

NEUSE REGIONAL LIBRARY

COLLECTION DEVELOPMENT POLICY

POLICY #2009-02

Table of Contents

I. Introduction	3
A. Purpose of the Policy	
B. Description of the Library	
C. Intellectual Freedom	
D. Collection Development Objectives	
II. Selection Process	5
A. Responsibility for Selection	
B. Special Consideration	
C. Selection Tools	
III. Criteria for Selection	5
A. General	
B. Nonfiction Selection Criteria	
C. Fiction Selection Criteria	
D. Reference Materials Selection Criteria	
E. Children's Materials Selection Criteria	
F. Young Adult Materials Selection Criteria	
G. Special Selection Criteria for Selected Areas of the Collection	
1. Religion and Philosophy	
2. Human Reproduction and Sexual Behavior	
3. Politics and Campaign Literature	
4. North Carolina Reference Collection	
5. Branch Collections	
6. The Henry Pearson Collection	
7. Foreign Language Collection	
H. Collection Development Policies for Other Formats	
1. Audio-Visual Materials	
2. Audio Recordings	
3. Video Recordings and DVDs	
4. Periodicals and Newspapers	
5. Electronic Resources	
6. Library's Website	

I. Standing Orders	
IV. Maintenance of Collection	14
A. Weeding	
B. Duplicates	
C. Replacements	
D. Interlibrary Loans	
E. Reserves	
V. Gifts	16
A. General	
B. Books Donated in Honor/Memory	
VI. Reconsideration of Library Materials.....	16
Appendix A. Request for Reconsideration of Library Material	18
Appendix B. Neuse Regional Library System Gifts and Donations.....	20

NEUSE REGIONAL LIBRARY

COLLECTION DEVELOPMENT POLICY

POLICY #2009-02

I. Introduction

A. Purpose of the Policy

The Neuse Regional Library Board has adopted the following Collection Development Policy to guide library staff and to inform the public about the principles upon which the library's collections are developed and maintained.

B. Description of the Library

The Neuse Regional Library is a public library system with its Headquarters at the Kinston-Lenoir County Public Library and branches in La Grange, Pink Hill, Snow Hill, Trenton, Pollocksville, Maysville, and Comfort. Widely recognized as one of the leading public library systems in North Carolina, the Library serves a diversified population of more than 89,000 people living in Lenoir, Greene, and Jones Counties in North Carolina.

C. Intellectual Freedom

The Neuse Regional Library's patrons represent a wide variety of cultural, educational, ethnic, religious, political, and financial backgrounds. The Library is committed to providing access to materials and information sources that reflect and respond to the nature and diverse interests of the population it serves. The Library's role is to make ideas and information accessible to everyone. It does not endorse every idea or information resource by including them in the collection or by providing access to them electronically. The library system does, however, support each person's right to access them.

The Neuse Regional Library Board affirms its commitment to making available the widest possible diversity of views and modes of expression, including those that may be thought unusual, unorthodox, or unpopular. The resources to which the Library provides access, regardless of format, are available equally to all the population and are not restricted to anyone or controlled beyond what is required to protect materials from theft or damage. Individuals, regardless of age, may select and use materials and access information for themselves. Only parents and legal guardians may restrict their children's – and only their children's – access to library materials, resources, and services. The freedom of others to read, listen, view, and inquire may not be restricted.

The Library does not create labels for materials except for those that indicate where or how an item is to be shelved. Neither does the Library rate materials. Labels and ratings on an item that is received from a publisher or producer, however, are considered an integral part of the item and are not removed or altered.

In carrying out its mission to provide and promote access to information, the Library is guided by the following American Library Association policies. (The most recent versions of these documents may be found on the American Library Association's Office of Intellectual Freedom Web site at <http://www.ala.org/alaorg/oif/>.)

- The Library Bill of Rights
- Labels and Rating Systems: An Interpretation of the Library Bill of Rights
- The Freedom to Read Statement
- The Freedom to View Statement
- Access to Electronic Information, Services, and Networks: An Interpretation of the Library Bill of Rights
- Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights
- Restricted Access to Library Materials: An Interpretation of the Library Bill of Rights
- Access to Library Resources and Services Regardless of Sex, Gender Identity, or Sexual Orientation: An Interpretation of the Library Bill of Rights
- Access for Children and Young People to Non-print Materials: An Interpretation of the Library Bill of Rights
- Diversity in Collection Development: An Interpretation of the Library Bill of Rights
- Evaluating Library Collections: An Interpretation of the Library Bill of Rights
- Challenged Materials: An Interpretation of the Library Bill of Rights
- Expurgation of Library Materials: An Interpretation of the Library Bill of Rights
- Guidelines for Distance Learning Library Services: An Interpretation of the Library Bill of Rights

The principles of these documents are considered an integral part of the Neuse Regional Library Collection Development Policy.

