



Ephraim Public Library Collection Development Policy

(Effective May 24, 2023)

Purpose of the Collection Development Policy

The purpose of the Collection Development Policy is to guide librarians and the Library Board (hereafter, the Board) and to inform the public of the principles upon which selections are made. Included in the Policy are the American Library Association's (ALA's) "Library Bill of Rights" (Appendix A), the "Freedom to Read" statement (Appendix B), issued jointly by the ALA and the Association of American Publishers, and the "Free Access to Libraries for Minors" (Appendix C).

The Policy is directed towards building and maintaining, within the limits imposed by available funds and space, a collection of library materials representing a comprehensive range of interests, tastes, viewpoints, values, and levels of ability. The intent is that the collection be balanced to serve the greatest number of library users, specifically within the Ephraim City community and extending out to all residents of Sanpete County. Our further intent is to serve our diverse community with types of materials that reflect the interests and needs of our local community to the best of our ability. In following this Policy, neither the Library nor its Board endorses every thought, expression, or belief represented in the library's collection.

Types of Materials

The Library provides access to information in a wide variety of print and non-print formats. Currently, books, newspapers, magazines, DVDs, audiobooks, and music CDs are available for checkout. Downloadable audio and e-books are available on Utah State Library's Online Library and through the Libby app for anyone who holds a current library card.

Criteria of Selection

Material selection is an interpretive process based on the professional knowledge and judgment of the staff. This knowledge includes familiarity with all types of materials, familiarity with the strengths and weaknesses of the existing collections, and awareness of the needs of the community. Staff members consult standard bibliographic works and published reviews in the professional and general periodicals for evaluation of available materials. In most cases, the Library will not purchase self-published materials that are not reviewed in these established review journals. Suggestions from patrons are welcome and are given serious consideration. General criteria applied in selecting library materials include, but are not limited to:

1. Importance of the subject matter to the collection as a whole
2. Reputation and/or significance of the author
3. Local interest: does it present potential relevance to community needs
4. Cost in relation to use or enhancement of the collection
5. Support of library programs and initiatives
6. Timeliness

Statement of Responsibility

Direct selection of library materials is delegated to staff members qualified for this duty by education, training, interest, and/or job classification. The final responsibility for all selected resources rest with the Library Director who operates within the framework of policies adopted by the Board.

Gifts and Donations

The Library accepts gifts for the collection using the same criteria as purchased materials. Decisions regarding the final disposition of gifts are the sole responsibility of the Library Director, operating under the framework of policies adopted by the Board. The following guidelines apply to gifts:

1. Not all gifts will be added to the collection. Items not added will not be returned to the donor.
2. The Library retains unconditional ownership of the gift.
3. The Library reserves the right to decide the conditions of display, housing, and access to the materials.
4. Gifts added to the collection are housed in the most appropriate locations, determined by evaluating staff and the Library Director.
5. Unused gifts may be sold at public sale, with the proceeds going into the library's accounts, or they may be disposed of through other means determined by the Library.
6. The Library does not place a value on gifts nor provide appraisals for income tax or other purposes.

The Library is pleased to accept monetary gifts intended for the purchase of library materials when the donor's intentions for the gifts and the library's collection development objectives are consistent.

Collection Evaluation and Maintenance

The Library manages its collections to maintain the timeliness, attractiveness, and balance of the collection. The Library has an obligation to withdraw materials that are obsolete, damaged beyond repair, no longer in demand, are duplications. Materials withdrawn from the collection may be sold or donated to an organization that would be able to use them. The Library will use all proceeds from sale items to purchase needed items for the Library. Criteria for evaluating material to be withdrawn include, but are not limited to:

1. Availability of the material in alternative formats or locations
2. Cost of repair or replacement
3. Historical significance, interest, or value
4. Physical condition
5. Space considerations
6. Superseded, inaccurate, or out-of-date content
7. Usage

Content alone will NOT be a criterion used to evaluate materials to be withdrawn. The sole responsibility and final decision on items to be withdrawn lies with the Library Director, following the board-approved materials selection policy.

Controversial Materials and Reconsideration of Library Materials

The Library recognizes that some materials may offend some patrons. Selections will not be made based on anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of our library patrons.

