

SOUTHWEST GEORGIA REGIONAL LIBRARY SYSTEM  
Collection Development Policy

INTRODUCTION

The public library exists to provide materials which communicate experience and ideas from one person to another. Its function is to assemble, organize, preserve, and make easily and freely available printed and non-printed materials to assist individuals in their pursuits in life. The ideas and information available through public libraries range the entire spectrum of knowledge and opinion. Only the public library offers that unique opportunity for each person by providing an open and non-judgmental environment in which individuals and their interests are brought together with the universe of ideas and information. Free access to information and ideas, a prerequisite to the existence of a responsible citizenship, is fundamental to America.

The goal of the Southwest Georgia Regional Library System's Collection Development Policy is to have an extensive, comprehensive, and current collection to serve the community composed of people from various ethnic, religious, moral, and socio-economic backgrounds. By publicizing and distributing the Policy, each individual in the community served by the Southwest Georgia Regional Library System can be assured of his or her right to intellectual freedom that is inherent in the First Amendment of the Constitution.

The goals and objectives of the Southwest Georgia Regional Library System are consistent with the goals of Georgia's Five-Year LSTA Plan.

COLLECTION DEVELOPMENT

I. PURPOSE

Ideas are among mankind's most powerful forces and cherished heritages. Access to these ideas is essential to citizens concerned with their lives, community and world. The Southwest Georgia Regional Library System subscribes to the basic belief that it is the role of the public library to provide full access to ideas, and therefore establishes the following precepts for the selection and retention of materials for the Library.

II. GOALS

The fundamental goal of the Southwest Georgia Regional Library System is to aid residents in establishing and reaching educational, informational and recreational goals and objectives throughout their lives. The Library System's aim is to provide the highest quality user-oriented public library service which will effectively contribute to the development of the community through the use of a broad range of contemporary media and technology.

The major functions of the Library System are to select, to process, to make available, and to preserve informational, educational, and recreational materials in organized collections; to provide opportunity and encouragement for children, young people and adults to educate themselves continuously; and to inspire, through stimulation and guidance, an enlightened citizenry and enrichment of personal life for all residents of the service area. Accordingly, the Library System shall develop collections of materials to meet the diverse library needs of the residents of Decatur, Seminole, and Miller counties and to assure that collections reflect the interests and historical/cultural backgrounds of the communities served.

The public library is unique in the library's specialization for recreational material. Realizing that a book is valuable only in its relationship to its reader, the library must endeavor to reach prospective borrowers at their own level; therefore high reader demand justifies representation in the collection.

### III. RESPONSIBILITY

Responsibility for the selection of materials rests with the Director of Libraries, who operates within the framework of the Collection Development Policy. The Director will delegate to appropriate staff members authority to interpret and apply the policy in its daily operation.

It is the responsibility of each employee to record and communicate user requests and needs so that they may be considered in selection. Members of the public may utilize the "Request for Review of Library Materials" policy and procedure when reconsideration of a selection decision is desired, in which cases final deciding authority rests with the Southwest Georgia Regional Library Board.

### IV. SYSTEM

The Southwest Georgia Regional Library System operates under a system concept of service. The Decatur County-Gilbert H. Gragg Library in Bainbridge serves as the headquarters for the Library System, maintains a core collection of materials, and acquires less frequently used or more specialized resources. The Headquarters Library collection supports and supplements the resources of the smaller collections available in the system.

The Headquarters Library collection shall be an in-depth, general collection current and retrospective. The objective of this collection is to serve the practical educational and informational needs of users and to a lesser extent the recreational needs of the clientele.

The chief function of a branch library is to meet the general needs of the people within the local community. Branch collections shall be current, popular, flexible and general, molded very closely to the needs, interests, and goals of the particular clientele served. These collections will be developed according to the characteristics of the community to be served.

## V. DEFINITIONS

Library materials are defined as those materials of printed, photographic, electronic or other form which provide a basis for an educational, informational or aesthetic experience, and which require those methods of acquisition, collection, preservation and service which are appropriate to the public library.