D. Collection Development Objectives

The collection development objectives of the Neuse Regional Library are as follows:

- To ensure that the Neuse Regional Library collection fulfills the information and materials needs of all segments of the population
- To provide timely access to materials for patrons
- To strive for a collection that is balanced, comprehensive, and of adequate size, quality, and diversity to meet the needs of its users
- To ensure that all parts of the collection are up-to-date, attractive, and well maintained
- To provide materials and programming for children and adolescents to encourage and promote continued use of the Library
- To increase the involvement and knowledge of the entire staff in collection development and management
- To provide an information resource for selection to librarians, public service staff, and others interested in the collection
- To strive to provide a balance of viewpoints on all subjects in its collections

- To employ collection usage statistics to ensure an optimal allocation of the materials budget
- To keep abreast of technological changes which affect the development of the collection
- To evaluate continually present formats and to identify new formats that will make the collection more valuable to patrons

II. Selection Process

A. Responsibility for Selection

Library staff members select library materials after consulting professional review media, and they consult with each other to review the needs of the community as documented in circulation statistics and requests. Library staff members and the general public may recommend materials for consideration. Selection decisions are professional in nature and based upon principle rather than personal opinion, reason rather than prejudice, and judgment rather than censorship. The final responsibility for materials selection rests with the Library Director, who operates within the framework of policies determined by the local library boards, and approved by the Neuse Regional Library Board.

B. Special Consideration

The decision on any situation concerning the inclusion of certain materials within the Neuse Regional Library collection not covered by this Collection Development Policy shall rest with the Library Director who, working under the directives and advice of the regional and local library boards, will render a decision based on the merits of each case.

C. Selection Tools

Tools used in selection include professional journals, trade journals, subject bibliographies, and online resources, publishers' promotional materials, and reviews from reputable sources. Purchase suggestions from patrons are encouraged and provide librarians with useful information about interests or needs that may not be adequately met by the collection. Final decisions on patron suggestions will be governed by this Collection Development Policy in making additions to or deleting items from the collection.

III. Criteria for Selection

A. General

Library materials are selected to meet the informational, educational, recreational, and cultural needs and interests of the community. The Library will attempt to represent all approaches to public issues of a controversial nature. The Library does not sanction particular beliefs or views, nor is the selection of any given item equivalent to an endorsement of the author's viewpoint. An item, however, need not meet all of the criteria in order to be acceptable. If a scarcity of information in a particular subject area exists, material in that area may be selected, even though it does not meet the usually applied standards.

B. Nonfiction Selection Criteria

The Library acquires materials of both permanent and current interest in all subjects based upon the merits of a work in relation to the needs, interests, and demands of the community. Each item is evaluated in its entirety and not on the basis of a particular section. While a single standard cannot be applied to each work, the following general criteria are to be considered when selecting nonfiction materials for purchase:

- Authoritativeness of the writer and reputation of the publisher
- Accuracy of information
- Impartiality of opinion, or clearly stated bias
- Favorable reviews or inclusion in basic collection guidelines
- Timeliness of data
- Adequate breadth and depth of coverage
- Appropriateness and relevancy of subject to the Library's users
- Popular demand
- Historical value
- Availability of similar material within the community and other area libraries
- Organization and style appropriateness to the material and to the Library's users
- Good quality illustrations
- Special features, such as bibliography and index
- Durable binding and paper
- Cost
- Relationships to existing materials in the collection
- Local author or illustrator

C. Fiction Selection Criteria

Works of contemporary fiction, best sellers, genre fiction, graphic novels, and classic works of enduring value are included in the collection. Fiction is selected according to the following criteria:

- Popular demand
- Reputation of the author and publisher
- Appropriateness to the Library's users
- Favorable reviews
- Importance as a document of the times
- Relationship to the existing collection and to other titles and authors dealing with the same subject
- Interest and originality of the plot
- Interest and development of the characters
- Style of writing
- Literary or artistic merit
- Inclusion in standard library bibliographies
- Availability of similar material within the community and other area libraries
- The physical qualities of the book
- Cost
- Whether a title is part of an existing series
- Local author or illustrator

D. Reference Materials Selection Criteria

Reference materials, whether in print or computer-based formats, are those designed by the arrangement and treatment of their subject matter to be consulted for definite items of information rather than to be read consecutively. They can provide quick, concise, and current information; or they may serve as an index to other materials in the collection.

