

Section 3: Library Collections – 9/17/2024

3.01 Collection Development Policy

Responsibility for Selection

Although the North Shelby Library Board of Trustees is legally responsible for the operation of the library, the responsibility for the selection of library materials is delegated to the Director of Library Services who authorizes collection development staff members who are library professionals and are knowledgeable in their areas of selection to purchase for their departments. Decisions made by the Director of Library Services must be fully compliant with the NSL Policy Manual and may be reviewed by the Board of Trustees to determine compliance with NSL policies.

Selection Process

Most of the materials selection process is done online through vendor sites. These vendors provide thorough product descriptions which can include cover art, reviews, excerpts, release dates, and sales, print run, or box office figures, all of which facilitate the selection process. Additional materials are selected from review journals, print and online catalogs, awards lists, best seller lists, and promotional mailers. The Library also accepts patron requests which are considered based on the criteria for selection found below. Librarians are encouraged to evaluate vendor-recommended materials in light of the unique needs of the North Shelby Library and the community served.

In general, selection is an ongoing process which includes the following steps:

1. Evaluate the existing collection and assess needs;
2. Consult reputable, professionally prepared selection aids and vendor sites;
3. Keep abreast of high interest titles reviewed in popular media as well as best seller and awards lists;
4. Solicit and consider recommendations for acquisitions from patrons;
5. Judge gift materials by the criteria listed in the "Policy on Gifts to North Shelby Library" accepting or rejecting them on the basis of those criteria;
6. Remove obsolete materials from the collection [see "Collection Maintenance /Weeding Policy"].

Examples of Sources Used during the Selection Process

The staff members in charge of collection development use a variety of resources to assist them in selection. These include:

- Professional journals (e.g. School Library Journal, Booklist, Publisher's Weekly, Kirkus)
- Popular media (e.g. People Magazine, Oprah's Book Club, Book Riot website)
- Best seller lists (e.g. New York Times, USA Today, Amazon)
- Vendor catalogs/selection lists (e.g. Baker & Taylor, Ingram, Midwest Tape, Overdrive)
- Award lists (e.g. National Book Awards, ALA Youth Media Awards, Pulitzers)
- Social reviewing sites (e.g. Goodreads, Common Sense Media, YouTube, TikTok)
- Patron requests and usage statistics

Objectives of Selection

To assure that the library is a place where information, ideas and resources are available to all patrons the following selection objectives are adopted:

- To provide materials that will enrich and support the personal needs of the users, taking into consideration their varied interests, abilities, and learning styles;
- To provide materials that will stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards in a pluralistic society;
- To provide a background of information which will enable patrons to make intelligent judgments in their daily lives;

- To provide materials on opposing sides of controversial issues so that no one viewpoint is unduly represented.
- To place principle above opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive media collection appropriate for the users.
- To benefit the community by supplying classic, enduring, and quality works in addition to new materials
- To uniquely represent the community of patrons by curating a collection based on their preferences and uses

Criteria for Selection

The public library is the institution in our society that attempts to provide a diversity of viewpoints on a wide range of topics of interest including political, social, and religious ones – no matter how controversial or objectionable those ideas may be to some people. Selection of books or other library materials shall be made based on their value of interest, information, and enlightenment of all people of the community. No book or library material shall be excluded because of the race, nationality, religion, sexuality, or the political or social views of the author. A balanced collection reflects a diversity of materials, not an equality of numbers. Materials are chosen representing different points of view, limited by our selection criteria, applicable policies, budget, and space available in our facilities. The Board of Directors will uphold the principle that censorship is largely an individual matter and declares that while anyone is free to reject for oneself books which do not meet with the individual’s approval, one cannot exercise this right of censorship to restrict the freedom to read of others. Determinations of age-appropriateness do not constitute censorship, and the Board of Directors will fully comply with NSL Policies.

Selecting Materials for Minors

The staff in charge of selecting materials for minors follow the guidelines outlined below in addition to guidelines provided to other selectors. Selectors for books provided to minors must consider age, developmental appropriateness, and quality of content when acquiring materials and deciding where to place said materials in the collection. The decision must fully comply with NSL Policies and may be subject to review by the Board of Directors. Selectors use their professional training, read reviews and publisher descriptions, and follow the guidelines listed below when considering purchases. Selectors review ordered books when they arrive before being processed. Library staff also spot check materials to determine if items meet library policies and are shelved in the correct department/location. Materials found out of compliance with library policies must be removed or reshelfed in appropriate areas.

