



Pioneer Library System Policies

Collection Development Policy

INTRODUCTION

The mission of the Pioneer Library System is to connect you to the joy of reading and to information for lifelong learning. In our efforts to achieve this mission the Pioneer Library System attempts to provide a representative, well-balanced collection of general and specialized materials. Pioneer Library System believes that an open and free library is fundamental to democracy and that it is our responsibility to provide access, quality resources and essential information services to our communities. The proliferation of information sources and the rapid spread of technology have made the selection and maintenance of library materials an increasingly complex responsibility. This document establishes policies and principles that guide the selection and the deselection of materials.

Additionally, Pioneer's Collection Development Policy:

- Provides information for library users seeking to understand the process of materials selection, maintenance, and the composition of the collection;
- Helps local library staff respond in an informed and professional manner to issues about the philosophy and criteria of selection; and,
- Assists library staff charged with selecting materials in choosing from a vast array of available materials.

The PLS Board and the library staff believe that the right to read and the right of free access to the library collections for all persons are essential to the intellectual freedom that is basic to democracy. Accordingly, the Pioneer Library System has adopted the Library Bill of Rights, the Freedom to View Statement, and the Freedom to Read Statement, copies of which are appended to and made a part of this Collection Development Policy.

Anne Masters, Director
September 2009

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Revised: 1960, 1968, 1978, 1988, 1995, 1998, 2001, 2005, 2009.



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COLLECTION DEVELOPMENT POLICY

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PART I. Responsibility For Selection: Director, Staff, And Board

The director, operating within Board policies, is responsible for the selection and evaluation of library materials. The director delegates this responsibility to designated librarians who recommend policy and establish selection and evaluation procedures.

Designated librarians follow the General Selection Criteria in purchasing materials. Branch staff, under the direction of designated librarians, will use the General Selection Criteria to assess gifts to the library and recommend their addition to the collection. Branch staff, under the direction of designated librarians, will use the General Selection Criteria to select materials to be removed from the collection.

These policies shall be reviewed periodically or any time upon request. Comments, criticisms and suggestions concerning this policy may be submitted to the director.

PART II. Factors In Selection

A. Objectives in Selection

The Pioneer Library System attempts to provide a representative, well-balanced collection of general and specialized materials to meet the needs of the communities it serves. Designated librarians, with assistance from branch staff, will determine the focus of each branch collection. Library materials will be provided to connect customers to the joy of reading and encourage lifelong learning. In order to fulfill this mission, Pioneer Library System maintains a collection of materials that is determined by budget, space, and current library service priorities. Service priorities may change in accordance with the library's planning process

Separate collections are provided for children, teens, and adults using the General Selection Criteria. Not all material will be suitable for, nor of interest to, all segments of the community. Librarians are available to help customers locate items that fit their personal tastes and interests. The supervision of a minor's access to library materials is the responsibility of the parent or legal guardian.

B. General Selection Criteria

Regardless of format, materials selected must meet several of these criteria:

1. Community needs, interests and demands



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2. Accuracy
3. Favorable reviews in critical library and other professional review publications
4. Author's, artist's or publisher's qualifications or reputation
5. Social significance
6. Availability of funds
7. Suitability for intended audience
8. Quality of presentation
9. Diversity of viewpoint and culture
10. Timeliness

The requests of library customers for particular titles are welcome and will be considered for purchase. Duplicate copies will be purchased to meet demand contingent on budget.

C. Controversial Works

Selection is based on the total work and not on the presence of words, phrases, or situations, which in and of themselves might be objectionable. Serious works presenting an honest aspect of some problem of life are not excluded because of coarse language or frankness. The Pioneer Library System subscribes to the American Library Association (ALA) Library Bill of Rights and follows the principles of the Freedom to Read and Freedom to View Statements (Appendix II, III, and IV.)

Items are carefully selected to provide a balanced and diverse collection, Items that are recognized as classics and are of considerable literary merit are retained, even though the content may be unacceptable by today's standards. Items will not be excluded because of racial ethnicity, nationality or the political, moral, ethical, or religious views of the writer

Materials on human physical development and human sexuality are carefully selected on the basis of scientific accuracy, quality of presentation, and target audience. The System does not knowingly add or retain materials that are determined to be illegal under Oklahoma or federal law by the Supreme Court of the United States.

The Pioneer Library System does not advocate any position on an issue. The System will provide works presenting different points of view, thus enabling citizens to make up their own minds about important issues The collection presents a variety of viewpoints



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on many topics. The Pioneer Library System recognizes that the style, manner in which information or ideas are presented, perceived accuracy, or classification may not be universally appealing.

If any title in the collection is criticized or questioned by individuals or organizations, such customers may fill out and sign the form, “Individual's Comments on Library Materials” (Appendix I). The form may either be mailed to the library or given to a librarian. The director will review all such requests and may evaluate the material or designate a staff member to evaluate the material. A letter will be written to the customer explaining what action was taken with an appropriate explanation. Customers who are not satisfied may appeal to the Pioneer Library System Board of Trustees.

D. Student Use

General student use of the library is encouraged. Pioneer Library System will provide supplementary materials for students’ reading and reference purposes that are also useful for the general reader.

The System does not attempt to substitute for the development and use of school library resources.

E. Collections of Other Institutions

The functions and resources of nearby libraries are considered in book selection. For example, the presence of a research collection at nearby colleges and universities precludes the necessity for the purchase or preservation of books, periodicals and other materials for the purpose of academic research.

F. Interlibrary Loan

This is a service provided by the Pioneer Library System to obtain material or information that is not available, or is not suitable for inclusion, in the collection. Customers can make requests for specific book titles, periodical articles and information on a particular subject.