In selecting additions to the Reference Collection, the primary criteria are the Library's users' informational needs and the format in which it is available. Computer-based reference resources may be preferred over print publications in some instances. These decisions will be based upon cost, content, currency, and ease of use. In addition to the general selection criteria mentioned above, the following must be considered in acquiring materials for the Reference Collection:

- Favorable reviews or inclusion in basic Reference Collection guidelines
- Thoroughness of coverage
- Reputation of the author or publisher
- Importance of subject matter to the collection
- The expense of on-going maintenance, especially in the case of serial publications that will require frequent updating

Reference resources are non-circulating and are distributed across the library system following the guidelines of the tiered system of information delivery. Items not generally considered reference materials may be designated reference to assure their availability, to protect them from theft, or because they provide information not available in other formats.

E. Children's Materials Selection Criteria

The Children's Collection, which serves children through age 12, focuses on highly recommended picture books for preschoolers and on popular reading for children of school age. The Neuse Regional Library cooperates with the local elementary school libraries so that the services offered complement each other. The collection for children is carefully chosen with the emphasis on materials that entertain, stimulate the imagination, develop reading ability, and enable children to learn about the world around them. Materials included in the children's collection are:

- Juvenile fiction
- Juvenile nonfiction
- Juvenile biographies
- Juvenile paperbacks
- Juvenile foreign language books
- Easy reader books
- I Can Read books
- Award-winning books
- Mini books
- Holiday books
- Board books
- Videos/DVDs
- Books on cassette/CD

- Computer software and games
- Story Time kits

Selection criteria for children's materials include:

- Age and interest appropriate content and presentation
- Emphasis on quality, critically acclaimed materials as demonstrated by awards, specialized bibliographies and/or reviews
- Quality and aesthetics of illustrations to stimulate the imagination
- Awareness of the curriculum-based needs of public, private, and home school students
- Information and stories that represent a spectrum of family styles and values
- Materials that represent the richness and diversity of the local and world community
- Materials that meet the particular developmental needs of youth at different ages

F. Young Adult Materials Selection Criteria

The Young Adult Collection is chosen for patrons 13 to 18 years of age with awareness of the variety of interests, backgrounds, reading, and developmental levels within this age group. Plot, characterization, theme, writing style, and appropriateness for the YA reader are taken into account. Emphasis is on books that widen the boundaries of adolescents' thinking, enrich their lives and help fulfill their recreational and emotional needs. Young Adult fiction paperbacks and hardbacks and young adult nonfiction books are shelved separately in the Headquarters Library Young Adult area and at some branches. The Library also provides a separate School Reading Paperback Collection in support of area school reading lists.

G. Special Selection Criteria for Selected Areas of the Collection

1. Religion and Philosophy

The Neuse Regional Library System seeks to maintain a balanced collection that addresses all interests and reflects all points of view. Materials will be sought about history, central ideas and writings, and prominent figures, or topics which otherwise serve to identify and characterize a field of thought or belief system. Emphasis will be placed on works which are informative or add something new and worthwhile to existing debate rather than those which are merely sensational or exploitive, or which exist only to denigrate the beliefs of others.

The collection will include the following subjects:

- The sacred work or works of the world's major religions
- The central or representative accessible works about major philosophies
- Objective information, including reference materials, about the history, doctrines, and theology of world religions
- Objective information, including reference materials, about the history, theory, and major thinkers associated with philosophical systems
- Inspirational materials, individual accounts, and personal investigations
- The mythologies of world cultures
- Astrology, witchcraft, spiritualism, and other aspects of the occult
- Cults and sects

2. Human Reproduction and Sexual Behavior

This collection will include complete information clearly presented in a straightforward, unbiased manner about all aspects of human sexuality. The purpose of this collection is to provide accurate information in accessible language. Illustration is explicit to any degree necessary to communicate information clearly to all library users. Erotica and pornography are not included in this collection.