Selection refers to the decision that must be made either to add a specific item or type of material to the collection or to retain materials already in the collection. It is a means of collection development to meet user needs and does not necessarily reflect the opinions or values of the individual sector, the Library Board or the Library System's governmental funding sources.

Electronic resources are defined as any information accessed by computer, support the library's mission and are available to library cardholders of all ages. Youth under the age of eighteen are required to have signed parental consent to use the Internet. Patrons who abuse the Southwest Georgia Regional Library System Board Electronic Network Policy may have their privileges revoked.

## VI. INTELLECTUAL FREEDOM

The Public Library is historically understood to be an unbiased repository for the recorded expression of human thought. It must, therefore, accept responsibility for providing free access by the public to all points of view contained therein. However, the addition of an item to the collection in no way represents an endorsement by the library of any theory, idea or policy contained in it. All sides of controversial issues will be presented to the extent that budget constraints, space limitations, and availability of materials allow. Selection will be based upon the criteria given throughout this policy statement. The race, religion, nationality or political views of an author, the frankness or coarseness of language, the controversial content of an item, or the endorsement or disapproval of an individual group in the community shall not result in items being automatically included in or excluded from the System.

The Library recognizes that any given item may offend some patrons. Selections will not be made on the basis of any assumed approval or disapproval; rather they will be made solely on the merit of the work as it relates to the Library's objectives and served the expressed or anticipated needs and interests of the community. Responsibility for the reading of minors rests with their parents and legal guardians; therefore, the overall selection of materials will not be limited by the possibility that these materials might become available to children.

Selection is also guided by the principle that the Library serves tomorrow's community as well as today's. Experience has shown that some opinions, theories, and viewpoints which were unpopular in the past have later been universally accepted. The Library preserves the American heritage when it **INCLUDES** in its collection

those expressions of presently-controversial viewpoints rather than when it excludes them. When such apparently controversial material is included in the collection, the community is given the opportunity to assess its value, and the material is subject to the test of time.

**The Southwest Georgia Regional Library subscribes to the principles of the Library Bill of Rights (Appendix A) American Library Association and Freedom to Read Statement (Appendix B) jointly issued by the American Library Association and the Association of American Publishers.**

## VII. SELECTION CRITERIA

To build collections of merit and significance, materials are evaluated according to one or more of the following statements. An item need not meet all of those criteria in order to be acceptable:

### A. General Criteria:

1. Suitability of physical form for library use.
2. Suitability of subject and style for intended audience.
3. Present and potential relevance to community needs.
4. Insight into the human and social conditions.
5. Importance as a document of the times.
6. Relation to existing collection and other material on the subject.
7. Reputation or significance of the author.
8. Skill, competence, and purpose of author.
9. Attention of critics and reviewers or requests by the public.

### B. For works of Information and Opinion:

1. Authority
2. Comprehensiveness and depth of treatment.
3. Objectivity.
4. Clarity.
5. Representation of challenging, though extreme or minority, point of view.

### C. For works of Imagination:

1. Representation of an important movement, genre, trend or national culture.
2. Vitality and originality.
3. Artistic presentation and experimentation.
4. Sustained interest.
5. Effective characterization.
6. Authenticity of historical or social setting.

#### D. Adult Material Selection:

The selection of materials involves satisfying readers of differing tastes, interests, purpose and reading levels. Selection aids used for building and maintaining the adult collection including Baker And Taylor Lease Books, Library Journal, School Library Journal, and New York Times Best Sellers, USA Today and other regional and local newspapers. Internet websites including Galileo, New York Times, Amazon and regional and local newspapers as well as patron requests. Additional tools are award winners, Georgia authors, publisher/jobber high demand titles. Selection is not limited to the above named titles.

##### 1. Fiction

The literary criteria used in selection will differ depending on the various categories of fiction writing such as the following: plot characterization, style, setting and theme. The Library endeavors to acquire the most distinguished novels of the past and present, plus titles within the wide scope of contemporary writing.