North Shelby Library District will not purchase or shelve materials which would meet the legal definitions of obscene nor shelve materials “harmful to minors” in areas designated for minors. North Shelby Library District will also fully comply with the standards and definitions delineated in the NSL Collection Development Policy. Materials that have been purchased in the past that do not comply with NSL policies must be relocated or removed by librarians. The definitions of “Harmful to Minors,” “Obscene,” and “Sexual Conduct” as stated in Alabama Code Title 13A. Criminal Code § 13A-12-200.1 are:

(11) HARMFUL TO MINORS. The term means:

- a. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors; and
- b. The material depicts or describes sexual conduct, breast nudity or genital nudity, in a way which is patently offensive to prevailing standards in the adult community with respect to what is suitable for minors; and

c. A reasonable person would find that the material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.

(17) OBSCENE. The term means that:

a. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest; and

b. The material depicts or describes, in a patently offensive way, sexual conduct, actual or simulated, normal or perverted; and

c. A reasonable person would find that the material, taken as a whole, lacks serious literary, artistic, political or scientific value.

(22) SEXUAL CONDUCT. The term means:

a. Any act of sexual intercourse, masturbation, urination, defecation, lewd exhibition of the genitals, sadomasochistic abuse, bestiality, or the fondling of the sex organs of animals; or

b. Any other physical contact with a person's unclothed genitals, pubic area, buttocks, or the breast or breasts of a female, whether alone or between members of the same or opposite sex or between a human and an animal, in an act of sexual stimulation, gratification or perversion.

Materials with content that includes depictions of sexually explicit conduct will not be purchased for or located in the Children's Department (generally ages birth – 12) or Teen Department (generally ages 13-17). Age-appropriate materials regarding religion, history, biology, or human anatomy may not be construed to be against this rule, however these may be subject to review by the Review Committee and Board of Directors and may be moved if determined to be suitable for a different audience. This policy recognized two categories of materials for children: sexually explicit materials, which are not permitted, and "parental guidance" materials which are not required to be removed, but must be shelved in a separate section of the Children's Department.

Materials for children that contain nudity, or a discussion of sexuality must be shelved in a separate area of the Children's Department to be accessible only with parental guidance, even if the text is regarding religion, history, biology, human anatomy, or human sexuality. The term and phrase "Human Sexuality" and "discussion of sexuality" include topics related to sexual orientation, gender identity, consent, and sexual ethics. Librarians may not direct children (birth to 12 years) to these selections without parental consent. Materials that do not contain sexually explicit material but do require parental guidance must be separated from the selection of other children's books but may remain in the Children's Department. Materials containing sexually explicit material in violation of NSL Policy may not remain in the Children's Department and must be removed or reshelved in a different department.

The following may constitute sexually explicit content and/or parental guidance content for the Children's Department:

- The use of words describing a sex act
- Descriptions of sexual abuse, sexual assault, and consent
- Nudity, even nonsexual, displaying a person's unclothed genitals, pubic area, or breast(s)
- Sexual education materials which are medically correct but have not been placed in a separate area for parental discretion
- Topics related to sexual orientation, gender identity, consent, and sexual ethics that are not placed in a separate area for parental discretion

The above list is not exhaustive and is subject to library policy, and review committee decisions.

The following may constitute sexually explicit content for the Teen Department:

- Detailed scenes of sexual touching over clothing
- Detailed discussions of sexual acts or the use of words describing a sex act
- Detailed or explicit descriptions of sexual abuse, sexual assault, and consent
- Nudity displaying a person's unclothed genitals, pubic area, or breast(s)
- Sexual content, nudity, or sex acts depicted in images, graphics, or illustrations in content or cover art

The above list is not exhaustive and is subject to NSL Library policy, and review committee decisions. The above criteria for the Children's and Teen Departments apply to all material and resources offered in the department. Patrons residing in the North Shelby Library District who are in good standing with the Library and are concerned that specific material is in violation of the above policy may contact the Library Director and/or the Board of Trustees and will be provided with materials to submit a Reconsideration Request.