This material will be cataloged, shelved, and circulated in the same manner as material about other subjects, without special labels or restrictions. Supervision of the use of such materials is beyond the Library's right and mandate and will not be practiced. Selection of adult material will not be restricted by the possibility that the materials may come into the possession of minors. The responsibility for a child's use of library materials, regardless of format or content, lies with the parent or legal guardian, not the Library. Children's collections will contain individual materials in a range of reading levels, treatments, and comprehensiveness. Materials are selected both for use by parents with their children and by children themselves. The emphasis will be on works giving complete, accurate information in an age-appropriate format.

3. Politics and Campaign Literature

The Library recognizes a particular responsibility to provide material representing all viewpoints concerning political issues; however, the Library does not endorse or affiliate itself with any political party nor encourage any other person or group to do so.

A democracy thrives on the free exchange of ideas. The Library's interest in collecting material about political thought is to provide information from all viewpoints to serve all interests. The collection will include information about the following topics:

- United States politics and government
- The history, description, seminal works, and central tenets of past and present political systems of the world
- World political leaders and their writings and works
- Political memoirs and personal accounts
- Alternate political philosophies and new thinking

4. North Carolina Reference Collection

The North Carolina Reference Collection, housed in the Bizzell Local History Room at the Headquarters Library, with smaller collections at several branches, brings together historical, statistical, and limited genealogy materials on North Carolina, with an emphasis on Lenoir, Greene, and Jones Counties. It provides specialized information for the study of North Carolina and local history as well as state and local government and politics. This collection is available for browsing but does not circulate. Selection criteria include the following considerations:

- Budget constraints
- Present and potential relevance to the community
- Patron requests

- New works
- Electronic/Internet availability

Since this collection is archival, materials are discarded judiciously. Materials are weeded only for the most obvious physical wear or inaccuracies and are repurchased if available.

5. Branch Collections

The branches will concentrate on popular and current materials and will rely upon the Headquarters Library collection to supply in-depth information and retrospective materials. Since the various branches serve people with a wide range of interests, each branch will select materials with its patrons in mind. In making their selections, branch selectors will not be limited to materials in the Headquarters Library.

6. The Henry Pearson Collection

The Neuse Regional Library is privileged to have a special collection of reference books on painting, sculpture, drawing, photography, architecture, anthropology, poetry, and drama that have been donated to the Library by Mr. Henry Pearson, the Art Study Club and others. This non-circulating collection devoted to numerous facets of the humanities and fine arts is housed in the Camnitz Art Study Room at the Headquarters Library.

7. Foreign Language Collection

The Library purchases books, and audio-visual materials for the informational, educational, recreational, and cultural needs and interests of patrons whose native language is not English. These materials are shelved separately in the Foreign Language area in the Headquarters Library and are shelved separately at some branches. Books and audio-visual materials are also provided for English speaking patrons who wish to learn a foreign language.

H. Collection Development Policies for Other Formats

1. Audio-Visual Materials

The Library recognizes the cultural, educational, and aesthetic impact of audio-visual media on the public; therefore, it maintains a well-rounded collection of non-print materials to complete the Library's total media collection. The Library's audio-visual materials consist of videos, DVDs, compact discs (spoken word and music), spoken word cassettes, and games. The Library's audio-visual collection supports the American Library Association's Freedom to View Statement. The Library strives to provide a diversity of viewpoints without the constraint of labeling or prejudging materials on the basis of moral, religious, or political beliefs of the producer or on the basis of controversial content. Criteria for selection include the following standards:

- Technical quality of audio and visual reproduction
- Presentation or experience that is unique to format and provides an alternative to print

- Significance of performance or diversity in interpretation
- Critical acclaim as demonstrated in awards, nomination for awards, and/or review by the performing arts community
- Suitability to be circulated or housed in a sturdy, safe, and convenient manner

2. Audio Recordings

The Library recognizes sound recording as a major form of publication. Because of the cost and diversity of titles available, the aim of this collection is to represent a cross section of available material, particularly with respect to music of established and lasting value. Ephemeral materials may be added where demand warrants. Recordings are selected on the basis of reviews in professional and general publications and the popularity of artists or authors whose works appear in this format. Patrons' requests are also taken into consideration. Musical selections are made primarily with an ear to providing patrons with a general overview of a Western musical heritage, with a secondary focus on worldwide musical styles. Dramatic and documentary recordings, and books on tape or CD, are selected on the basis of literary merit, content interest, and quality of the production.