Responsibility for the reading, viewing, and listening of minors rests solely with their parents or legal guardians. Selection of material will not be inhibited by the possibility that the material may inadvertently come into the possession of minors. Library materials will not be marked or identified to show approval or disapproval of the contents and no materials will be removed from the open shelves except for the express purpose of storage or protection from mutilation or theft, as in the case of Special Collections items of historical/local interest.

The selection of material is not a library endorsement of the viewpoint expressed.

Reconsideration of Library Materials

The Library welcomes expressions of opinion from patrons concerning materials selected or not selected for the collection. If a patron wishes to question the content, tone, or placement of an item in the collection, he or she may fill out the Request for Reconsideration form available at the circulation desk. After receiving the completed form, the Board will consider the request. The Board must make their decision based on the principles of the collection development policy and must not violate the Library Bill of Rights, the Freedom to Read Statement, nor the Free Access to Libraries Bill of Rights. After the complaint has been thoroughly reviewed, the Board will offer its recommendation to the Library Director who will make the final decision about the item in question. Then, the Director will provide a written explanation of the decision to the person who submitted the request. This will be done in a timely manner, usually within thirty days of receiving the written request. This decision will be final unless overturned by a court of competent authority. The Board will only consider formal, written requests.

Adopted: 23 May 2023

Board Chairperson _____

Next review date: May 2024

Date _____

Library Bill of Rights (Appendix A)

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 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.
7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

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.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.

"Library Bill of Rights", American Library Association, June 30, 2006.

<http://www.ala.org/advocacy/intfreedom/librarybill> (Accessed May 22, 2023)

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The Freedom to Read Statement (Appendix B)

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.

A Joint Statement by:

[American Library Association](#)
[Association of American Publishers](#)

"The Freedom to Read Statement", American Library Association, July 26, 2006.

<http://www.ala.org/advocacy/intfreedom/freedomreadstatement> (Accessed May 22, 2023)

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Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights (Appendix C)

The American Library Association supports equal and equitable access to all library resources and services by users of all ages. Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users is in violation of the American Library Association's Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The right to use a library includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, apparent maturity, educational level, literacy skills, emancipatory or other legal status of users violates Article V. This includes minors who do not have a parent or guardian available to sign a library card application or permission slip. Unaccompanied youth experiencing homelessness should be able to obtain a library card regardless of library policies related to chronological age.

School and public libraries are charged with the mission of providing services and resources to meet the diverse interests and informational needs of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of providing library services and should be determined on an individual basis. Equitable access to all library resources and services should not be abridged based on chronological age, apparent maturity, educational level, literacy skills, legal status, or through restrictive scheduling and use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. A library's failure to acquire materials on the grounds that minors may be able to access those materials diminishes the credibility of the library in the community and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, sound, images, data, social media, online applications, games, technologies, programming, and other formats.¹ Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.² Libraries and their library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether or not content is constitutionally protected.

Article VII of the Library Bill of Rights states, "All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use." This includes students and minors, who have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use.³

The mission, goals, and objectives of libraries cannot authorize libraries and their governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As "Libraries: An American Value" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services."⁴ Libraries and their governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies shall ensure that only parents and guardians have the right and the responsibility to determine their children's—and only their children's—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children. Libraries and library governing bodies should not use rating systems to inhibit a minor's access to materials.⁵

Libraries and their governing bodies have a legal and professional obligation to ensure that all members of the communities they serve have free and equitable access to a diverse range of library resources and services that is inclusive, regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Libraries and their governing bodies must uphold this principle in order to provide adequate and effective service to minors.

1 *Brown v. Entertainment Merchant’s Association, et al.* 564 U.S. 08-1448 (2011).

2 *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975): “Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors.” See also *Tinker v. Des Moines School Dist.*, 393 U.S.503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*, 244 F.3d 572 (7th Cir. 2001).

3 “Privacy: An Interpretation of the Library Bill of Rights,” adopted June 19, 2002, by the ALA Council; amended July 1, 2014; and June 24, 2019.

4 “Libraries: An American Value,” adopted on February 3, 1999, by ALA Council.

5 “Rating Systems: An Interpretation of the Library Bill of Rights,” adopted on June 30, 2015, by ALA Council; amended June 25, 2019.

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 under previous name "Free Access to Libraries for Minors"; July 1, 2014; and June 25, 2019.

"Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights", American Library Association, July 26, 2006.

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/minors> (Accessed May 22, 2023)

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