Safeguarding of Minors

The North Shelby Library District makes every effort to provide a safe place for patrons of all ages and has policies for Unattended Children and Patron Behavior in place to ensure every patron's visit to the library meets their needs. Additional policies safeguarding minors include the Internet Acceptable Use Policy and the Privacy Policy. The North Shelby Library District fully complies with NSL Library Policy to ensure that selections are age-appropriate for minors.

The North Shelby Library District will offer a restricted Juvenile library card for patrons under 18 years of age. This card will be issued to all juvenile patrons at the request of their parent or legal guardian. The Juvenile Library card will only be authorized to check out materials from the Children's and Teen departments of the library and will not be authorized to check out materials from the adult department. The library card functions by alerting librarians and staff that the holder is a juvenile. Librarians and staff will then ensure that no materials from adult (18+) collections are released to the minor. If a parent is concerned that adult materials have been checked out on a Juvenile card, they may contact the Library Director for more information.

A parent or legal guardian wishing to provide unrestricted access may request an all-departments juvenile card for their minor child. If a parent or legal guardian wants to convert a restricted juvenile card to an all-departments juvenile card for their minor child, they must come to the library and present photo ID as the parent or legal guardian of the minor child, then complete an application and sign an authorization form agreeing to give their minor child authorization to check out materials from the adult department. The parent or legal guardian must also be a library-card holder at North Shelby Library, either as a resident or through a paid membership. All juvenile library cards will be subject to the Standard Registration Rules outlined in section 4 (4.01) of the NSL Policy Manual.

The parent or legal guardian of any minors issued juvenile cards will also be required to sign a waiver acknowledging that the "restricted access" juvenile applies only to physical and eBook materials provided by North Shelby Library. The Harrison Regional Library does not recognize "restricted access" cards and other libraries in the system may or may not allow juveniles to check out materials from all sections of the library including the adult sections. Parental guidance is recommended for parents or legal guardians wishing to restrict access at other libraries in the system. While some eBook platforms are completely restricted for juvenile cards, other platforms offer "kid's mode", which filters for age appropriate material. Parents and legal guardians wishing to give unrestricted access to eBooks must sign an authorization form as described above. Parents and legal guardians who wish to restrict access to e-materials may still need to offer some parental guidance, depending on the policies of each unique eBook platform. Librarians and staff may provide information about the procedures for the various platforms available, if assistance is needed.

The Library is unable to act in loco parentis. Responsibility for the choice of library material for minors rests with their parent(s) or legal guardian. Conversely, the library and staff will not act in loco parentis, circumventing parental authority, by facilitating or recommending resources that parents have indicated (by choosing the restricted access juvenile card) their minor child(ren) should not have access to. Patrons will not be stigmatized by their usage of or preference not to use materials provided by the library for themselves or their minor children. Librarians may not check out material from the adult section to minors unless they have an “unrestricted” Juvenile card. At North Shelby Library, the departments are physically separate as well as having distinctive spine labels. At Mt Laurel Library, materials have distinctive labels and are shelved separately but each department is within reach of the other departments. All books are shelved on open shelves.

Library Departments

- Children’s (generally ages birth-12)
- Pre-Teen/Young Teen (Generally ages 12-14)
- Teen (generally ages 13-17)
- Adult (18+; including Young Adult (generally 18-25))

North Shelby Library District will not purchase or shelve materials which would meet the legal definitions of obscene nor shelve materials “harmful to minors” in areas designated for minors and will relocate or remove any books or materials that violate the NSL Policy Manual, or the standards listed in this Collection Development Policy. The District may purchase or acquire any materials requested by adults regardless of the advertised target audience if the material meets other selection standards for adults. These items will be labeled as adult, shelved in the adult sections of the libraries, and will not be marketed, suggested, or recommended to minors.

