

COLLECTION POLICY

It is the policy of the Manning Public Library to order a variety of materials that will present all sides of an issue in a neutral and unbiased manner. The existence of a particular viewpoint in the collection is an expression of the library's policy of intellectual freedom, not an endorsement of that particular viewpoint.

The Manning Public Library endorses the **Library Bill of Rights**. The library staff will not restrict the circulation of materials based on age. Parents are wholly responsible for monitoring the appropriateness of materials viewed by their children.

The Manning Public Library provides library materials for the information, entertainment, intellectual development, and enrichment of the people of Manning.

The purpose of the collection development policy is to guide the librarians in the selection of materials and to inform the public about the principles upon which the selections are made.

Library materials selection is made by the Library Director and such members of the professional staff who are qualified by education and training. Patrons are also an important part of the selection process.

General Selection:

- Current and anticipated needs and interests of the public.
- Accuracy of the content.
- Timeliness of information.
- Authors, artists or publishers qualifications and/or reputation.
- Evaluations in review articles.
- Affordability.
- Fits role of library's mission.

Selection Tools:

The library subscribes to several publications that deal with the reviewing of new material and keeps informed by viewing magazines and newspapers.

The library maintains a collection of magazines for informational and recreational purposes as well as local and county newspapers.

Gifts and Donations:

Gifts and donations are accepted by the library within certain guidelines. Monetary contributions are used, unless specified, for the purchase of materials. Any items purchased with donated funds for a specific purpose or memorial will be noted.

The library has the right to refuse any donations of materials that are in poor condition or do not fit the library's collection. Donated items not added to the library collection will be placed on a cart and made available to the public.

All gifts that are outdated may be discarded by the library.

Controversial Materials and Censorship:

The library collection is protected by the **First Amendment of the United States of America**. Public libraries have the right to provide a broad range of topics. On occasion, a patron may find material in the library to be unsuitable. Library collections are not limited to only those ideas of one person or group who feels their beliefs to be true, good, and proper. It is the patron's right to read or view only material he finds appropriate and that patron cannot restrict the freedom of others to read or view what they choose.

Parents or legal guardians have the responsibility to guide and direct the reading and viewing done by their minor children. The library does not take the place of a parent or guardian. There is a Request for Reconsideration of Materials available to file a complaint on any objectionable material.

The viewing of child pornography is prohibited at any time. In the presence of minor children, no viewing of pornography will be allowed.

Collection Maintenance:

The collection is maintained and weeded through an ongoing process of collection analysis. Older items are repaired, withdrawn, or replaced based on the following:

- The needs and interest of the community.
- Number of circulations and requests.
- Availability of similar materials in the collection.
- Affordability.
- Physical condition and age of the item.
- In-print status.
- Availability on Inter-Library Loan.

Revised 5/2010
Reviewed 4/2013
Revised 5/2016

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following policies should guide their services.

1. Books and other library resources should be provided for the interest, information and enlightenment of all the 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 from libraries 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 abridgement of free expression and free access to ideas.
5. A person's right to use the library should not be denied or abridged because of origin, age, race, 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.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

FREEDOM TO READ STATEMENT

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 or unpopular with the majority.
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.
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.
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.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
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.
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 a good one.

Adopted June 25, 1953; revised January 28, 1972,
January 16, 1991, July 12, 2000 by the ALA council
and the AAP Freedom to Read Committee.

REQUEST FOR RECONSIDERATION OF MATERIALS PROCEDURES

The Manning Public Library welcomes comments and suggestions regarding the continued appropriateness of materials in the collection, especially concerning outdated materials. Suggestions will be considered and utilized by the library in the ongoing process of collection development.

The Manning Public Library Board of Trustees has delegated the responsibility for selection and evaluation of library resources to the Library Director, and has established reconsideration procedures to address concerns about those resources.

If you wish to request reconsideration of a library resource, please return the completed form to the Library Director or to a member of the Board of Trustees.

The Manning Public Library is not a judicial body. Laws governing obscenity, subversive materials, and other questionable matters are subject to interpretation by the courts. Therefore, no challenged material will be removed solely for the complaint of obscenity or any other category covered by law until after a local court of competent jurisdiction has ruled against the material. No materials will be knowingly added to the library collection that has been previously determined to be in non-compliance with local laws.

For a request for reconsideration to be considered, the form must be completed in full. The patron submitting the request must be a resident of the Manning Public Library's service area and hold a valid library card.

The written complaint will be forwarded to a committee of five, made up of the Library Director, two members of the Board of Trustees, and two representatives of the school or civic community who reside in Manning. The Committee will carefully review the complaint and the material in question in the light of the Library's selection policy, and report to the Board of Trustees at its next meeting. The Board will decide on the matter and report in writing to the complainant within ten days of the meeting. The decision of the Board is final. An item will only be evaluated for reconsideration once in a twelve-month period.

REQUEST FOR RECONSIDERATION OF A LIBRARY RESOURCE

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Do you represent self? Yes No Do you represent an Organization? Yes No

Are you a Manning Public Library card holder? Yes No Is your Organization? Yes No

Do you reside within the service area of the Manning Public Library? Yes No

Does your Organization? Yes No

Resource on which you are commenting:

____ Book ____ Textbook ____ Video ____ Display ____ Magazine ____ Library Program
____ Audio Recording ____ Newspaper ____ Electronic information/network (please specify)
____ Other _____

Title _____

Author/Producer _____

Why do you object to this item?

To what specifically in the item do you object?

For what age group would you recommend this item?

Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

What would you like the library to do about this item?

Signature _____ Date _____