3. Video Recordings and DVDs

The Library's audio-visual collection is intended to serve the informational, educational, recreational, and cultural needs of the community. The collection strives to complement, rather than to compete with, local video rental stores by offering a different collection focus. The collection is designed to be general in nature and does not contain specialized materials for the exclusive use of one particular group. Selection decisions are based upon reviews in professional and general publications and the selector's knowledge of community needs. Videos and DVDs are included in the collection.

The School Video/DVD Collection is housed at the Headquarters Library. This collection includes videos and DVDs of educational value on such topics as African-American History, American History, Biographies, Children's Videos, Foreign Language, Literature, Science, Social Issues, Health, and Travel.

Videos and DVDs are evaluated using one or more of the following criteria:

- Relationship of the item to the existing collection and to other materials available on the subject
- Recognition by prizes, awards, etc., given by critical organizations or institutes
- Ability to provide a presentation most effectively or appropriately delivered by the audio-visual format
- Ability to provide information that is unique to or only available in this format

4. Periodicals and Newspapers

Periodicals are publications issued and received on a regular basis to keep the Library's collection up-to-date on current issues to serve the informational, educational, recreational, and cultural needs of the community. Browsing collections of periodicals selected to meet the community's interest are available at most branches. Most periodicals are retained for the current year only. Requests for periodicals that fall

outside the scope of the collection may be filled through online databases in NC LIVE or through the interlibrary loan network.

Selection of periodicals is based on the following criteria:

- Appeal to the general interest reader
- Accessibility of a title's contents through indexes
- Accuracy and objectivity of the editors and contributors
- Patron requests
- Preservation of a balanced viewpoint within the collection

Online periodical databases (available at all locations and by remote access) are selected to meet a wide spectrum of user needs and interests. Emphasis is placed on ease of use, amount of full text, currency, consistency of accessibility, number of titles relevant to user interest, quality and relevancy of indexing, and cost-effectiveness.

Newspapers are selected to provide local, state, regional, and national coverage. Local newspapers, as well as a selection of regional and national titles, are purchased. Issues are retained for one month. Many of the newspapers received by the Library are also available online.

5. Electronic Resources

Electronic titles and/or services are intended to supplement and, in some cases, replace print materials.

The Library continually assess new electronic media and evaluates the capabilities and enhancements that these media offer over existing formats. When deciding whether to replace or augment existing formats with new media, the following factors are considered:

- Accessibility (equipment and/or space to utilize product effectively)
- Ease of use of the product
- Timeliness
- Quality of the product
- Availability of the information to multiple, concurrent users
- Technical requirements to provide access to the information
- Technical support and training
- Relationship to the existing collection
- Staff requirements for processing, maintenance, and training
- Cost

E-books are made available to patrons through the NetLibrary database.

6. Library's Website

a. Description

The Neuse Regional Library maintains a website on the World Wide Web to meet the general informational, educational, recreational, and cultural needs of the Library's diverse community.

b. Influencing Factors

Links to World Wide Web sites from the Library website are selected to broaden, enrich, and complement the Library's print and audio-visual collections.

Sites are evaluated according to their credibility, quality, and usefulness in order to support the needs and interests of the Library's patrons and staff.

c. Selection

Selection of World Wide Web sites linked from the Library's website is based on reviews and recommendations from professional journals and staff. Sites are selected after considering the following factors:

Access

- Stable
- No fees required
- Consistently available
- Features graphics that load quickly
- Free of known security risks (spyware, virus, etc.)
- Does not rely on unstable practices (e.g., pop-ups)

Design

- Well organized
- Includes clear instructions
- Easy to use
- Uncluttered and cleanly designed
- Features graphics that enhance the content

Content

- Authoritative
- Documented, accurate, verifiable
- Timely and updated regularly
- Preferential to educational, governmental, and non-profit organizational sites
- Contains appropriate subject matter

d. Retention and Weeding

Linked sites will be reviewed periodically for access, design, and content. If a site no longer meets the selection criteria, or is inactive or out-of-date, it will be removed.

e. Development Plan

The Neuse Regional Library's website will continue to change in response to the ever-changing nature of the Internet. The website should not grow beyond the number of links that can be maintained in a timely manner.