The Teen Department will be separated by Pre-Teen/Young Teen and Teen Collections based the age group recommended by the book publisher so that patrons may more easily determine which materials are recommended for different ages. The Pre-Teen/Young Teen books will be available in a designated portion of the teen section, and they will have a spine label indicating the applicable age group. The juvenile card does not prevent young teens from selecting books in all portions of the Teen Department, but it may be a useful tool for parents and juveniles seeking age-appropriate materials.

Patrons residing in the North Shelby Library District who are in good standing with the library and current on District Assessments may request materials be withdrawn or reconsidered through the process described in the Reconsideration Procedures section.

Guidelines for Evaluation and Selection of Library Resources

- Reputation and qualifications of the creator(s), publisher(s), or producer(s)
- Community needs, interests, and demand
- Present and potential relevance to community needs
- Relevant to establishing a well-rounded and educated background on a variety of subjects, past and present
- Representative of differing viewpoints on controversial subjects
- Clear and accurate with the scope of text or audiovisual presentation appropriate to the needs of the users
- Quality format and value, commensurate with cost and/or need
- Authenticity of voice
- Representative of diverse points of view
- Judgment of the work as a whole
- Compliance with Collection Development policy

Types of Materials Not Generally Purchased by the Library

- Textbooks or curriculum materials
- Workbooks or journals
- Collector's Editions
- Non-fiction books published more than 5 years ago or that are no longer factually accurate
- Out of print materials
- Items not available through library vendors

Items requested by patrons that fit into these categories or that cannot be purchased due to budget constraints or other considerations will be requested for the patron through ILL (interlibrary loan).

Policy for Gifts to North Shelby Library

The North Shelby Library welcomes gifts of books, periodical subscriptions, works of art, media, other educational materials and equipment, and money for the purchase of library media materials and equipment.

Materials and equipment are accepted with the understanding that the item(s) meet(s) the standards in the library's Collection Development Policy.

Gifts are irrevocable; those weeded from or not added to the collection may be disposed of as the Director of Library Services deems appropriate.

The Director of Library Services under the guidance of the Board of Trustees reserves the right to determine appropriate use, housing, and maintenance of gifts or to delegate that determination to the appropriate staff member.

The Library will not appraise gifts. A donor may request a receipt for the number of items donated.

North Shelby Library hereby states it is currently in good standing with the Internal Revenue Service as a charitable organization under 501(c)(3) of the Internal Revenue Code and contributions to the North Shelby Library are deductible charitable contributions to the donor. We have also received sales tax exemption from the State of Alabama Department of Revenue.

Donors will be supplied with an appropriate statement regarding any monetary donation which is tax deductible.

Collection Maintenance/ Weeding Policy for North Shelby Library

Both print and non-print materials should be reviewed and evaluated at regular intervals to determine if they are to remain in the current collection. This final step in the selection process ensures the library collection will contain materials that are factual, undamaged, and in-demand. Staff members in charge of collections should consider space, budget, and user needs when deciding how much and how often to weed. Staff members also actively search for replacement items for dated materials. Staff members should prioritize objective measures such as Record of Use or Physical Condition over subjective measures such as relevance or reliability.

Depending on the condition, materials withdrawn from the collections may be offered for sale through the Friends of the Library groups. Donations and other items not added to the collection may also be included in these sales. Damaged or factually inaccurate materials may be disposed of.

Suggested Criteria for Weeding

Record of use- the item has not circulated for an appropriate amount of time for its collection, generally 1-5 years.

Technical Quality- non-print materials with poor visuals, faded or off-color visuals, faulty or inferior sound reproductions.

Dispensability- duplicate copies no longer needed in the collection.

Physical Condition- the item is torn, soiled, or worn; pages or parts are missing.

Poor Purchases- materials purchased that were not quality items and/or items not appropriate.

Compliance- the material's presence in the department does not jeopardize compliance with library policy

Dewey Decimal Balance- the item is unneeded to balance the collection.

Careful consideration should be practiced in weeding an item that:

- is a work of historical significance in the field of literature.
- has unusual illustrations or the illustrations are by a well-known artist.
- is a work by a local author or illustrator.
- describes local history or personalities.
- is a memorial gift.
- has a strong record of use by the community

However, North Shelby Library is not an archive or research library, and no items are kept indefinitely when they meet criteria for weeding.

