patron who requested the reconsideration, stating the reasons for the decision.
5. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 calendar days to the Library Board via the Library Director.
6. The Library Board may address the appeal at their regularly scheduled meeting. The individual will be notified of when and where the meeting will be held as an invitation to attend.
7. The Library Board will follow the American Library Association's *Guidelines for Reconsideration Committees* and *Conducting a Challenge Hearing* available at ala.org
8. Public comments will be limited to 3 minutes per person.
9. The decision of the Library Board will be determined by a majority vote. A tie results in the resource remaining in the collection.
10. The decision of the Library Board is final, if not appealed within 10-days of the decision.

11. The concerned person will be notified of the Library Board's decision.
12. The ruling of the Library Board may be appealed to the Lyons City Council within 10 days after the Library Board has rendered its decision.
13. Written notice of the appeal shall be filed with the City Manager. The City Council shall receive a report and recommendation thereon from the Library Board and shall hold a public hearing on the appeal.
14. The Lyons City Council will hold the hearing at their next regularly scheduled meeting and decide the matter.
15. The item may not be challenged again for a period of three years.

NOTE: The Library Board is an advisory board and acts on behalf of and with the authority of the Lyons City Council.

Guidelines for the Reconsideration Committee

- Bear in mind the principles of the freedom to read and base your decision on these broad principles rather than on defense of individual materials. The freedom to read is essential to our democracy.
- Read all materials referred to you including the full text of the material in question and read available reviews.
- Review library mission statement, policies, and professional guides.
- The general acceptance of the materials should be checked by consulting standard evaluation aids and selection policies.
- Challenged materials should not be removed from the collection while under reconsideration.
- Passages or parts should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the materials as a whole.
- The committee's recommendation is to be an objective evaluation of the material within the scope of a library's collection policy.
- The Reconsideration Committee Report (see below), presenting both majority and minority opinions, should be presented to the Library Director with a determination to retain the material in its original location, to relocate the material to an advisory location, or to remove the material.
- The Library Director will then communicate the determination of the committee to the person who made the formal reconsideration request.

Reconsideration Committee Report (add space as needed)

Title _____ Author _____

Has every member of the committee read the material entirely? If not, why?

Resources consulted: (include policies, articles, reviews, etc.)

Reconsideration committee recommends:

**Request for Reconsideration Form
(One Item per form)**

The Lyons City Council has established a Collection Development Policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Library Director.

Name _____ Date _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

1. Resource on which you are commenting:

____ Book (e-book) ____ DVD ____ Audio Book ____ Other

Title _____

Author/Producer _____

2. What brought this resource to your attention? _____

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic? _____

6. What action are you requesting the committee consider?

Suggest a Purchase Form

Date _____

What format would you like purchased (circle one)?

Book Audio DVD Large Print Other: _____

Title _____

Author's Name _____

Publisher (optional) _____ ISBN (optional) _____

Copyright year _____ How did you become aware of this item? _____

Do you wish to be notified if the Library purchases this item (circle one)? Yes No

Do you want to be placed on hold for this item (circle one)? Yes No

Name _____ Phone _____

Email _____ Library card number _____

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 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; January 29, 2019.

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

APPENDIX B

American Library Association 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.

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

APPENDIX C

American Library Association 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 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

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