

Introduction

Cass County Public Library strives to build and maintain a collection of user-focused materials to meet the wide variety of needs and interests of all residents in the community. The library and its Board of Trustees support the right of each individual to privately read, listen, and view the full range of published thoughts and ideas as protected by the First Amendment of the United States Constitution. Additionally, this Collection Management Policy utilizes the guidance of professional library organizations and resources applicable to the selection and use of library materials.

Cass County Public Library's collection, taken as a whole, will be diverse and inclusive, representing as many viewpoints as possible. Subjects will be covered in sufficient depth and breadth and in various formats to meet anticipated and expressed community needs. Purchase of material by the library does not indicate an endorsement of the contents or the views expressed in said materials. Cass County Public Library respects the role of parents and guardians in guiding their children. Therefore, the library does not stand in place of the parents (in loco parentis) when it comes to access to library materials.

Materials Selection

Cass County Public Library will obtain, organize, and make conveniently available to all the people of the community recreational, educational, and informational materials, including books, periodicals, newspapers, recordings, and other print and non-print materials. The library will maintain an up-to-date collection of standard works in all fields of knowledge, that are of permanent value, plus timely materials on current issues and items in current demand.

In considering which materials to include in the library's collection, the library will not automatically include or exclude an item based on any of the following criteria:

- Religious, political, or social views of an author;
- Frankness or coarseness of language;
- Controversial nature of an item; or
- Endorsement or disapproval of an item by any individual or organization in the community.

However, books found to be pornographic or obscene, as defined by the Revised Statutes of Missouri, Chapter 573.010, shall be excluded from the collection.

The ultimate responsibility of the collection rests with the Library Director under the authority of the Board of Trustees. Direct selection of materials may be delegated to staff members qualified by reason of education, training, and experience. Staff exercise their knowledge of and experience with all library materials and the communities to be served. Each type of material must be considered in terms of its own merit and intended audience.

Criteria considered include:

- Appeal to the educational, informational, cultural, and recreational interests and needs of individuals in the community
- Popular demand, both existing and anticipated
- Style and readability
- Permanent value as source material or interpretation
- Currency of information and contemporary significance
- Literary and/or artistic merit
- Quality, accuracy, and objectivity
- Price, format, durability, and ease of use
- Skill, competence, and purpose of the author
- Need based on diversity, depth, or breadth of the existing collection
- Reliability of publisher
- Historical perspectives

No single criterion is used to justify a purchase; selectors consider all the criteria in reaching a decision.

Selection decisions are not based on the personal interests or preferences of library trustees, employees, or volunteers. Selectors judge impartially and evaluate materials critically, using authoritative reviews, knowledge of the reputation of the creator, and selection aids such as, but not limited to: vendor information, reader's advisory sources, and publishers' information.

Authoritative reviews in professionally recognized publications are a primary source for material selection. Standard bibliographies, booklists by recognized authorities, and the advice of competent people in specific subject areas may be used.

Specialized professional or esoteric materials of limited community interest will not ordinarily be purchased. Referral to other library collections, interlibrary loan, resource sharing through Missouri libraries and electronic resources will be used to augment the library's collection to meet patrons' needs.

Public feedback regarding collections and suggestions for new materials are welcome, as these help staff to gauge the effectiveness of their selections and to identify community interests. The staff considers all requests for purchase, evaluating them according to selection criteria in accordance with this policy, usefulness to the collection and the community, and budget considerations.

Statement of Specific Policies in Selected Areas

All materials will be shelved as determined by experienced library staff in their proper order on open shelves, freely and easily accessible to the public.

Textbooks: The library's collection may serve as a supplementary source for student use, but materials selected must also be useful to the general reader outside of a classroom setting. Textbooks will not be purchased.

Large Print: Large print books are made available to serve library users who cannot read normal-sized print. The majority of large print books are titles already found in the Library in regular print. Patron interest and availability of titles dictate the primarily fiction collection. Selections are made based on the popularity of an author, genre, size of print, size of the item, and cost.

Local Authors: Local authors are defined as writers who have spent a significant part of their lives in the Cass County area. The library will not automatically add works of all local authors, and will follow the guidelines in this policy to purchase materials.

Reference: The library purchases reference materials on a limited basis. When available and affordable, the library will purchase reference materials in a digital format rather than in print.

