Sevier County Public Library System
Collection Development Policy

Mission Statement

The Sevier County Public Library System provides free access to learning, discovery, and enrichment for our community.

Demographics

The Sevier County Public Library System, located on 592.50 square miles of Sevier County at the foot of the Great Smoky Mountains National Park, is open six days a week at the main library and five days a week at two branches. Current population statistics can be found at: https://www.census.gov/quickfacts/fact/table/seviercountytennessee/PST045225. Of the current population more than 70,000 are registered library users.

In addition to our collection of over 100,000 materials, housed in three facilities, the Sevier County Public Library system has access to the resources of the Tennessee State Library and Archives through the Clinch River Regional Library. With additional access to the state Interlibrary Loan System, the library system is able to fill almost any request.

The strength of the library system lies not only in the books and materials available, but also in its services. Each year the library system typically hosts 1,500-2,000+ programs with total typical attendance in excess of 50,000-60,000. Our History Center at our main library maintains an extensive genealogical collection, and through our Outreach programs, we design, conduct, and participate in countywide literacy and community programs. The library host's several special events each year and sponsors year around children's programs including story hours and a summer reading program.

The Sevier County Public Library System enjoys excellent working relationships with numerous county agencies and provides regular meeting space for more than 100 community organizations. The Library Board and staff take pride in being recognized as a community oriented service agency.

Library Strategic Plan Focus and Key Words

*Be an informed citizen
*Create Young Readers
*State Minimum Standards
*Patron/Community Surveys
*Celebrating Diversity
*Building Community Success
*Tennessee State of the State Report
*Welcoming, Affirming, Exploring, Preserving

Selection of Materials

I. Responsibility

The responsibility for the selection and final approval of all materials for the library system rests with the director/head librarian in partnership with the building managers and the children's and teen's librarians who make up the collection development team. The collection development team operates within the framework of the Collection Development policy adopted and reviewed annually by the Library Board of Trustees in whose hands legal responsibility rests. New materials acquisitions are shared with the Library Board of Trustees. Any staff member, because of position or training and experience, may be consulted in the selection process.

II. Selection Criteria

A. Needs and interests of the community: These may be determined by experience, and by observation of the local community and patrons, by the library staff and board, and from requests, comments, and suggestions offered by both library users and non-users. Selection of the best materials to meet these needs and interests should be based on requests, frequency of use, emerging issues, local interest in and need for special information, such as self-help, business, family, environment, social problems, etc.

Selection tools such as Booklist, Library Journal, magazines, media reviews, the Public Library Catalog, Children's Catalog, etc., may be consulted in making these choices.

B. Suitability: The mission, roles, and goals of the library and profile of the community should be considered when selecting books and materials. Controversial issues will be addressed in the collection by material representing all sides of an issue while maintaining a balance across viewpoints. Materials with sexual themes or content are reviewed by the library to be cataloged by age group appropriateness even if it is different from the publisher recommendation. No materials for the library are purchased that are child pornography, pornographic for minors, or obscene.
C. Budget restrictions: Available funding (budgeted funds, grants, state and federal allocations, etc.) will, of necessity, be taken into consideration when establishing priorities and ordering materials.
D. Appearance: Attractiveness of materials, as well as durability, should be important in selection. Quality of binding, artistic illustrations, size, and readability of print will be evaluated.

III. Selection Procedures and Vendor Relations

A. Each month funds will be assigned for the ordering and purchasing of new books based on funding availability. A variety of vendors are used, with an emphasis on vendors that provide a significant discount to the library system for materials.
B. Throughout the budget year, as funding allows, materials including but not limited to audiobooks, DVDs, online databases, periodicals, special collections, and other resources will be assigned funds for ordering and adding to the current collections.
C. As funding allows, various areas of the libraries collections will be given special emphasis and review for weeding and updating as funding allows. At least one area each year will be selected for review.

IV. Duplication of Materials

The library system will provide duplicate or extra copies of popular bestselling materials to reduce the wait list for a new item. New materials that have waiting lists will not be eligible for renewal until all reserves have been filled.

