



Chester County Library
1012 East Main Street
Henderson, TN 38340
Collection Development Policy

Mission:

The Chester County Public Library is a public institution providing services and resource information to meet the community residents' personal, educational, and professional needs. Special emphasis is placed on providing popular reading, listening, and viewing materials, and to stimulate young children's interest and appreciation for reading and learning. The Chester County Public Library wishes to improve our resources, thus encouraging greater use of the facility to better meet the needs of this community. The Library serves as an educational and recreational center for residents of Chester County. This policy will be reviewed annually.

Objectives:

1. Popular Materials Library: The Library features current, high-demand, high-interest materials in a variety of formats for persons of all ages.
2. Juvenile Reading and Education: The Library supports introducing infants to the world of books, toddlers to reading, and all school aged children to reading materials that introduce them as well as can help to educate them from reputable resources.
3. Independent Learning Center: The Library supports individuals of all ages pursuing a sustained program of learning independent of any educational provider.

Inter-Library Loan Policy:

The library will make requests for materials for our patrons if the book is not included in our collection. We will make no more than three requests (three books) per patron. Inter-library loan books may be renewed **one** time only. Patrons who repeatedly fail to return ILL or locally owned materials by the specified due date may be advised that they cannot use ILL services or may be limited to one request.

The below criteria must be met to request materials via ILL:

1. Items must have been published for 6 months before requesting.
2. Items must not be available at our library (lost, library does not own, extensive holds list, etc.).
3. No more than 3 requests at a time per patron.

Selection Policy:

The goal of the selection policy is to support the mission of the Library and the roles that the Library plays in the community. The library seeks to provide all individuals in the community with carefully selected materials. Due to the volumes of publishing, as well as limitations of budget or space, the library has a selection development policy to meet community interests and needs as well.

The ultimate responsibility for materials selection is the Library Director's, who operates within the framework of the policies, goals, and objectives approved by the Library Board of Trustees. The library director will share a list or lists of newly purchased materials with the Board of Trustees monthly. No funds are used to purchase, nor will the library otherwise acquire, material that constitutes "child pornography," is "pornographic for minors," or is "obscene." Books and materials that contain sexual themes or content are reviewed by the public library independently for age-appropriateness and cataloged accordingly - even if this overrides the age-appropriateness recommended by the publisher.

The selection of materials is influenced by the following factors and principals:

1. Potential and/or known demand or needs for specific library materials.
2. Relevance to community interests and needs.
3. Current or historical significance.
4. Accuracy of information.
5. Suitability of subject, style, level and format for the intended audience.
6. Evaluations and reviews from reputable sources used by library personnel.
Lack of review or unfavorable review will not be sole reason for rejecting an item.
 - a. Library Journal
 - b. Kirkus
 - c. School Library Journal
 - d. Award Winners
 - e. Booklist
 - f. The Horn Book
 - g. New York Times Book Review
7. Suitability of the format for the library users based on demographics.
8. Requests made by members of the community will be evaluated and purchased based on the demographics, reading habits, availability, and needs of the community at the library directors discretion.
9. Space available for the collection items being purchased.
10. Price of materials elsewhere in the community and through inter-library loans.
11. Availability of materials elsewhere in the community and through interlibrary loan.

12. Reputation of author, publisher, or producer.
13. Availability of opposing viewpoints of major issues.
14. Need for additional or duplicate materials within the existing collection.
15. Online collection materials requested and needed may differ from physical collection. Reports for e-book usage will be utilized to determine what genres and subjects are most needed for digital users.

Donated Materials:

The library is grateful for any and all donations received. However, we cannot accept used books as memorial books and we do not accept textbooks, catalogs, or old Sunday School literature. Anyone making a monetary donation may either request that books be bought in memory or honor of a loved one or that the donation be placed in the library's building fund account. If the giver requests that a certain type of book be bought, the librarian will make an effort to honor this request. Donations may not be made in lieu of fines.

Used books, videos, DVDs, audio books, and CDs are welcomed. If the library cannot use what is donated, the materials are saved for one of the library's quarterly book sales.

We also appreciate memorabilia, pictures, materials, etc. that might be donated to our Tennessee Room. However, the use of all donations of any kind is at the discretion of the library director.

All library magazine subscriptions will be chosen by the library director to prevent duplication.

TN Room:

Items may be donated for the TN Room. It is up to the librarian whether or not to accept donations. Items must be relevant to the collection and there must be adequate space. Just because an item is relevant to or from Chester County does not mean the item will go in the TN room. The TN Room collection will be inventoried and weeded (if necessary) every 3 years. The librarian makes the decision on if items stay in the collection or are related to other community agencies. TN Room items may NOT be checked out.

Weeding:

Library staff will weed all collections once a year. This includes adult fiction/nonfiction/biographies/graphic novels, juvenile fiction/nonfiction/biographies/graphic novels, teen fiction, children's easy readers, DVDs, and preschool development collections. Material that is to be weeded includes:

1. Material that has not circulated within 2-3 years but is at least 5 years of age.
2. Duplicate material that is no longer needed.
3. Material with outdated or false information.
4. Superseded editions.

5. Worn or damaged materials.
6. Health and law materials 5-10 years of age or older.
7. Material no longer relevant to the needs and interests of the community.
8. Infrequent use and lack of demand.

Censorship and Reconsideration of Materials:

The Library Board agrees with the "Library Bill of Rights," the "Freedom to Read," and "The Freedom to View" (see attached documents which have been endorsed by the American Library Association). The Board recognizes that many materials may be considered offensive or controversial to some patrons. The choice of library materials by patrons is an individual matter. While a person may reject materials for himself/herself, he/she cannot exercise censorship to restrict access to the materials by others. To deal with complaints regarding or requests for the removal of library materials, the Library has developed the following procedures:

1. The patron with the complaint or request should be immediately referred to the Library Director. The Library Director and patron will attempt to work together to solve the complaint.
2. If the patron is not satisfied with the explanation received, the Library Director will ask the patron to complete a "Request for Reconsideration of Library Materials" form. Materials will stay in circulation during the reconsideration process.
3. The form will be brought to the attention of the Chester County Board at the next Board meeting. The Board will consider all factors and options and decide what to do with the material in question. The Board's decision will be followed.
 - A. Request of Reconsideration forms will be a part of the official board meeting minutes and packet. Address, email address, and phone number would be redacted.
 - B. The Library Board chair will send a letter via certified mail to the patron that initiated the challenge with the board's decision.
4. Once an item has been challenged, it can not be challenged for three years from the date of the challenge decision.
5. Individuals requesting a challenge must live within 75 miles of the library or live, work, pay taxes, go to school, or own a business in Chester County , TN.