

**GLOUCESTER COUNTY LIBRARY SYSTEM
COLLECTION DEVELOPMENT POLICY**

ARTICLE 1	OVERVIEW & PURPOSE	ADOPTED: 7/26/2017
		REVISED:

POLICY

The Gloucester County Library System (GCLS) provides welcoming community spaces where people gather to learn, create, and have fun. It is the goal of the Library to continuously improve and expand the library collection, including expanding electronic content in books, audios, music, periodicals, and videos that reflect the interests of the community. All ages, reading levels, and points of view are considered. Collection development is an interpretative set of processes applied by professional librarians to build a collection to meet the informational, educational, and recreational needs of library patrons.

GCLS selects materials for the library collection on the merits of a particular work in relationship to the needs, interests, and demands of the community, and follows the principles of intellectual freedom and equal access for all.

The Library's collections include a variety of formats to serve a diverse population of children, students, young adults and adults. As new formats evolve, these will be considered for inclusion in the collection. This policy also provides guidance for the selection process.

The Collection Development Policy will be reviewed on a regular basis.

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ARTICLE 2	RESPONSIBILITY	ADOPTED: 7/26/2017
		REVISED:

POLICY

Final authority for the determination of policy in the development of Library collections is vested in the Gloucester County Library Commission. The Library Director, who operates within the framework of Commission policy, has responsibility for selection, withdrawal of materials, and control of expenditures. The Director may delegate this responsibility to the professional staff who have training and knowledge in this area, as well as familiarity with the community needs and preferences. Responsibility may be further delegated to specialists in the needs of adults, teens, and children.

The Gloucester County Library Commission is not responsible for collection development at the Newfield Public library. The Newfield Public Library, an independent association library, has its own library board, which is responsible for that library's collection development.

**GLOUCESTER COUNTY LIBRARY SYSTEM
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ARTICLE 3	INTELLECTUAL FREEDOM & ACCESS	ADOPTED: 7/26/2017
SECTION 1.0	OVERVIEW	REVISED:

POLICY

The Gloucester County Library Commission and staff believe that the right to read is an important part of the intellectual freedom that is basic to democracy. The Commission, the Library Director, and the library staff recognize the responsibility of the Gloucester County Library System (GCLS) to provide materials representing diverse points of view on different topics. Selection is made solely on the merits of the work in relation to the collection as a whole and in relation to the needs of library patrons. The presence of an item in the Library's collection does not indicate an endorsement of the item's content.

Neither an individual, nor group, nor library staff have the right to decide what others may or may not read. 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 and teens are not limited to the Juvenile and Young Adult collections, which are kept separate from other library collections to facilitate use. Responsibility for a child's reading, listening, or viewing of library materials must rest with the parent or guardian, not with the library staff.

The Library follows the principles presented in

- Library Bill of Rights (American Library Association)
 - <http://www.ala.org/advocacy/intfreedom/librarybill>
- The Freedom to Read Statement (American Library Association)
 - <http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>
- The Freedom to View Statement (American Library Association)
 - <http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement>

See Appendices A, B, and C for the text of these documents.

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ARTICLE 3	INTELLECTUAL FREEDOM & ACCESS	ADOPTED: 7/26/2017
SECTION 2.0	RECONSIDERATION OF LIBRARY MATERIALS	REVISED:

POLICY

Any patron may request that the Gloucester County Library System (GCLS) review a selection or withdrawal decision. Those who wish reconsideration of a specific title should complete the "Request for Reconsideration of Library Materials" form (See Appendix D). Such materials will then be reviewed by a committee of staff selectors, as designated by the Library Director.

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ARTICLE 4	RESOURCE SHARING	ADOPTED: 7/26/2017
		REVISED:

POLICY

The Gloucester County Library System (GCLS) is a member of the LOGIN Library Consortium, a resource sharing network of 23 libraries, including three academic libraries and one high school library. The online catalog provides bibliographic access to the collections of all member libraries, and a delivery system provides for timely access. For those requests that can't be filled by the Gloucester County Library System or the LOGIN Library Consortium, GCLS is able, in many cases, to acquire these through the statewide interlibrary loan system. In addition, items not found in the state can sometimes be acquired nationwide. Interlibrary loan requests may be used to determine the needs of the community for the purpose of material selection.