Reconsideration Procedures

The North Shelby Library complies with all relevant federal, state, and local laws, including but not limited to the First Amendment contained in the Bill of Rights of the Constitution of the United States, or final judgments or rulings by a court of competent jurisdiction. However, patrons residing in the North Shelby Library District who are in good standing with the library and current on District Assessments may request materials be withdrawn or reconsidered and should be afforded every opportunity to express their concerns. Concerns from patrons may be directed to the Director of Library Services and/or the Library Review Committee.

Materials reflecting diverse viewpoints and opinions are included in the collection through the library's commitment to provide a broad base of information upon which individuals can formulate intelligent, well-researched decisions. An item in the collection will not be removed at the request of anyone who disagrees with the content or format unless it can be proved that it is in violation of the North Shelby Library collection development policy. A work is evaluated as a whole, not by excerpts taken out of context. Both the work itself and the location of the item in the library may be reviewed.

If a complaint is made, the following procedures shall be followed:

1. If possible, the patron should be referred immediately to the department head or Director of Library Services. The department head or director should then have a discussion with the patron about the material in question informing the patron of the selection policies and the procedures for questioning materials.
2. The Staff or Director of Library services will notify the patron that if they wish to pursue the complaint further, they may submit a request for reconsideration form to the Director of Library Services. The patron will be provided with a written copy of the collection development policy (3.01), the and a copy of the reconsideration form (3.01a).
3. Staff should inform the Director of Library Services when a form is given out.
4. Each request form will be limited to a single title. Multiple requests may be submitted by the same patron, but the Review Committee will determine which material will be reviewed first and will generally conduct only one review at a time. If multiple requests are submitted for the same material, or a material already reviewed, the documentation of the final decision will be sent to each individual requesting review. At that time, the individual may accept the decision as it stands or appeal the decision to the Board of Trustees. The Review Committee will only review the same book once every 3 years, then appeals on the review may go to

the Board of Trustees for the remainder of the 3-year period. A maximum of four book complaints is allowed per resident per 12 months.

5. The challenged materials will remain in circulation during the reconsideration process, unless they have been shown to be in violation of NSL Library policies related to minors. In that case the book will be temporarily removed or relocated to the adult section pending a final decision. The library will not purchase additional copies until the library review policy is completed.
6. Upon receipt of the completed complaint form, the Director of Library Services will respond to the patron within 2 business days to confirm receipt and will forward the form within 2 business days to the Review Committee.
7. The Review Committee will commence review of the challenged material within fifteen business days.
8. The Review Committee, facilitated by the committee Chair, will meet once all members have been able to review the material in its entirety, not more than 45 days after receipt of the request.
9. The Director informs the patron and the Board of Trustees of the decision made by the Review Committee within 2 business days of the decision.
10. The patron may make a written appeal to the Board of Trustees at least 14 days in advance of a scheduled Board meeting.
11. The decision of the Board of Trustees is final.
12. Reconsideration committee decisions are reported to appropriate agencies and archived in Board Meeting Documents.

Review Committee

The Review Committee is appointed and approved by the Board of Trustees. The Review Committee consists of two board members and up to five at-large members. The committee Chair serves as the facilitator. The Director of Library services may advise the committee but is not a committee member and does not vote. Committee members may be removed or replaced by a majority vote of the Board of Trustees. A numerical majority of committee members must, for the entirety of their service, be residential or commercial dues-paying members in the North Shelby Library District. All members must be in good standing with the library and current on District Assessments. In the instance a member's residential or commercial status changes or status standing on District Assessments changes, they must notify the Board and may be removed by a vote of the Board if necessary to maintain a dues-paying majority.

The Review Committee responsibilities include:

- Reading, viewing, or listening to the material in its entirety
- Meeting with the other members of the Review Committee and determining the extent to which the material supports the collection development policy
- Meeting with the other members of the Review Committee and determining the material's compliance with NSL library policies

At the conclusion of their meeting, the Review Committee will make one of the following decisions:

- Retain the material as is
- Move to a different collection in the library
- Withdraw from circulation

3.01a Collection Development Policy Appendix A: Request for Reconsideration Form

Reconsideration of Library Resources

The Board of Trustees of the North Shelby Library has established reconsideration procedures to address concerns about library resources. Completion of this form is the first step in those procedures.