##### 2. Non-Fiction

###### a) Law

Legal materials are selected for their general usefulness to the layperson. Textbooks or technical materials for law students or lawyers are not provided. The Code of Georgia Annotated is updated in paper yearly at the headquarters library. It is also available on the Internet through Galileo.

###### b) Medicine and Related Topics

Medicine and related topics are authoritative, up-to-date and informative medical and health materials. All levels of presentation, from the simple to the technical, are acquired with the aim of informing the general reader and supporting the information needs of technicians and others in health-related occupations. For highly technical works, clinical case histories and extensive texts the patron is referred to the interlibrary loan system.

Detailed and informative materials on drugs are acquired which describe the history, chemistry, physiological and

psychological effects, the treatments of addiction, and the social aspects of drug use.

Sex information books and materials are acquired on all reading levels for all ages. Titles presenting factual information are acquired in preference to accounts of personal sex experiences and material designed to entertain. The majority of sex information books and materials for children and young adults are found in a special "Parenting" collection located in the adult section of the library. In addition to secular books on sex information, there are also several "Christian" books dealing with the subject.

In the medical-social area, initial acquisitions may be governed by scarcity of materials sometimes making it necessary to accept the first materials published until more authoritative works appear (i.e. abortion, birth control). Titles of differing views are acquired whenever possible.

c) Religion

Works relating to the world's major and minor religions, versions of the Bible, and other religious texts and scriptures are acquired. Reference works, religious histories, and materials on mythology, atheism and agnosticism are presented by authoritative materials relating to worship are ordered as the need arises. Denominational materials are added if they are well-reviewed and in demand. It is general practice to give preference to works by authors whose views are popular even though these views may sometimes be unconventional.

d) Social Sciences

Partisanship or dogmatism is sometimes present in works dealing with Social Sciences and may convey beliefs which are unorthodox, unpopular, or not widely known. For these reasons, the library endeavors to add materials which clearly state issues and which present balanced viewpoints. Primary consideration for inclusion in the collection are materials which show an objective analysis of the topic, in which the author is well-qualified, and where the information is correct.

e) Fine Arts

Authoritative and informative materials on all of the fine arts are acquired, encompassing all levels of presentation. Illustrations are highly desirable in art materials and are judged by the quality of reproduction.

f) Local History and Genealogy

The aim of the Local History and Genealogy collection is broader in scope than the strictly historical, emphasis as well as the acquisition of those materials which will contribute a knowledge of the social, civic, religious, economic, and cultural life of the area. Fiction will be acquired if it is about this area or written by a local author.

## **E. Children and Youth**

**The collection supports the interests, needs and reading abilities of pre-school, primary, elementary, middle school and high school youth to meet the basic informational, educational and recreational needs in print and non-print formats. The collection also supplements the curriculum of the schools. The children and youth have a wide range of materials covering numerous viewpoints. Particular care to maintain topical “Young Adult” collection will also be observed.**

### **1. Fiction**

**Award books will be added to the collection to include multiple copies of Newbery/Caldecott/Coretta Scott King titles, School Library Journal starred reviews, and NY Times Book Review titles. In addition, the library will maintain up-to-date collection of popular series through use of subscription services. Juvenile Christian fiction titles will also be obtained in both picture book and chapter book formats.**

### **2. Nonfiction**

**Up-to-date nonfiction fiction titles will be procured to support school and homeschool curriculums as well as general interest readers. Particular attention will be paid to maintaining high quality and topical juvenile biography, science, and history titles.**

### **3. Young Adult**

**The Young Adult collection will include titles selected from the American Library Association Young Adult Services Association's (YALSA) Alex Awards; Best Books for Young Adults; Outstanding Books for the College Bound; Popular Paperbacks for Young Adults; Quick Picks for Reluctant Readers; Teen's Top Ten; Selected Audiobooks, DVDs, and Videos. Recommendations from the Teen Advisory Council will also be given special consideration.**