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ARTICLE 5	REQUESTS FOR PURCHASE	ADOPTED: 7/26/2017
		REVISED:

POLICY

Gloucester County Library System (GCLS) cardholders may request that a particular item be considered for purchase. It is the Library's intention that suggestions for purchase be used to help the Library in developing collections that serve the interests and needs of the community. All suggestions for purchase are subject to the same selection criteria as other materials (See Section 6, Article 1.0). Items are not automatically purchased and added to the collection. If the Library does not purchase a requested title, every effort will be made to fill the request through interlibrary loan.

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ARTICLE 6	SELECTION	ADOPTED: 7/26/2017
SECTION 1.0	PHYSICAL MATERIAL & E-CONTENT	REVISED:

POLICY

The Gloucester County Library System (GCLS) selects materials for the Library collection on the merits of a particular work in relationship to the needs, interests, and demands of the community, and follows the principles of intellectual freedom and equal access for all. The Library will endeavor to offer as diverse and comprehensive a collection as possible, within budgetary and space constraints. However, the Library recognizes that it is impossible to satisfy every need.

Selection will take place using the following criteria:

- Standards for selection shall include artistic merit, scholarship, authority, logical presentation, accuracy, relevancy, timeliness, usefulness, and historical significance.
- The reputation and qualifications of the author, creator, or publisher of the work will be evaluated.
- Price, suitability of format for library use, and ease of use will be evaluated.
- Reviews from professional journals and other review sources may be considered.
- Selectors will look at the extent to which the item supplements, expands on, or supports the existing collection, rather than duplicates it. Material should contribute to the GCLS collection as a whole.
- Winners and nominees for national and international awards may be considered for acquisition.
- Items promoted in the media may be in demand by the community and may be considered for acquisition on that basis.
- The relevance to observed and anticipated community needs and desires is a consideration. Professional staff determine the needs of their community using requests, census statistics, interlibrary loan requests and other resources.
- Local authors will be given special consideration.
- Efforts will be made to present all points of view on controversial issues.
- An item need not meet all criteria to be selected.

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ARTICLE 6	SELECTION	ADOPTED: 7/26/2017
SECTION 2.0	WEB LINKS	REVISED:

POLICY

The Gloucester County Library System (GCLS) maintains a website to advance the Library's mission as an information center. The website provides access to materials beyond the local collection, and also provides guidance for patrons exploring internet resources, and seeking information about Library programs and services.

The principles which guide the selection of web links are fundamentally the same as those for other library materials. Sites are selected to enrich, broaden and complement material in the GCLS collection. Selectors will review the links and may use evaluation review sources. The Library cannot control the accuracy or availability of the information accessed through the internet.

Professional staff use the following criteria as specific selection guidelines for internet web links that are added to the GCLS website:

Content

- Accurate information
- Factual information
- Substantive information
- Relevant information
- Current information

Design

- User-friendly interface
- Well-organized and presented
- Easy to navigate
- Multimedia links are properly labeled
- Requires a minimum of additional software or hardware
- All links work properly

Access

- Accessible through major browsers released within the past three years
- Site loads easily
- Site is freely accessible; does not require registration
- Site is consistently available

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- Site has a static URL
- If special software is required, instructions are easy to follow and application is easy to install

Authority

- Creator(s) clearly identified
- Sources of information clearly documented
- Contact information clearly stated
- Ability to ascertain status, affiliation, qualifications and reputation of creator(s)

Currency

- Regularly maintained and up to date
- Changes and grows to reflect new information

Scope

- Purpose of the site clearly stated
- Appropriate for the intended audience
- Subject breadth, depth and currency clearly stated

De-selection

Selected links may be removed from the GCLS website if they change and no longer meet the above criteria.

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ARTICLE 6	SELECTION	ADOPTED: 7/26/2017
SECTION 3.0	FOREIGN LANGUAGE MATERIALS	REVISED:

POLICY

Gloucester County Library System (GCLS) recognizes the need to collect materials in foreign languages to meet their communities' educational and recreational needs. Professional staff determine the needs of their community using requests, census statistics, interlibrary loan requests and other resources. The information gathered is used to determine the size and scope of the collection. Availability of foreign language materials may impact the development of the collection.

