

Orem Public Library Collection Development Policy

The Orem Public Library Collection Development Policy is a training and reference tool for library staff.

This policy is available to users of the library (patrons) interested in the documented structure of library collection development.

Intellectual Freedom

The Orem Public Library (OPL or library) is guided by the principles of intellectual freedom as outlined in the following “Library Bill of Rights” and “The Freedom to Read Statement” published by the American Library Association (“ALA”).

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 abridgment 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 that 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.

The Orem Public Library Collection

The Orem Public Library does not define what is interesting, meaningful, or acceptable for the Orem community at large. Inclusion of materials in the collection does not indicate endorsement by the library or the City of Orem of any theory, argument, or statement contained in library materials. The library defends every patron's right to develop their personal interests free of judgement or embarrassment.

Materials are not excluded from the collection for representing challenging or competing subject matter. Materials are not divided by the library to indicate approval or disapproval of content. The balanced nature of the collection is reflected in the diversity of materials, not in an equality of numbers.

Some library materials are shelved in general Children and Teen sections. However, the library does not presume to claim from parents and guardians the responsibility to determine what content is appropriate for children and teenagers. Materials in other sections of the library are not concealed to prevent access by children or teenagers. (See "Closed Stacks and Restricted Designation" section below for additional details on how the library handles mature content.)

The library staff is eager to help patrons find items in the collection that align with their interests. Patrons are welcome to discuss with library staff concerns about the collection.

Materials the Library Acquires

The library acquires materials for the purpose and intent of providing for the diverse interests of Orem Public Library patrons.

Materials may be acquired according to the following criteria including, but not limited to (in no particular order):

- Content
 - Purpose
 - Quality
 - Enduring significance or interest
 - Context within the genre as a whole
 - Accuracy of the information
 - Comprehensiveness
 - Representation of diverse—often competing or controversial—points of view
 - Suitability of subject and style for intended audience
- City of Orem demographics such as, but not limited to (in no particular order):

- Age
- Religious identification
- Sexual orientation
- Education level
- Occupation
- Gender identity
- Marital status
- Historic, current, and anticipated significance of the author, creator, or publisher
- Local interest
- Local history
- Relation of materials to the existing library collection
- Relation of materials to other resources in the community
- Current regional and national interests
- Critical reviews (see below)

Library staff use industry standard critical resources to discover, review, and select materials that “enrich the quality and diversity of thought and expression” (Freedom to Read Statement, Section 7). These resources include, but are not limited to (in no particular order):

- American Library Association
- Library Journal
- Kirkus Review
- Publishers Weekly
- Booklist
- School Library Journal
- BookPage
- Voice of Youth Advocates (VOYA)
- Core Collections Database
- Novelist
- Publisher and vendor newsletters
- Major media reviews and best seller lists
- Review blogs, social media feeds, websites, videos, podcasts, etc.

Underrepresented titles and subjects may be considered first for purchase.

Duplicate copies and additional titles on a subject may be purchased to meet patron demand as the budget permits.

The library makes an effort to provide materials in their most appropriate format, such as:

- Intended format—e.g. audio and/or visual materials may be acquired in multimedia formats)
- Least expensive format—e.g. paperback books may be acquired in place of hardcover books
- Digital format—digital copies that meet these guidelines
- Most current format—e.g. the library does not acquire outdated formats such as microfilm, VHS, or cassette tapes

Periodicals may be selected for the collection if they reflect diverse community interests (as noted in above selection criteria). Back issues of periodicals may be retained as space permits.

Collection development staff make their selections according to these standards. Orders are placed and received by the library's acquisition staff. Materials are cataloged, processed (labeled, receive dust jackets, etc.), and then shelved.

Orem Public Library considers requests for purchase from patrons. Patrons may submit requests via an online form found on the library website. As a general rule library staff will consider acquiring in a timely manner and at a reasonable cost the requested materials. Members of the library staff alert the patron when the item is available or if it is not acquired.

Closed Stacks and Restricted Designation

Some materials are designated closed stacks (CS) or restricted.

- Closed Stacks: Materials at unique risk for theft or physical damage are designated CS and are kept with similar materials in a non-public room labeled for this purpose. All CS items are available by request at the nearest Help Desk. Examples of CS items include:
 - Oversized items
 - Art books
 - Local interest materials
 - Anatomy books
 - Books with poor binding
 - Pop-up books
- Restricted Items: Materials labeled Restricted contain content deemed inappropriate for patrons under the age of 18 according to the criteria set forth in this document (see the above section Materials the Library Acquires) are labeled Restricted. These items are available to patrons who present at check-out legal identification confirming their age. These items may be inter-filed in the library collection. Examples of these types of materials include:
 - Films that have received an "R" rating by the Motion Pictures Association of America
 - Items that may be labeled by the publisher with an age recommendation
 - Materials that may contain sexually explicit content
 - Materials that may contain explicit language

An item may receive both a CS and Restricted designation.

Items Excluded From Purchase

Materials whose primary content or purpose is deemed pornographic (as defined by the *Utah State Code*, Title 76-10-1203) by the library's collection development staff or Library Advisory Commission will not be acquired or included in the Orem Public Library collection.

