

**Lynchburg Public Library  
Policy Manual**

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**COLLECTION DEVELOPMENT POLICY**

The Lynchburg Public Library is committed to serving the informational, educational, cultural and recreational literature needs of all its patrons through print and non-print collections. The goals of selection are to maintain a diverse and well-balanced collection of materials for information, reference, and research; to provide materials for the education and enlightenment of the community; to provide recreational resources; and to maintain a strong collection of current and classical literature. The Library provides information and a public exchange of ideas, and affirms each individual's freedom to read all library materials and use library services. In keeping with this policy, resources are provided equally to all users, both adults and children, in keeping with the library's role of providing information and materials.

**1. Principles of Selection**

- a. The library does not serve as censor of the reading of any member of the community. The library does not endorse opinions expressed in the materials that are stocked. Indeed, since materials often hold diametrically opposite views, this would be impossible.
- b. It should also be recognized that some materials chosen may be offensive to some patrons but may be meaningful and significant to others. Works being considered should be viewed as a whole, not in isolated parts.
- c. Selection of adult material will not be restricted by the possibility that these materials may come into the possession of children. Responsibility for what children check out rests with their parents or guardians. The library does not act in loco parentis.
- d. To serve entire communities, librarians seek materials on a broad range of subject matter that reflect diverse experiences. Librarians don't select materials based on their personal beliefs. They select materials in keeping with their libraries' policies and the Library Bill of Rights. [The Library Bill of Rights](#) was adopted by the American Library Association in 1939 in response to the censorship taking place during World War II. This set of six articles defines the core values of librarianship.

**2. Selection Criteria**

- a. Selection decisions are made on the basis of reviews in the standard review media and other factors, such as collection needs, public demand, community interest,

- cost, space, and format. Variety and balance of opinion are sought in selection decisions.
- i. Books. Books are selected to create a balanced collection that reflects a diversity of subjects and opinions.
  - ii. Reference Materials. Factors considered in the selection of reference materials are currency of information, authority, reliability, scope, objectivity, arrangement, ease of use, format, cost, community interests, holdings of the Lynchburg Public Library.
  - iii. Electronic Resources. Electronic resources are evaluated for purchase using the same general criteria as reference materials (see ii.). Other criteria include search capabilities, ease of connection, system compatibility, frequency of updates and the configuration of user licenses. Additional factors for evaluation include whether the electronic resource is unique, a duplication or a supplement to an existing source, and whether the resource will be utilized by the entire system or limited to a single branch.
  - iv. Periodicals. Magazines are purchased in accordance with the wide range of interests of the public and to supplement the book collection. Local and representative national newspapers are purchased within budget and space limitations. Microform files of magazines and newspapers, both current and retrospective, are acquired as funding allows.
  - v. Audio and Visual Media. Materials are considered for purchase on the basis of published reviews and the basic standards of technical quality, timeliness, social significance, and public demand, including formats for the disabled. Materials are purchased in a variety of subject categories for children, young adults, and adults.
  - vi. Gifts. The Library's Selection Policy is applied to all gift materials. The Library reserves the right to accept or refuse conditions placed upon gifts of materials or funds.
- b. In providing materials for student use the library will not purchase multiple copies of individual books or textbooks for school assignments, nor can it duplicate subject materials extensively.
  - c. The public has free access to all library materials. Those items which themselves need protection because of rarity, cost, high demand, susceptibility to loss or damage, fragility or format unsuited to heavy use are available on a limited basis.
  - d. Patrons can request materials not selected by the library through Inter-Library Loan services.
  - e. Deselection criteria. Items are discarded from the collection in accordance with the library's deselection policy. The withdrawal of materials from the collection is an ongoing process by which materials that are worn, damaged, outdated, duplicated, inaccurate, or no longer used may be removed. A careful study of each book is made, taking these issues into account. Generally, titles that are still accurate, popular, or valuable to the collection will not be discarded, or will be replaced when they become worn or damaged.

### **3. Responsibility for Selection**

The ultimate responsibility for selection of materials rests with the Director. The responsibility for selection of books and other materials is shared by every professional member of the staff. All staff recommendations and suggestions from patrons are always welcome and given serious consideration.

### **4. Challenged Materials**

The Lynchburg Public Library supports the guidelines established by the American Library Association in its Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement (appended) and considers all materials selected under the policy to be constitutionally protected under the First Amendment of the United States Constitution. Libraries have diverse materials reflecting differing points of view, and the library's mission is to provide access to information to all users. Parents and guardians have the right to guide the reading, viewing, and listening of their children but must give the same right to other parents/guardians.

The library recognizes the right of the individual to question materials in the collection. A questioned item will be considered in its entirety, not judged solely on portions taken out of context. One item per person at a time may be submitted for review. This will ensure staff and the Library Director can read and review it judiciously and in a timely manner. The item will remain in circulation at the library until the review decision has been finalized.

If a Lynchburg resident wishes to make an informal complaint about an item in the library's collection, they are encouraged to discuss their concerns with the Library Director. If the patron is not satisfied with the response to their request, the director will provide the patron with the information and a form to request formal reconsideration of the library resource. The director, with appropriate professional staff, will review the request and the material in question to consider whether its selection follows the criteria stated in the collection policy. The director and professional staff will respond in writing to the complaint within 15 business days stating the staff's decision and reasons for that decision. No materials will be removed without following the full reconsideration policy and no materials will be removed upon the authority of a single staff member or administrator.