The Library's collection also includes materials that aid in learning a second language. GCLS may purchase materials in a variety of formats, including print, DVD, electronic resources, periodicals, newspapers and audio.

Foreign Language and English as a Second Language (ESL) materials will be purchased using the same selection criteria as other material (See Article 6, Section 1.0).

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ARTICLE 6	SELECTION	ADOPTED: 7/26/2017
SECTION 4.0	LOCAL AUTHORS & SELF PUBLISHED MATERIALS	REVISED:

POLICY

Gloucester County Library System (GCLS) will consider local authors and self-published materials, either print or e-content, for inclusion in the Library collection. The principles which guide the selection of this material are fundamentally the same as those for other library materials (See Article 6, Section 1.0).

To support and encourage local (Gloucester County) authors, special consideration will be given to their works. Books with unique local content may also be considered. Donated self-published materials that are not added to the collection are subject to the guidelines for donated material (See Appendix E, Gifts and Donations Policy).

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ARTICLE 7	COLLECTIONS	ADOPTED: 7/26/2017
SECTION 1.0	ADULT	REVISED:

POLICY

The Gloucester County Library System (GCLS) collects and maintains a wide variety of material to meet the needs of the community. These materials vary by format, use, and intended audience. As new formats emerge, they will be considered for inclusion.

The adult collection consists of the following categories:

Fiction

- The Library will provide a wide selection of various genres of fiction.

Nonfiction

- The Library will acquire material in a wide range of subjects and viewpoints.
- Currency will be a goal, especially in subjects such as health, law, business, and science.
- GCLS cannot take the place of an academic facility as a source of highly technical or specialized materials.

Reference Resources including eContent

- The Library will acquire reference materials in a variety of formats to support the information needs of the community.
- Efforts will be made to have current print or eBooks on a wide range of subject material.
- The principles which guide the selection of reference materials (including online subscription databases) are fundamentally the same as those for other materials (See Article 6, Section 1.0).

DVDs

- The Library will maintain a collection of fiction (movies and television) and nonfiction DVDs to support the community's information needs and entertainment interests.

Audio Materials

- The Library will purchase primarily unabridged versions of fiction and nonfiction new releases, using the same criteria as for print items, and including reviews of individual narrators (See Article 6, Section 1.0).

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Music

- The Library will acquire music CDs in a wide range of genres.

Downloadable Digital content (movies, music, books, magazines, audiobooks, etc.).

- These items are selected using the same criteria as print formats (See Article 6, Section 1.0).
- Consideration is given to the ease of use on different digital platforms or devices.

Magazines and Newspapers

- These materials supplement the book collection by providing up-to-date information on current topics and recreational interests.
- Magazines focusing on Southern New Jersey will be given special consideration.

Large Print

- Large print materials will be ordered in fiction and nonfiction to accommodate the needs of patrons with vision difficulties.

Graphic Novels, Manga and Comics

- The adult collection may include nonfiction and classics in graphic format.

Video Games

- The Library will purchase video games in formats compatible with popular gaming systems to meet the recreational needs of the community.
- No game will be purchased with a rating higher than T (Teen 13+).

“Book Club In a Bag” collection

- The “Book Club In a Bag” collection includes multiple copies of a single title with accompanying notes to facilitate discussion.

Literacy Material

- The Library will purchase materials of interest to adults learning to read, and to support local adult literacy programs.

Professional Collection

- The Library will maintain a collection for library staff to assist in various aspects of librarianship.

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ARTICLE 7	COLLECTIONS	ADOPTED: 7/26/2017
SECTION 2.0	JUVENILE & YOUNG ADULT	REVISED:

POLICY

The Gloucester County Library System (GCLS) provides material to meet the educational and recreational needs of children and young adults from birth through 12th grade. The principles which guide the selection of materials for children and young adults are fundamentally the same as those for adult materials (See Article 6, Section 1.0).