In addition, as a general rule, the library will not acquire:

- Prohibitively expensive materials
- Materials too delicate to withstand the rigors of public library service (e.g. pamphlets, brochures, and other ephemera) are not acquired
- Textbooks
- Small press or self-published materials that have not gone through a professional editing and revision process
- Materials considered by staff as appropriately suited for an archive or an academic library such as (but not limited to): esoteric materials, highly technical materials, rare or fragile materials, and original documents
- Materials intended for niche pursuits, trades, hobbies, or professions
- Certain titles, sets of periodicals, or sets of books that may be more fully represented in local university libraries
- Materials that may require frequent updates to remain relevant
- Other materials that may not fit the library's mission or the criteria as detailed above

Title Review Process

A Request for Title Review form is available at every help desk to patrons who wish to make a formal request that the placement or inclusion of item in the collection be reassessed. The item in question must be submitted with the request form.

The title review process consists of four stages of review to proceed, if needed, in the following numerical order:

1. The librarian and the Division Manager responsible for the item review the patron's form and assess the item according to the library's selection criteria (defined above and reprinted below).

These criteria include, but are not limited to (in no particular order):

- Content
 - Purpose
 - Quality
 - Enduring significance or interest
 - Context within the genre as a whole
 - Accuracy of the information
 - Comprehensiveness
 - Representation of diverse—often competing or controversial—points of view
 - Suitability of subject and style for intended audience

- City of Orem demographics such as, but not limited to (in no particular order):
 - Age
 - Religious identification
 - Sexual orientation
 - Education level
 - Occupation
 - Gender identity
 - Marital status
- Historic, current, and anticipated significance of the author, creator, or publisher
- Local interest
- Local history
- Relation of materials to the existing library collection
- Current regional and national interests
- Relation of materials to other resources in the community
- Critical reviews found in industry accepted critical resources as detailed in the Items to be Acquired section of this policy

After assessing the item the librarians decide on one of three options:

- Take no action on the item
- Assign the item to a collection of comparable content
- Withdraw the item from the library's collection

The individual librarians' assessments and decisions are documented and retained by the library. The Division Manager notifies the patron with their decision via email as soon as possible. The patron may request to review the documented assessments and conclusions.

2. If the two librarians do not reach consensus, a panel of librarians (6-8) reviews the Request for Title Review and the initial librarians' assessments and decisions. The group assesses the item according to the library's defined selection criteria. The panel completes its assessment within two weeks with a vote for one option (to pass on a simple majority). The panel's assessments and decision are documented and retained. The Division Manager notifies the patron of the panel's decision via email as soon as possible. The patron may request to personally review the documented assessments and decision.
3. The patron may appeal the decision of the librarian panel to the Library Director. The Library Director reads The Request for Title Review and personally assesses the item according to the library's defined selection criteria. The Director then consults the librarians' and panel's assessments and conclusions. The Director decides on one of the three options. The Director's assessment, conclusions, and decision are documented and added to the previous decisions and retained. Within two weeks of the panel's decision, the Director notifies the patron with their decision via email as soon as possible. The patron may request to personally review the documented assessments and conclusions.
4. The patron may appeal the Library Director's decision. The initial request for review and all documented assessments and decisions move to the Library Advisory Commission. The commission has final authority on all requests for title review.

The Library Advisory Commission consists of:

- Seven commissioned (approved by Orem City Council) Orem citizens serving three year terms. Two of these citizens serve as Chair and Vice-chair of the commission.
- One Orem City Council liaison
- One Orem City business liaison
- One library staff liaison (Library Director, de facto)

The commission meets every other month.

The commission reviews the initial Request for Title Review and all assessments of the item and decisions made to this point. The commission assesses the item according to the library's defined selection criteria. Within eight to ten weeks, the seven commissioned members complete their assessment with a vote for one option (to pass on a simple majority). The Library Advisory Commission's assessment and decision are documented and retained. The Library Director contacts the patron with the final results of the review via email as soon as possible. The patron may request to review the documented assessment.

The library may periodically evaluate the title review submission and follow-up processes in order to best serve library patrons.

Donations

The Orem Public Library accepts donations of books and other materials. For donated materials to be considered for use in the collection they must be in a format the library currently circulates (e.g. the library does not circulate VHS tapes so donations of VHS tapes will not be accepted). Once received, donations become the sole property of the Orem Public Library.

The library collection development staff make all decisions related to the use of donated materials. Options are as follows:

- Add the items to the library collection
 - These items meet the acquisition criteria listed above
- Include the items in the ongoing library book sale
 - These items are not added to the collection but may be of sufficient interest to sell in the library's book sale
 - Items of unique value may be sold on the library's Amazon vendor website
 - All book sale and Amazon sales revenue is added to the library's operations budget
- Discard the items that do not meet the acquisition criteria stated above

The library will not evaluate or appraise donated materials for tax purposes.

Removal of Library Materials

The library will remove (weed) materials from the collection as needed. Reasons for weeding include, but are not limited to, the following:

- To conserve space for an evolving collection
- To make the collection more accessible
- To enhance the library's ability to provide relevant and timely information
- To manage the physical condition of the collection
- To evaluate the comprehensive strengths and weaknesses of the collection

Materials that may be weeded include, but are not limited to, the following:

- Materials in poor condition
- Materials that are surplus copies of titles in the collection
- Materials that contain outdated or inaccurate information
- Materials that no longer fit the acquisition criteria listed above

The collection development staff are responsible for all weeding projects. Weeded materials are discarded by methods approved by the accounting and auditing practices and procedures of the City of Orem. These methods including: selling materials in the library book sale, donating materials to local charities, or recycling qualified materials.

Conclusion

The purpose of this collection development policy is to provide codified information and direction concerning the library collection for library staff and patrons. Under the supervision of the Library Director, with direct input from the collection development staff, the collection development Division Manager is responsible for maintaining and updating this policy. The collection development policy is reviewed annually by library staff. The Library Advisory Committee is responsible for adoption of the policy every three years.