F. Formats for Non-book Materials

The aim of non-book materials is to supply the community with quality pre-recorded books on CDs, audio cassettes, videos, DVDs, music CDs and computer of the software and other electronic formats as they become available and affordable. *Due to their popularity SWGRL libraries maintain collections of prerecorded DVDs/videotapes (in addition to pre-recorded books on CD, audiobooks, music CDs, and other electronic formats) for circulation to patrons. Although the majority of these collections will consist of "G", "PG", and "PG-13" rated films, "R" rated films are allowed if they meet the following criteria:*

1. *They must be films of distinction.*
2. *They must have received recognition from the Academy Awards, Golden Globe Awards, Cannes Film Festival, and/or similar organizations.*

*Only patrons 18 years or older may check out "R" rated films. These films will be clearly labeled as such.*

*Patrons under 18 years of age may check out "G", "PG", and "PG-13" films with the following criteria:*

1. *Parents must give written permission. For new patrons the parent/legal guardian must check the appropriate block on the enclosed revised Patron Card Registration form. For current patrons the attached permission form must be signed and stapled to the patron's current Patron Card Registration form. A colored "dot" will be placed on the juvenile's cards. The patron will be told that if the dot is removed they will not be able to check out films.*
2. *Parents cannot give their children permission to check out "R" rated films.*

The library may also purchase access to online databases not available on Galileo such as: Learn-A-Test.

## G. Equipment

The goal of this department is to supply the community with needed audiovisual equipment such as: slide projectors, overhead transparencies, opaque projectors and screens which may be checked out by anyone in good standing with a PINES library card.

## H. Public Library Bulletin Board

The library has a public bulletin board and a metal display rack located in the entranceway/hallway for the distribution of this material. The library does not distribute non-library generated materials from the circulation desk of the library nor from the bookmobile.

## VIII. EVALUATION

Several methods will be employed to evaluate the collection. We will devise our own criteria for quality and value using a variety of methods such as: PINES reports, analyzing interlibrary loan requests, in-house use of materials; obsolescence of the collection and checklist of recommended materials as well as relating to the Southwest Georgia Regional Library Systems goals and objectives (Evans, 1979).

## IX. DESELECTION

Deselection can be defined as the practice of discarding or transferring to storage excess copies, rarely used books and materials no longer in use. It is basically done to save space and improve access for patrons. The types of books withdrawn are often duplicates; unsolicited gifts; obsolete books; superseded editions; and periodicals with no indexes. (Evans, 1979). General weeding rules are as follows: last date of circulation; physical condition; timeliness; reliability; language; ephemera; duplicates; subject areas and material types (Katz, 1980).

## X. APPENDICES

- A. Library Bill of Rights
- B. Freedom to Read Statement
- C. *Procedures for Handling a Complaint About Materials*
- D. *Deselection Procedure Guidelines*

**Approved March 7, 1990 by the Southwest Georgia Regional Library Board.**  
**Revised on April 26, 1995 by the Southwest Georgia Regional Library Board.**  
**Revised on January 7, 1997 by the Southwest Georgia Regional Library Board.**  
**Revised on January 15, 2003 by the Southwest Georgia Regional Library Board.**  
**Revised on April 16, 2003 by the Southwest Georgia Regional Library Board.**

**Revised on October 15, 2003 by the Southwest Georgia Regional Library Board.**  
*Revised on July 20, 2005 by the Southwest Georgia Regional Library Board.*

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# *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; June 28, 1967; and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

## THE FREEDOM TO READ

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; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

*A Joint Statement by:*

American Library Association  
Association of American Publishers

*Subsequently endorsed by:*

American Booksellers Foundation for Free Expression  
The Association of American University Presses, Inc.  
The Children's Book Council  
Freedom to Read Foundation  
National Association of College Stores  
National Coalition Against Censorship  
National Council of Teachers of English  
The Thomas Jefferson Center for the Protection of Free Expression

## COLLECTION DEVELOPMENT POLICY

SOUTHWEST GEORGIA REGIONAL LIBRARY SYSTEMPROCEDURES FOR HANDLING A COMPLAINT ABOUT MATERIALS

The Southwest Georgia Regional Library System subscribes to the American Library Association's Library Bill of Rights and the Freedom to Read Statement.