The collection is carefully chosen for children of all ages and abilities. In choosing materials for this group, the selector uses age appropriateness as a determining selection principle. Materials are evaluated for reading level, interest level, and treatment of the subject for the age of the intended audience.

The Library does not assume that all children and young adult material will be suitable for every individual. Responsibility for overseeing a child's reading choices rests with parents and/or legal guardians. The Library makes its collections available to all.

The Juvenile and Young Adult collections consist of the following categories:

Fiction

- Library materials are selected to meet the varying reading interests and reading abilities of a diverse community.
- Series and genre fiction are included as well as novels that cover a wide range of subjects, themes, and life situations.
- A work of fiction may be purchased despite the use of an occasional unpleasant word or incident, provided that the total impact of the book meets other selection criteria.

Nonfiction

- Chief points considered in the selection of nonfiction titles include readability, currency, authenticity, existing library holdings, and community interest.
- Nonfiction titles should provide a balance between popular, high-interest titles and those that supplement the curriculum of community schools.

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Graphic Novels and Comics

- Manga, graphic novels, and comics are selected based upon the age appropriateness of the text and illustrations.
- The collection will include titles for children and teens; however, no M rated or mature titles will be selected.
- The collection may also include nonfiction and classics in graphic format.

Audio Materials

- Audio materials that meet the selection criteria for fiction and nonfiction materials are purchased in a variety of formats to meet the listening needs of the community.

Magazines

- Magazines of interest to children and teens are selected to meet the recreational reading needs of the community.

Video Games

- Video games are selected based upon popularity, rating, and format to meet the recreational needs of the community.
- No game will be purchased with a rating higher than T (Teen 13+).

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ARTICLE 7	COLLECTIONS	ADOPTED: 7/26/2017
SECTION 3.0	NEW JERSEY & LOCAL HISTORY COLLECTIONS	REVISED:

POLICY

The Gloucester County Library System (GCLS) may purchase or accept donations of materials that pertain to local history. Items will be evaluated and may be added to the collection if they are of local interest and/or complement other items in the collection.

New Jersey Collection

The New Jersey Collection includes all areas of nonfiction relating to the state, Gloucester County, and Southern New Jersey in particular. Fiction with a profoundly New Jersey setting will also be considered for purchase. The principles which guide the selection of materials for the New Jersey Collection are fundamentally the same as those for adult materials (See Article 6, Section 1.0). This collection will be located on open shelves in the public area. Weeding of this collection, however, will be less rigorous due to the historical value of these items.

Local History Collection

Newly-published material and donated publications (old or new) that specifically pertain to the history of communities within Gloucester County or to prominent individuals having a direct connection to Gloucester County may be added to the Local History Collection.

GCLS libraries will establish the Local History Collection in an identifiable place in the library. Rare, fragile, and/or irreplaceable items will not circulate. Professional staff will make decisions as to which items may circulate and which may not. Rare, fragile, and/or irreplaceable items may be stored in a secure area so that access to and use of these items may be monitored by library staff.

GCLS reserves the right to transfer items not deemed pertinent to the GCLS Local History Collection to other libraries or historical societies when appropriate (See Appendix E, Gifts and Donations Policy).

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ARTICLE 7	COLLECTIONS	ADOPTED: 7/26/2017
SECTION 4.0	DIGITAL	REVISED:

POLICY

The Gloucester County Library System (GCLS) recognizes the importance of digital collections. Digital collections may consist of items that are scanned and digitized, or created by GCLS staff. These collections will support the mission of GCLS, and may provide information with unique historical or cultural significance to the community. Consideration for digitization will be given to content that would not be otherwise available to the public or items needing preservation. Digital collections will be available to the community free of charge. They will adhere to best practices in the management of metadata as these practices are identified and developed.

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ARTICLE 8	COLLECTION MAINTENANCE	ADOPTED: 7/26/2017
SECTION 1.0	WITHDRAWAL OF MATERIALS	REVISED:

POLICY

The Gloucester County Library System (GCLS) ensures that the collection remains vital and useful by discarding and/or replacing items in poor physical condition; eliminating items with obsolete, misleading or superseded information; and reducing the number of copies of titles whose relevance to the community has lessened.