If you wish to request reconsideration of library resources, please return the completed form to Director of Library Services, North Shelby Library, 5521 Cahaba Valley Road, Birmingham, AL 35242. All requests will be forwarded to the book review committee within 2 business days.

Date _____

Name _____

Signature _____

Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Resource on which you are commenting:

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Book | <input type="checkbox"/> Audio |
| <input type="checkbox"/> DVD/Blu-Ray | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Game | <input type="checkbox"/> Digital |
| <input type="checkbox"/> Magazine | <input type="checkbox"/> Other (please specify): _____ |

Location of the resource: _____

Did the staff or Director of Library Services provide you with a printed copy of the Collection Development Policy?
Yes ___ No ___

Did the library staff or Director of Library Services notify you of the Reconsideration Request forms and offer to provide you with one when you presented your complaint? Yes ___ No ___

Have you examined (read/heard/seen) the material in its entirety? ___ Yes ___ No

Author _____

Title _____

Publisher/Producer _____

What brought this resource to your attention? _____

What concerns you about the resource? **Please cite specific passages, pages, etc.** (use other side or additional pages if necessary)

Are there resources you recommend that provide additional information and/or other viewpoints on this topic?

How is the material contrary to the collection development policy?

Please attach any professional reviews of the material.

3.01b Collection Development Policy Appendix B: Review Committee

North Shelby Library Review Committee Instructions

Guidelines

Under the best professional standards, reconsideration policies ask those charged with reviewing a challenged book or other resource to set aside their personal beliefs and evaluate the work considering the objective standards outlined in the library's collection development policy. Listed below are some best practices for Reconsideration Committee members:

- Bear in mind the principles of the freedom to read and base your decision on these broad principles rather than in defense of individual materials.
- Bear in mind that determinations of age-appropriateness do not violate the freedom to read
- The North Shelby Library District complies with the First Amendment, Bill of Rights, and other applicable federal, state, and local laws
- Requests for clarification on policies or codes may be submitted to the Board of Trustees by the chair of the Book Review Committee
- Read or view all materials referred to you including the full text of the material in question, available reviews, and notices of awards, if applicable.
- Review the library mission statement, collection development policies, and reconsideration policies.
- The general acceptance of the materials should be checked by consulting standard evaluation aids and your institution's selection policies.
- Challenged materials should not be removed from the collection while under reconsideration unless they are shown to be in violation of NSL Library Policies in which case they may not be shelved in the Children's or Teen departments until after a final decision is made.
- Passages or parts of the work in question 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 decision is to be an objective evaluation of the material within the scope of the library's collection development policy.
- Compliance with NSL Library Policies for materials available to minors is mandatory. If the book is not in compliance, it must be relocated and is subject to being removed by the Review Committee process.

Review Committee Discussion Guide

Review Committee members should read, view, or listen to the contested material in its entirety then meet with other members of the Committee at the designated time to determine if the material should be retained, moved, or withdrawn. This guide is designed to help in that discussion.

Title:

Author:

Purpose/theme:

Does the work meet one or more selection criteria from the Collection Development Policy?

- Reputation and qualifications of the creator(s), publisher(s), or producer(s)
- Community needs, interests, and demand
- Classic, enduring, and quality works that should be available to the community
- Present and potential relevance to community needs
- Relevant to today's world, reflecting problems, aspirations, attitudes, and ideals of society
- Representative of differing viewpoints on controversial subjects from both past and present
- Clear and accurate with the scope of text or audiovisual presentation appropriate to the needs of the users
- Quality format and value, commensurate with cost and/or need
- Authenticity of voice
- Representative of diverse points of view
- Judgment of the work as a whole
- In compliance with applicable policies in the content and location of the material

Reviews and lists

The Library will supply reviews of this material and the name of selection lists it appeared on.

Review committee members can also check for additional sources. Please be able to discuss:

- The source of the review or list
- Whether the review was favorable or unfavorable
- Any biases the review or list might contain

Decision

At the conclusion of their meeting, the Review Committee will vote by secret ballot to make one of the following decisions:

- Retain the material
- Move to a different collection in the library
- Withdraw from circulation