Any complaints from a library patron concerning the Library's having or not having a selected item is to be handled using the following procedures.

1. Request that the complainant complete the information on form, "Request for Reconsideration of Library Materials".
2. As the staff member receiving the complaint, you should prepare a written statement detailing the interchange with the patron. Your written statement and the completed patron's form should be given to the Director by the end of the working day.
3. Upon receipt of the written complaint and the staff statement, the Director will acknowledge receipt to the patron using the standard form letter (attached).
4. The written complaint will be referred to the Library's professional staff for immediate investigation. The Library's Team leader will lead the investigation and will prepare a written report of their findings to the Director within 5 working days.
5. At the same time that the complaint is sent to the professional staff for investigation, a copy of the complaint will be given to the members of the System's Executive Board as a matter of information.
6. Upon receipt of the Team leader's report from the professional staff, the Director will notify the complainant of the recommended action.
7. At the same time that the complainant is notified of the professional staff's recommendation, the System's Executive Board will receive copies.
8. The complainant will be given the opportunity to appeal the recommendation of the professional staff to the System Board of Trustees. He will be notified of this option in writing at the time the initial recommendation is sent to him.
9. If a request for an appeal is filed with the System Board of Trustees, the complainant will be placed on the agenda of the next regularly scheduled meeting.
10. The decision of the System Board of Trustees shall be considered final.

11. Throughout the process, communication will be maintained with the Chairman of the Georgia Library Association Intellectual Freedom Interest Group, with the American Library Association's Office of Intellectual Freedom, and with the Director of the Georgia Division of Public Library Services.

SOUTHWEST GEORGIA REGIONAL LIBRARY SYSTEM

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

DATE: \_\_\_\_\_ LIBRARY CARD NO. \_\_\_\_\_

FROM: \_\_\_\_\_  
FULL NAME TELEPHONE NO.

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STREET ADDRESS CITY ZIP CODE

WHOM DO YOU REPRESENT

\_\_\_\_\_ Self  
\_\_\_\_\_ Organization (Please Specify) \_\_\_\_\_

Author \_\_\_\_\_

Title \_\_\_\_\_

Subject \_\_\_\_\_

Hardback \_\_\_\_\_ Paperback \_\_\_\_\_ A/V Material \_\_\_\_\_ Periodical \_\_\_\_\_

Call Number of Item \_\_\_\_\_

REQUEST FOR RECONSIDERATION OF ITEM IN LIBRARY COLLECTION

1. Have you read the book or listened/viewed to the item in its entirety? \_\_\_\_\_

If not, why not? \_\_\_\_\_

\_\_\_\_\_

2. Have you seen or heard reviews of this material? \_\_\_\_\_

If yes, please name the source. \_\_\_\_\_

3. What do you believe is the theme of this work? \_\_\_\_\_

\_\_\_\_\_

4. To what in the work do you object? Please be specific, cite pages. \_\_\_\_\_

\_\_\_\_\_

5. What would you like the Library to do with this material? \_\_\_\_\_

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6. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject? \_\_\_\_\_

REQUEST FOR RECONSIDERATION OF MATERIAL NOT OWNED BY LIBRARY

1. Why do you feel that this material should be in the Library?

\_\_\_\_\_

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2. Please list any reviews or recommendations of this material.

\_\_\_\_\_

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The Southwest Georgia Regional Library System appreciates your interest in our Library's collection. You will receive written notification of the disposition of this request.

SIGNATURE OF COMPLAINANT: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

Signature of Staff Member Receiving Complaint

**SOUTHWEST GEORGIA REGIONAL LIBRARY SYSTEM**

**FORM LETTER TO BE USED IN RESPONSE TO WRITTEN COMPLAINT**

Dear \_\_\_\_\_:

Your written complaint concerning the Library's (having/not having) the item, \_\_\_\_\_, has been received and is being investigated by the Library's professional staff. Their written recommendation concerning your request will be given to me within 5 working days and a copy will be forwarded to you immediately. Their report will be based on the Library's established Collection Development Policy and will reflect an unbiased and objective review of the item in question.