Easy Materials: The library's Easy Collection attempts to provide fiction and non-fiction materials to meet the educational, informational, cultural, and recreational interests and needs of children from birth to approximately age 7. Materials will be selected for varying levels of maturity representing a wide range of points of view and a wide scope of interest. Materials will be subject to the same guidelines for purchase as previously listed.

Juvenile Materials: The library's Juvenile Collection attempts to provide fiction and non-fiction materials to meet the educational, informational, cultural, and recreational interests and needs of children from approximately age 7 through 12. Materials will be selected for varying levels of maturity representing a wide range of points of view and a wide scope of interest. Materials will be subject to the same guidelines for purchase as previously listed.

Young Adult Materials: Titles of interest to persons in junior and senior high school, age 12 to age 18, are purchased and shelved in the Young Adult collection in Teen areas. This collection includes fiction and non-fiction. Materials will be subject to the same guidelines for purchase as previously listed.

Adult Materials: Titles of interest to persons 18 and up are purchased and shelved in the Adult collection. This collection includes fiction and non-fiction. Materials will be subject to the same guidelines for purchase as previously listed.

Non-Book Materials: Non-book materials represent an alternative format to meet the educational, informational, cultural, and recreational interests and needs of people of the community. In general, the same selection policies will apply.

eBooks and eAudiobooks: The library has access to downloadable eBooks and eAudiobooks through consortium memberships and online platforms. Items in the collection include popular adult fiction, non-fiction, teen, and juvenile titles. Materials will be subject to the same guidelines for purchase as previously listed.

Non-English Language Materials: Non-English language materials are selected and purchased based on the current and anticipated needs of the community based on demographics and demand. In general, the same selection policies will apply.

Donations

Donations are accepted at each branch. Items donated may be added to Cass County Public Library's collection with consideration given to the selection criteria set forth in this policy. Items not added may be sold periodically in support of the library or recycled.

All items donated become the property of Cass County Public Library at the time of donation. Receipts for tax purposes are the responsibility of the donor.

Collection Maintenance

In order to keep collections current and accurate as well as provide space for newer materials, Cass County Public Library continuously reviews, evaluates, and weeds the collection. The library utilizes generally accepted professional practices to identify materials to be withdrawn from the library's collections. Weeded items may be sold periodically in support of the library or recycled.

Criteria for withdrawing materials from the collection include:

- Duplicates of titles no longer in high demand
- Subject matter is no longer timely, accurate, or relevant
- Newer editions exist
- Items are worn out, damaged, or in otherwise poor condition
- Insufficient use
- Space limitations

At times, the last copy of a title will be a candidate for withdrawal. The last copy of a title in the library's collection may be evaluated in terms of its value to the community, with consideration to the following:

- Local interest
- Reputation of author, publisher, producer, or illustrator
- Significance as identified in standard bibliographies
- Quality of graphics
- Uniqueness of information
- Use

Replacement of withdrawn materials is not automatic. Withdrawn items may be replaced with newer copies or editions based on popular interest, availability of other copies in the library or consortium, adequacy of coverage in the subject area, and cost.

Reconsideration of Materials

The Library Board of Trustees recognizes the right of individuals to question the inclusion of materials in the library collection. Library staff will give serious consideration to each patron's opinion. Cass County residents wishing to challenge the inclusion of a specific material must do so by filling out a Request for Reconsideration Form, available at any Cass County Public Library branch. The Library Director and appropriate staff will review and discuss the request along with the item in question, checking reviews, and determining whether it conforms to the standards of the Collection Management Policy. A letter from the Library Director with the decision will be sent to the patron. Materials subject to the reconsideration process shall not be removed pending final action.

Materials are evaluated as complete works and not on the basis of a particular passage. A work will not be excluded from the Library's collection solely because it represents a particular aspect of life, because of frankness of expression, or because it is controversial. An exception to this is if the work has the dominant purpose of appealing to prurient interests or is legally obscene.

Reference Links

- [Missouri Public Library Standards](#) (Missouri State Library, Secretary of State)
- [Library Bill of Rights American Library Association](#) (ALA)
- [The Freedom to Read Statement](#) (ALA)
- [The Freedom to View Statement](#) (ALA)

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