The Library's professional staff will evaluate the materials for replacement and/or discard on an ongoing basis, using a variety of tools such as: collection management software and or the CREW (Continuous Review, Evaluation and Weeding, (<https://www.tsl.state.tx.us/ld/pubs/crew/index.html>) evaluation method developed by Joseph P. Segal.

Materials will regularly be removed from the collection based on the following criteria: subject matter is no longer timely, accurate or relevant, insufficient use, or poor physical condition. Replacements and updated editions are purchased when warranted. In addition, collection space limitations are taken into consideration. Evaluation of the collection depends on the staff's professional expertise in assessing the needs of the community and the content of the collection. Those materials determined to no longer be of use are withdrawn from the collection. Materials withdrawn from the Gloucester County Library System will be disposed of in a manner consistent with their quality and condition. Disposition includes but is not limited to: in-house table, shipped to other organization(s), or discarded/recycled.

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APPENDIX A

AMERICAN LIBRARY ASSOCIATION LIBRARY BILL OF RIGHTS

- The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.
- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.
- Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

**GLOUCESTER COUNTY LIBRARY SYSTEM
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APPENDIX B

**AMERICAN LIBRARY ASSOCIATION
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.

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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.*
2. 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.
3. *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.*

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4. 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.
5. *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.*
6. 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.
7. *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.*
8. 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.
9. *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.*
10. 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.
11. *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.*

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12. 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.
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.*
14. 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.

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APPENDIX C

**AMERICAN LIBRARY ASSOCIATION
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.

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COLLECTION DEVELOPMENT POLICY**

APPENDIX D

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Title _____ Book ____ Periodical ____ Other ____
Author _____
Publisher _____

Your Name _____
Address _____ Phone _____

Do you represent:

____ Yourself
____ An organization (name) _____
____ Other group (name) _____

1. To what in the work do you object? (Please be specific; cite pages. Use reverse if needed.)

2. Did you read the entire work? ____ Or what parts? _____

3. What do you feel might be the result of reading this work? _____

4. For what age group would you recommend this work? _____

5. What do you believe is the theme of this work? _____

6. Are you aware of judgments of this work by literary critics? _____

7. What would you like your library to do about this work? _____

____ Do not lend it to my child.
____ Re-evaluate the decision to have it as part of the collection.
____ Other. Explain _____

8. In its place, what work would you recommend that would convey a more valuable picture and perspective of the subject treated? _____

9. Use reverse for additional remarks. _____

Signature _____ Date _____

**GLOUCESTER COUNTY LIBRARY SYSTEM
COLLECTION DEVELOPMENT POLICY**

APPENDIX E

**GLOUCESTER COUNTY LIBRARY SYSTEM
GIFTS AND DONATIONS POLICY**

ARTICLE 1	GIFTS AND DONATIONS	ADOPTED: 7/26/2017
SECTION 1.0	PURPOSE	REVISED:

POLICY

The Gloucester County Library System (GCLS) encourages the interest and involvement of residents and organizations through donations of book or non-book materials, monetary contributions, and appropriate gifts. It is understood that gifts and donations do not take the place of public support but enable GCLS to provide and enhance library services in ways not financially possible within the annual operating budget.

GCLS reserves the right to refuse any gift or donation that is deemed to be not in the best interests of the Library to accept.

**GLOUCESTER COUNTY LIBRARY SYSTEM
COLLECTION DEVELOPMENT POLICY**

APPENDIX E

**GLOUCESTER COUNTY LIBRARY SYSTEM
GIFTS AND DONATIONS POLICY**

ARTICLE 1	GIFTS AND DONATIONS	ADOPTED: 7/26/2017
SECTION 2.0	CONDITIONS OF ACCEPTANCE	REVISED:

POLICY

GCLS accepts gifts and donations at the discretion of the Library Director and/or the Gloucester County Library Commission.

Gifts and donations are accepted under the following conditions:

Materials: Gifts of miscellaneous books or other materials in good condition will be evaluated using guidelines set forth in Article 9, Section 3.0. GCLS reserves the right to add any donated item(s) to the collection, or distribute, sell, or discard them. No conditions regarding location, use or eventual withdrawal from the collection or building can be imposed.