I. Standing Orders

Titles on standing order have two characteristics in common. They are seldom reviewed in professional journals, and they are important enough to the collection that receiving them automatically without evaluating individual volumes is better than missing them. The majority of these are reference materials or current fiction. Standing order and subscription titles are placed directly with the publisher or vendor or with a book jobber to ensure ready availability of current titles.

Standing order and automatic continuation titles are re-evaluated annually. Titles may be cancelled, new titles added, or the number of copies adjusted to accommodate patron interest and demand.

IV. Maintenance of Collection

A. Weeding

The Library's collection of resources, regardless of format, is continually and systematically reviewed, evaluated, and weeded to keep it responsive to patron's needs, to ensure its vitality and usefulness to the community, and to make room for newer materials. Weeding is the regular on-going and systematic evaluation process whereby library materials are withdrawn from the collection based on specific criteria. Under the direction of department heads, delegated staff are responsible for determining which resources need to be weeded as well as which ones will be repaired, updated or replaced. The collection review process includes the following factors:

- Ability to satisfy the needs and interests of the community
- Obsolescence of information
- Number of copies in the collection
- Number of circulations, requests and reserves over a set period of time
- Adequacy of other resources in the subject area to meet patrons' needs
- In-print status
- Ease of replacement by purchasing another copy or a similar resource
- Availability of the resource or information outside the Library, including whether it can be accessed, checked out, or rented locally, through interlibrary loan, or online.

- Available space
- Appearance in standard lists

The Library selectively repairs materials in poor physical condition. Duplicate copies of titles are removed from individual branch collections and from the collection as a whole when they are no longer being frequently used. Resources not frequently used at one branch may be rotated to another branch. Items that have gained historical significance, assumed reference value, or increased dramatically in value may be considered for inclusion in special collections. Materials withdrawn from the Reference Collection that retain informational value may be transferred to the Circulating Collection. Materials that no longer meet expectations for the collection are discarded, and the record for them is deleted from the Library's catalog. They are then offered to the public through one of the Library's book sales. Some items, including those in extreme disrepair, may be disposed of. The Library does not accept requests to hold weeded materials for individuals.

B. Duplicates

Materials which are in great demand and selected titles on current events and issues may be duplicated. Multiple copies are purchased when five or more reserves are placed per item. Paperbacks or gift books may be used to supplement further demand.

C. Replacements

Materials are withdrawn from the collection due to wear, damage, dated information, or low demand. These materials are not automatically replaced with the same titles, though they may be replaced with a newer title.

D. Interlibrary Loan

Interlibrary loan is not a substitute for collection development, but is meant to expand the range of materials available to library users without needlessly duplicating the resources of other libraries. The Library does not, cannot, or will not add certain materials to its collection. Such materials include those that are:

- Out of print or very expensive
- Specialized and/or unlikely to be of general community interest
- Outside the scope of the Library's Collection Development Policy or guidelines for collection development

A request for an item to be borrowed on interlibrary loan can be initiated at the reference desk at the Headquarters Library or at the Circulation Desk at branches. This request may be made person-to-person, by telephone, or through e-mail. Patrons pay a small fee for borrowing materials and for return postage. The following types of materials are not or may not be available through interlibrary loan:

- Fiction
- Whole issues of magazine or newspapers
- Music cassettes or CDs
- Reference works or works in special collections
- Books published within the last two years

- Items that are generally in high demand

E. Reserves

Any materials in the collection, other than reference materials, periodicals, and audio-visual materials, may be reserved. Duplication is considered on the basis of one copy for every five reserves.

V. Gifts

A. General

The Neuse Regional Library gratefully accepts gifts of library materials, monetary contributions, or donations of real property. The Library will accept donations of stock, but it will be required to sell the stock upon receipt. The Library appreciates flexibility in the use of the monetary donation; however, it will, whenever possible, purchase particular materials or books on certain subjects that are requested. All gifts are tax deductible. The Library will provide the donor with a letter of acknowledgement, upon request, to serve as a tax receipt. The Library does not place a value on material donations. The Library will not accept newspapers and magazines as gifts. Miscellaneous items are accepted at the discretion of the Library Director. Upon the recommendation of the Library Director, the Library Board will consider all other donations, such as photographs, artwork, furniture, etc., on an individual basis. No donated materials are accepted unless given to the Library without restriction. Once accepted, the donated materials will be evaluated according to the Library's selection criteria. If donated items are not added to the Library's collection, the Library reserves the right to either sell them at library book sales or to otherwise dispose of them. Proceeds from library book sales are used to supplement the Neuse Regional Library book fund. Exceptions to this gift policy may be approved by the Library Director.