V. Gifts and Memorials

Gifts or bequests of books and other materials will be accepted with the understanding and agreement of all parties involved that the materials will be reviewed by the collection development team and only those materials meeting the selection criteria outlined in this document will be considered for addition to the library's collection. All donated books and materials become the property of the library and may be sold to benefit the library by one of our three Friends of Library groups, or can be disposed of elsewhere. Individual memorial gift books will be accepted under these same conditions. Cash donations and other donations or memorials are gratefully accepted and will be used at the discretion of the collection development team with the final approval made by the director or if warranted the Library Board. A member of the collection development team, one of the Friends of the Library, or a member of the Foundation for the Library System will send a card to the honoree or family of the person being memorialized to notify them of the gift to the library. If the memorial is to be a book, an attempt will be made to follow the donor's wishes in acquiring the type of book requested, as long as it is in line with the collection development policy and the item is available via the vendors available to the library system. The library system will provide donors with a statement for number of books donated as requested.

VI. Special Collections

A. State and local history and genealogy: Materials reflecting the political, social, cultural, and economic life of the region and state will be added within limitations of the budget. Selection criteria standards for the general collection may not always apply, since

inclusiveness is the goal in regard to materials produced in and about Sevier County and the Great Smoky Mountains National Park. Efforts will be made to acquire and preserve everything available on Sevier County and the GSMNP. This includes genealogical information on families presently or formerly residing here, on notable persons associated with this area, photographs, artifacts, and historic memorabilia. Donations of books and materials will be gratefully accepted for this collection after evaluation by specialized History Center staff in accordance with the Collection Development Policy of the History Center.

B. Audio books: The library system houses and circulates a collection of audio books in both fiction and non-fiction, in unabridged formats. This collection is improved as funding allows.
C. DVDs: The library system continues to develop a collection of movies and other types of digital viewing resources for the community as funding allows.
D. Magazines and periodicals: The library system provides access to a wide variety of magazines and periodicals for use by patrons. These items may be checked out on a special limited basis. The library system accepts gift subscriptions to periodicals from local businesses, civic organizations, and individuals as long as a balance of materials and viewpoints is represented in the collection.
E. The library system provides access to a variety of digital resources including the R.E.A.D.S. (Regional eBook and Audiobook Download system), TEL (the Tennessee Electronic Library), and an evolving collection of databases for use by library system patrons with research, school, or leisure needs.

VII. Clientele Served

A. Adults: Comprise the largest group of users and the collection will reflect this by the informational, educational, and recreational materials provided for these patrons.
B. Young adults: The purposes of this collection are to serve as a transition from juvenile to adult books, to interest this age group in reading for pleasure and to encourage them to become lifelong readers.
C. Children: The library system has traditionally assumed a high level of responsibility for programming for preschoolers. It will continue to target this age group, as well as elementary age children, in encouraging, during the formative years, the development of an appreciation of the library system's resources. The library system will make the same effort to provide for the diversity of children's interests as it does in the adult collection.
D. Students: Cooperation with the entire educational community is a basic aspect of public library service. Responsibility for providing curriculum-related materials belongs properly with the schools or parents if a student is home-schooled, but the library will provide materials, which supplement and enrich the reference, research, and recreational needs of students of all ages.
E. Special clientele: Large print books and audio books will be provided to meet the needs of the community. Special materials to meet the needs of functionally illiterate adults will include tutorial, recreational, and resource materials. Persons with disabilities will be referred to the Library for Accessible Books and Media (LABM). The library will cooperate with the staffs of nursing or group homes by providing books, films, and other materials and by extending borrowing privileges for their clients.

VIII. Withdrawal Policy

Library system materials will be evaluated regularly. They will be weeded from the collection and discarded if:

A. they are out of date, no longer timely or accurate
B. they are so badly worn, damaged, dirty, or unattractive that they cannot be cleaned, mended, or rebound
C. it is cheaper to replace them
D. they are once popular materials, no longer used

E. they are evaluated by professional library staff and deemed unsuitable for other reasons

Long overdue or missing materials will be withdrawn from library records after a reasonable amount of time and effort to reclaim them has failed. If at all possible, withdrawn materials will be disposed of in a book sale, with the profits expended on library materials and programs. As a last resort, theses materials may be shared with other organizations that need books, be disposed of, or given to the patron if reimbursement is made for the cost of the book. CREW guidelines may be employed in the weeding process.