Collections: Gift collections will be accepted at the discretion of the Library Director and/or the Gloucester County Library Commission with the understanding that the collection may not be kept intact. If the donated material is rare or irreplaceable the donor will provide GCLS with a “deed of gift” letter.

Recognition/Memorial gifts: GCLS welcomes monetary gifts for the purchase of library materials for the collection given in recognition of individuals or organizations.

Other monetary gifts: GCLS welcomes monetary gifts to provide and enhance services in ways not financially possible within the annual operating budget. Depending on the wishes of the donors, such donations may be referred to the Friends of the Gloucester County Library System.

Real estate or other personal property: GCLS will accept gifts of real property that support the mission of the Library. Such offers will be handled by the Library Director, who in consultation with the Gloucester County Library Commission and Library Solicitor will determine the suitability of the gift and the terms of acceptance compatible with GCLS’ mission and policies, the donor's intent, and applicable laws.

**GLOUCESTER COUNTY LIBRARY SYSTEM
COLLECTION DEVELOPMENT POLICY**

APPENDIX E

**GLOUCESTER COUNTY LIBRARY SYSTEM
GIFTS AND DONATIONS POLICY**

Wills, Estates and Bequests: Individuals may contact the Library Director who in consultation with the Gloucester County Library Commission and Library Solicitor will determine the suitability of the gift and the terms of acceptance compatible with GCLS' mission and policies, the donor's intent, and applicable laws.

Tangible gifts: The decision to accept gifts such as furnishings or equipment shall be made by the Library Director. Among the criteria on which the decision shall be based is need, space, impact on staff time, and expense and frequency of maintenance. If a gift is accepted, the gift shall be final and there will be no restrictions on GCLS' ownership, possession, use or disposition of the gift.

Art & decorative objects: In general, gifts of art objects shall be of local interest to the community, of a professional quality, well executed and in good condition. Because of limited display and storage areas, potential donors of art & decorative objects are requested to discuss any possible gifts with the Library Director.

As with all other gifts, art objects will be accepted only with the donor's full agreement that GCLS has the right to handle or dispose of the gift in the best interests of the Library.

Valuation: Income tax regulations leave the determination of the gift's monetary value to the donor. GCLS cannot assess or suggest a value for non-monetary gifts for income tax or other purposes. On request, a statement acknowledging receipt of the donation will be provided, but will not contain a statement of value. Donors wishing to have an appraisal of their gift done for income tax purposes should do so prior to donation.

Disposition of gifts: If a gift is accepted by GCLS, the gift shall be final and there shall be no restrictions on GCLS' ownership, possession, use or disposition of the gift. GCLS may dispose of any gift without notification to the donor.

**GLOUCESTER COUNTY LIBRARY SYSTEM
COLLECTION DEVELOPMENT POLICY**

APPENDIX E

**GLOUCESTER COUNTY LIBRARY SYSTEM
GIFTS AND DONATIONS POLICY**

ARTICLE 1	GIFTS AND DONATIONS	ADOPTED: 7/26/2017
SECTION 3.0	LIBRARY MATERIAL DONATION	REVISED:

POLICY

The Gloucester County Library System (GCLS) accepts donations of books, audiobooks, DVDs and CDs. GCLS may accept donations of materials that pertain to local history. Items must be in good condition. Good condition is defined as not containing dirt, dust, mold, mildew, water damage, musty odor, broken bindings, torn, missing, yellowed or brittle pages, or markings in pen, pencil, crayon or highlighter. An inscription or ownership stamp (including a bookplate) is acceptable. GCLS reserves the right to add any donated item(s) to the collection or distribute, sell, or discard them.

The Library will not accept newspapers, newsletters, magazines or encyclopedias.

The Library will not appraise or assign a monetary value to donated materials. On request, a statement acknowledging receipt of the donation will be provided.

Donors should call the library before bringing in donated materials. Library staff are not available to lift or carry any boxes, bags, etc. of donated items. Library staff are not available to pick up donated material from patron homes.

Library staff reserve the right to accept or reject donations based on the above criteria, as well as storage considerations. GCLS will not guarantee donated items will be added to the collection.