G. Allocation of Funds

Available materials funds will be allocated annually among the system branches in a manner to meet, as far as possible, the needs of the communities served. Branch



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materials budgets are determined based upon a variety of factors including, but not limited to the population served by the branch, the building capacity and funds available.

H. De-selection of Materials

A systematic evaluation of materials is made on a regular basis. Evaluation of the materials should take into consideration the following: timeliness, accuracy, age, condition and low circulation. Library staff, using the collection development maintenance tools and the PLS weeding guidelines has an obligation to constantly update the collection by withdrawing unneeded items.

Factors in withdrawing items include physical wear, outdated information, balance of viewpoint, acquisition mistakes, and multiple copies no longer in demand. Materials removed from library collections are declared surplus and may be sold, disposed of or donated to library programs, designated community groups, other libraries and friends of libraries groups.

I. Replacements

Books withdrawn because of loss, damage or wear are replaced only if they remain useful (current, important in the subject area or in demand, etc.) and if sufficient duplicate copies do not remain in the collection. Generally, no attempt is made to replace out-of-print titles.

J. Gifts

Monetary and material gifts to the library are appreciated. Gifts of money and materials are accepted with the understanding that library staff evaluates the materials using the same General Selection Criteria utilized for purchased materials. Monetary and material gifts cannot be accepted when the donor specifies that the books be kept together or placed in a special location.

1. Monetary Gifts

Monetary gifts for the purchase of materials will be accepted only with the understanding that the system exercises the final responsibility for deciding which titles will be purchased. The branch manager will consult with the donor to insure, as far as possible, that the selections are mutually satisfactory.



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2. Donated Gifts

Gifts are accepted with the understanding that they may be added to the library collection, offered for sale to the public, or discarded. The library does not appraise these donations for income tax purposes, though an acknowledgment of the donation may be given.

K. Copyright

PLS abides by the copyright law of the United States (Title 17, United States Code), which guarantees the intellectual property rights of authors.

Media owned and circulated by the Pioneer Library System are for private use only and any other use including performance in public, in whole or in part is prohibited by law.

PART III. Types Of Materials

Materials in all formats are chosen for the information, interest, and entertainment needs of the Pioneer Library System communities and will be purchased using selection criteria.

A. Special Collections

Separate Collections are provided for children, teens, and adults using the General Selection Criteria. Collection Definitions (Attachment A) are available for describing the specifications for each collection.

B. Local History / Genealogy

The Local History Collections of the Pioneer Library System will collect primary and secondary materials which have the following scope: 1) history of Cleveland, McClain, Pottawatomie counties; 2) history of Oklahoma (Oklahoma Territory, Indian Territory, Native American tribes in Oklahoma) and 3) history of the American west, migration, pioneers, and the frontier as these relate to the settlement of Oklahoma, with emphasis on important works.



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The Genealogy collections of the Pioneer Library System will collect primary and secondary materials which have the following scope, in order of emphasis: 1) Cleveland, McClain, and Pottawatomie counties, 2) other Oklahoma counties and states contiguous to Oklahoma; and 3) common states of origin of Oklahoma settlers and states along common migratory routes to Oklahoma. Family histories will not be purchased but may be accepted as gifts.



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Appendix I. Individual's Comments on Library Materials

The Pioneer Library System serves people from all walks of life, with a variety of viewpoints and tastes, and we welcome your comments. Before completing this form, you may find it informative and helpful to read the following brief summary of the library’s policy on library materials.

The Pioneer Library System's professional staff chooses books and other materials to meet the informational, educational, and recreational interests of the citizens of the community. The staff is guided by the Collection Development Policy adopted by the Pioneer Library System Board of Directors. The Board and the staff support the belief that the right to read and the right to free access to library collections, for persons of all ages, is essential to individual freedom of thought, which is fundamental to democracy. The Board has also adopted the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement, all of which represent the library's interpretation of the First Amendment to the Constitution of the United States. In practice, this means that the library will resist efforts to remove or censor materials, “objectionable” materials or authors. The Library does not knowingly add or retain materials that are determined to be illegal under Oklahoma or federal law by the Supreme Court of the United States.

If you would like copies of the Collection Development Policy for the Pioneer Library System, the Library Bill of Rights, The Freedom to Read and the Freedom to View Statements, please ask the librarian. Your comments will receive a written reply within 30 days.

_____	_____
Date Submitted	Name of Library Receiving Comments
_____	_____
Your Name	Address
_____	_____
City, ZIP	Telephone

If you are acting as the official spokesperson for an organization, please specify:

LIBRARY MATERIAL ON WHICH YOU ARE COMMENTING:

_____ Book _____ Magazine _____ Other

(specify)
Title

Author



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Please comment on the material as a whole. Be specific about those matters, which concern you, and feel free to suggest other materials (books, etc.) on the subject for our consideration.

Appendix II. The Freedom to Read Statement

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 avoid the subversion of politics and the corruption of morals. We, as citizens 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 citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and what they believe. We do not believe they need the help of censors to assist them in this task. 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.

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



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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 society and a creative culture. We believe that these pressures towards 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 or unpopular with 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.



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3. It is contrary to the public interest for publishers or librarians to bar access to writing on the basis of the persona 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 with any expression the prejudgment of a label characterizing it or it's author as subversive or dangerous.

The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. 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.

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.



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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 the 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 principle 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 citizens 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; revised January 28, 1972, January 16, 1991, July 12, 2000 by the ALA Council and the AAP Freedom To Read Committee.



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Appendix III. The Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment of the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed.

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed by the ALA Council January 10, 1990.



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Appendix Iv. Library Bill Of Rights

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

- I. 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.
- II. 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.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. 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.