IX. Branch Libraries

Selection of materials will be made in the same manner as the main library of the system and with regard to the needs and interests of the community. The collection will contain current bestselling adult fiction, non-fiction to answer general needs, easy, juvenile, and young adult books, large print books, DVDs, and audio books. As community libraries these collections should have emphasis mainly on popular materials due to space availability to house the collection. Other books and materials are always available from the main library and can be checked out to either branch for patron use, along with Interlibrary Loans and other resources.

X. Areas of Concern

A. Controversial materials: The library system has the responsibility to provide information from various points of view on a wide variety of subjects. Some users may find some of this material offensive, shocking, or boring, while others may find it meaningful, entertaining, or thought provoking. The Library Board of Trustees and library staff supports the American Library Association Bill of Rights, ALA's Freedom to Read Statement, ALA's Freedom to View Statement, ALA's Intellectual Freedom Statement, and ALA's Free Access to Libraries for Minors (see section XI. Censorship, Access, and Challenged Materials for copies at the end of this document).
B. Children: Materials read, listened to, or viewed by children shall be the responsibility of the child's parents or legal guardians.
C. Reconsideration of library materials: The choice of library materials by users is an individual matter. While a person may reject materials for himself or his children, he cannot exercise censorship to restrict access to the materials by others. If an objection to library materials results in a request for its removal, the following procedures have been developed to assure that objections or complaints will be handled in an attentive and consistent manner. First, the parent or guardian of a minor who are residents of Sevier County, making the request for reconsideration based on the age-appropriate designation should be referred to the director/head librarian who will explain the library system's selection policies. If the user is not satisfied, he will be given a Request for Reconsideration form (copy at the end of this document) to fill out stating the specific objection or complaint. Upon return of the form, it will be reviewed by the Library Board of Trustees. The patron will then be notified, in writing, of the Board's recommendation and it will be included in the minutes of the board meeting where the decision was made.

XI. Censorship, Access, and Challenged Materials

A. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community that the library system serves.
B. 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.
C. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
D. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.

E. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
F. Libraries, which make exhibit spaces and meeting rooms available to the public they serve, should make these facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
G. Library circulation records are considered confidential information and will not be divulged to others except pursuant to court order.

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.

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.

[Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council]

Freedom to Read

6. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those, which are unorthodox or unpopular with the majority.
8. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books 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 books should be published or circulated.
9. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
10. 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.
11. 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.
12. 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.
13. 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.

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

Freedom to View

14. 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.
15. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

16. 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.
17. 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.
18. 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 January 10, 1990, by the ALA Council

Intellectual Freedom Statement

ALA actively advocates in defense of the rights of library users to read, seek information, and speak freely as guaranteed by the First Amendment. A publicly supported library provides free and equal access to information for all people of that community. We enjoy this basic right in our democratic society. It is a core value of the library profession.

Free Access to Libraries for Minors

Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the *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, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests 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 library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship 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 in the library. 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.[1] Librarians and 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 material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents. 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." Librarians and governing bodies should maintain that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991, June 30, 2004. Current updates can be found on the ALA website.

Request for Reconsideration of Library Materials

The collection development team of the Sevier County Public Library system is tasked with the responsibility of selecting all materials for the library system, with the final approval of the library system director, by the Sevier County Public Library System Board of Trustees. A procedure has been established for reconsideration of those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please complete and return this form to the library system director at the King Family Library, 408 High Street, Sevierville, TN 37862

Name
_____

Date
_____

Address
_____

City
_____

State
_____

Zip _____ Phone _____

1. Do you represent yourself? ____ Organization? ____ (please check one)
2. Where do you reside with your family in Sevier County?_____
3. Type of resource on which you are commenting:

   ____ Book ____ Textbook ____ Video ____ Display ____ Magazine ____ Library Program
   ____ Audio Recording ____ Newspaper_____
   Electronic information/network _____(please specify)
   Other _____ (please describe)
4. Title-(if applicable)
   _____
5. Author/Producer-(if applicable)
   _____
6. What brought this resource to your attention?
7. Have you examined the entire resource-if a book have you read it completely, if an audio have you listened to it in its entirety, if a DVD have you watched it in its entirety? Yes_____ No_____
8. What concerns you about the resource?
9. Are there resource(s) you could suggest to provide additional information and/or other viewpoints on this topic?