

Duxbury Free Library Policy: Collection Development

The purpose of the Collection Development Policy of the Duxbury Free Library is to provide guidelines for acquisition and withdrawal decisions, allocation of resources, and long-range collection development.

The library seeks to provide a welcoming environment, a qualified staff, a wide variety of materials in all formats, programs for patrons of all ages, and access to current technology. In so doing, the library subscribes to the principles in the First Amendment to the United States Constitution, the Library Bill of Rights adopted by the American Library Association, and the Freedom to Read Statement of the American Library Association and the American Book Publisher's Council. (see appendix).

Responsibility for Selection

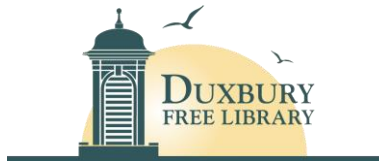
The Library Director has ultimate responsibility for materials selection, operating in accordance with policies set by the Board of Trustees. The selection of materials is the responsibility of the library staff under the supervision of the Library Director or Division Heads.

Criteria for Selection

Materials will be selected to meet the informational, educational, and recreational needs and interests of the community. Materials will represent a variety of viewpoints on current and historical issues. Staff will select materials in a variety of formats using published reviews, professional and trade publications, and patron requests and recommendations. General selection criteria for all materials includes:

- anticipated and popular demand
- accuracy and currency of information
- age appropriateness
- cost
- historical significance
- literary and/or artistic merit
- relevance to library's mission
- significance of the author
- space limitations
- the strengths and weaknesses of the existing collection

An item need not meet all of these criteria to be selected. Local authors, self-published materials, and patron requests will be evaluated based on the above selection criteria as well as the availability of materials in the Old Colony Library Network. Material is selected to meet the needs and interests of the general public, not to duplicate research or special collections found elsewhere. Some items are selected knowing use will be short-lived, while other materials are selected for long-term significance. Materials are selected in various formats. Every effort is made to keep up with emerging technologies. Inclusion of an item in the collection does not indicate library endorsement of its content.



Collection Maintenance and Weeding

A strong collection requires ongoing evaluation and maintenance. Materials will regularly be weeded from the collection based on the following criteria:

- outdated or superseded
- infrequent use
- physical condition
- relevance

Replacements and updated editions are purchased when warranted. Discarded materials may be donated, sold, or recycled as the Library determines.

Gifts/Donations

The Library accepts gifts of materials, but reserves the right to evaluate them in accordance with the criteria applied to purchased materials. The Library may choose not to accept gifts which do not meet this policy. The Library retains unconditional ownership of the gift and makes the final decision on the use or disposition of the gift.

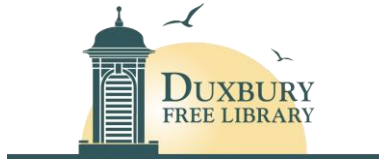
A receipt providing a description of the material and the date of donation will be provided upon request. However, the Library will not provide monetary appraisal of any gift for income tax or other purposes.

The Library reserves the right to decide the conditions of display, housing, and access of gift materials. Items with restrictions necessitating special handling or preventing integration of the gift into the general collection will not normally be accepted.

Intellectual Freedom and Access

The Board of Library Trustees, the Library Director, and the Library staff recognize the responsibility of the Duxbury Free Library to provide materials representing diverse points of view on various topics. Selection cannot be restricted by the possibility that certain materials might be considered objectionable by some users on moral, religious, political, or other grounds. Well-intentioned individuals or groups may occasionally question the inclusion of an item in the collection because of fear or doubt about the effects of the material on impressionable persons. Although the staff and trustees understand this concern, it is our position that the risk to society is far greater if public access to ideas and information is restricted. No individual, group, or Library staff member has the right to decide what others may or may not read. The Library opposes any attempts by individuals or groups to censor items in its collection.

All materials are shelved on open shelves, freely and easily accessible to the public. There will be no labeling of any item to indicate its point of view or bias. The Library assures free access to its holdings for all patrons, who can select or reject for themselves any item in the collection.



Children are not limited to the children's collections, which are kept separate from other Library collections to facilitate use. Responsibility for a child's reading, listening, using, or viewing of Library materials rests with the parent or guardian, not with the Library staff.

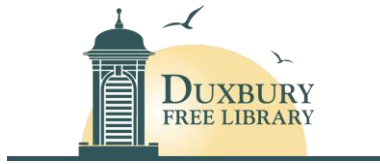
The staff and Board of the Duxbury Free Library believe that the right to read is an important part of the intellectual freedom that is basic to democracy. We have adopted the American Library Association's Library Bill of Rights and Freedom to Read statement as official Library policy (see appendix).

Reconsideration of Material

Any patron with an active Old Colony Library Network library card who wishes the Library to reconsider the acquisition or removal of an item must fill out a "Request for Reconsideration of Material" form (see appendix). The request is reviewed by the appropriate Department Head and the Director. The Director will issue a response. If the complainant is not satisfied, they may appeal to the Board of Trustees. The decision of the Board is final. Above all, the Board of Trustees has as its concern the fairness of such a hearing so as to protect the rights of all who are involved.

This policy will be reviewed annually by the Board of Library Trustees and ratified or amended at that time.

*Adopted: Library Board of Trustees, 9/16/1997
Last Revised: 3/14/2023*



APPENDIX

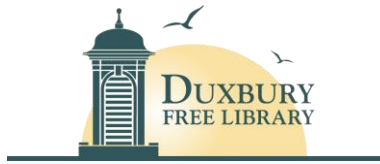
Library Bill of Rights

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

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.



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 counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

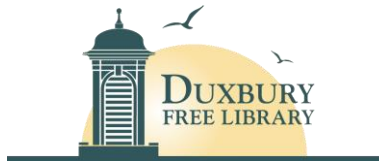
These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.



We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

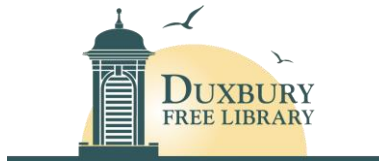
3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*



The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

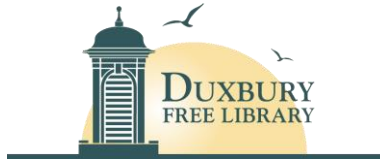
The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:
American Library Association
Association of American Publishers



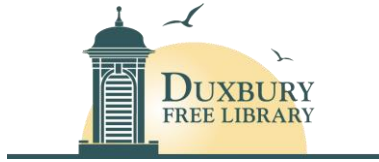
Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to 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 January 10, 1990, by the ALA Council



Reasons for filing the request (please be as specific as possible; you may attach additional pages if needed):

1. What brought this title to your attention?

2. What in the work do you object to? Please cite pages (or timestamps for audiovisual works). What do you believe might happen if someone reads, views, or listens to this work?

3. Did you review the entire work? If not, what parts did you review?

4. Do you believe this item has redeeming features or value?

5. Are you aware of any evaluations of this item by authoritative sources? If so, please list them.

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

Signature:

Date:

***Please submit this completed form to a library staff member.
All questions must be completed to enable us to reply promptly.
You will be contacted by the Library Director regarding your request.***