B. Books Donated in Honor/Memory

Books or other library materials may be donated in honor/memory of a friend or relative, and are marked with a special bookplate. Materials that are both appropriate to the collection and relevant to the memory of the deceased or honored may be requested. A thank you card will be sent to the donor, and, when appropriate, a notification card will be sent to the family of the deceased or person being honored, acknowledging the receipt of the gift. A copy of the Neuse Regional Library System Gifts and Donations form is appended to this policy. When an item donated in honor/memory no longer needed, it will be disposed of in the same manner as purchased materials.

VI. Reconsideration of Library Materials

A singular obligation of the public library is to reflect within its collection differing points of view. The Neuse Regional Library System does not endorse particular beliefs or views, nor does the selection of any item express or imply endorsement of the viewpoints of the author. Library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from theft or damage. It should be recognized that some materials chosen may be offensive, shocking, or

boring to some readers but may be meaningful or significant to others. Works being considered should be viewed as a whole, not in isolated parts.

Comments from members of the community about the collection or individual items in the collection frequently provide librarians with useful information about interests or needs that may not be adequately met by the collection. The Library welcomes expression of opinion by patrons, but will be governed by the Collection Development Policy in making additions to or deleting items from the collection.

Patrons who request the reconsideration of library materials will be asked to put their requests in writing by completing and signing the Request for Reconsideration of Library Material form appended to this policy. The completed form is to be given to Reference staff or the Extension Supervisor who will also sign and date it. The form, along with the book, is then to be sent to the Library Director's office.

Upon receipt of a formal written request, the Library Director will consult with the Collection Development Committee as to criteria used in ordering the material in question, its place in the collection, and reasons for having the material in the collection. Outside consultants may be asked for additional information as is pertinent to the subject in question.

The Library Director will study the information provided by the Collection Development Committee and may forward the request for reconsideration to a Neuse Regional Library Board Book Review Committee appointed by the Chairman of the Board. A written response with the final decision will be made within 60 days to the person who initiated the request for reconsideration.

Revised and adopted by the Neuse Regional Library Board
June 25, 2009

APPENDIX A

NEUSE REGIONAL LIBRARY

**REQUEST FOR RECONSIDERATION
OF LIBRARY MATERIAL**

Author: _____

Title: _____

Book _____ Periodical _____ Other _____ Publisher/Date _____

To aid your library in reaching a decision, please answer the following questions. If additional space is needed, please use the back of this form.

1. Please state the reason for your request (please be specific – cite pages)

2. What do you feel might be the impact of reading/viewing/listening to this material?

3. For what age group would you recommend this material?

4. What are the positive points of this material?

5. Have you read/viewed/listened to this work in its entirety? (If no, what sections did you read/view/listen to?)

6. Are you aware of any reviews of this item by literary critics? (If yes, where?)

7. What do you believe is the theme (for fiction) or the purpose (for non-fiction) of this material?

8. What would you like the library to do about this material?

- restrict its use to certain age groups
- withdraw it from circulation
- have it re-evaluated by library officials
- other

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

10. Have you read the Neuse Regional Library System's Collection Development Policy?

Request Initiated by: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email _____

Do you represent: ___ yourself ___ Organization (name) _____

Signature of Patron _____ Date _____

Received by Staff Member _____ Date _____

APPENDIX B



NEUSE REGIONAL LIBRARY
GIFTS AND DONATIONS

Library Location: _____ Date: _____

Type of Gift or Donation: Book(s) _____ Subscription _____ Money _____
Other _____

Amount: _____ Method of Payment: _____

Please circle one: In Honor of In Memory of Other

If other, please describe: _____

Requested Title/ Subject(s): _____

Given by: _____

(Mr., Mrs., Ms., etc.) First Name Middle Initial Last Name

(Address)

(City) (State) (Zip)

Card to: _____

(Mr., Mrs., Ms., etc.) First Name Middle Initial Last Name

(Address)

(City) (State) (Zip)

----- LIBRARY USE ONLY -----

Card mailed: _____

Title: _____

Author: _____

(Last Name) (First Name) (Middle)