Your interest in our Library's collection is appreciated and I sincerely hope that the disposition of your complaint will be met with your satisfaction.

Sincerely,

Susan S. Whittle, Director

cc: Members, System Executive Board

**SOUTHWEST GEORGIA REGIONAL LIBRARY SYSTEM**

**FORM LETTER TO ACCOMPANY WRITTEN RECOMMENDATION**

Dear \_\_\_\_\_:

Pursuant to the written complaint that you filed with the Library on \_\_\_\_\_ about \_\_\_\_\_, please find the attached written from the Library's professional staff.

This recommendation is based upon their individual review of the item, published reviews of the item and the System's Collection Development Policy.

We sincerely hope that this recommendation is met with your satisfaction. If you do not find this recommendation satisfactory, you have the option of appealing this decision to the System's Board of Trustees. Should you wish to take this further step, please notify me in writing within 5 working days. If you elect to do so, this item will be placed on the agenda of the next regularly scheduled meeting of the System Board of Trustees and they will review your written complaint and hear your testimony.

Again, let me thank you for your interest in our Library's collection.

Sincerely,

Susan S. Whittle, Director

cc: System's Executive Board

## COLLECTION DEVELOPMENT POLICY

SOUTHWEST GEORGIA REGIONAL LIBRARYDESELECTION PROCEDURE GUIDELINES**Definition of Deselecting**

Deselecting is defined as the practice of discarding or transferring to storage excess copies, rarely used book, and materials no longer in use (Evans, Collection Development in Libraries, 1979).

**Guidelines for Deselection**

These are some general deselecting rules, all of which can be broken and none of which should be followed without question. **YOU KNOW YOUR COLLECTION AND PATRONS, MAKE APPROPRIATE DESELECTING DECISIONS BY RELYING ON YOUR OWN JUDGEMENT AND KNOWLEDGE.**

**1. Last Date of Circulation**

If the material has not been circulated in ten years, it probably should be deselected.

**2. Physical Condition**

If the condition of the book is poor (books infected, dirty, shabby, worn out or missing pages), the item is deselected although a decision may be made to replace the book.

**3. Timelines**

This is one of the most frequent criteria used. Materials no longer in demand such as older editions and dated textbooks should be deselected or rebound if needed.

**4. Reliability**

Viewpoints change and must be reflected in the collection. Unreliable materials should be deselected. For example, the earliest geographers and map makers thought the world was flat, but subsequent journeys proved the initial theory was incorrect.

## **5. Language**

Translations of works into languages other than English should be checked periodically so as to deselect materials no longer used.

## **6. Ephemera**

Certain types of fad literature should be deselected when the title no longer circulates or the information is unreliable.

## **7. Duplicates**

Where there are several duplicates and none seem to circulate all but a single copy should be deselected.

## **8. Unsolicited and Unwanted Gifts**

If these books are not useful to the collection, they should be deselected. Unneeded and unused sets should also be deselected.

## **9. Censorship of Books**

In conjunction with the tenets of Intellectual Freedom, the library will not deselect books due to community pressure, etc. unless the proper procedures have been adhered to as outlined in the Collection Development Policy.

## **10. Deselection Process**

Once books have been deselected, the records will be deleted from the cataloging system. All deselected items will have any identifying marks removed from them. At this point, the excess books will be given to other libraries or sold.

## **What Not to Weed**

### **1. Research Value**

Do not deselect materials with research potential particularly in the humanities and social sciences. For example, if a library had an earlier edition of the Oxford English Dictionary, they would still not deselect it since all material in the earlier edition will not be in the latest edition.

### **2. Out of Print**

Where a title is out of print, the title should be retained.

### **3. Local Interest**

Most local history, humanities, and social science materials should be retained, no matter what the condition is or lack of use.

### **4. Balance**

When deselecting a title is going to throw off the balance of materials in a subject area, careful thought should be given to the decision. For example, title X may be the only one available in population studies, although it is dated and in poor condition.

### **5. Rare Items**

Care must be taken not to discard valuable material, no matter how rarely it is used.

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