

MEXICO-AUDRAIN COUNTY LIBRARY DISTRICT COLLECTION DEVELOPMENT POLICY

TABLE OF CONTENTS

- I. PURPOSE OF POLICY**
- II. DEFINITION OF MATERIALS SELECTION**
- III. RESPONSIBILITY FOR SELECTION**
- IV. GOAL OF MATERIALS SELECTION**
- V. GENERAL PRINCIPLES OF SELECTION**
- VI. SELECTION OF SPECIFIC MATERIALS**
 - A. GENERAL MATERIALS**
 - Non-Fiction
 - Fiction
 - Paperbacks
 - Magazines, newspaper and microforms
 - Local History
 - Information Collection
 - Large Print
 - Compact Discs
 - B. CHILDREN’S MATERIALS**
 - C. ELECTRONIC RESOURCES**
- VII. COLLECTION MAINTENANCE**
- VIII. GIFTS**
- IX. REQUESTS FOR RECONSIDERATION**

I. PURPOSE OF POLICY

To further the stated purpose of the Mexico-Audrain County Library District.

To guide librarians in the selection of materials.

To inform the public about the principles upon which selections are made.

II. DEFINITION OF MATERIALS SELECTION

Selection refers to the decision that must be made either to add material to the collection or to retain material already in the collection.

III. RESPONSIBILITY FOR SELECTION

The responsibility for selection lies with the professional and supervisory staff. The general public and staff members may recommend items for consideration. Ultimate responsibility for selection rests with the Director, who operates within the framework of policies determined by the Library Board of Trustees.

IV. GOAL OF MATERIALS SELECTION

To maintain a well-balanced and broad collection of current and retrospective materials in various formats and levels of comprehension which will support the working, cultural, educational, and leisure time needs of citizens in our service area regardless of their age, social and physical condition, or level of intellectual achievement.

V. GENERAL PRINCIPLES OF SELECTION

- A. The Library subscribes to the general principles embodied in the Freedom to Read and Library Bill of Rights statements prepared by the American Library Association.

- B. Because the library recognizes its responsibility to provide access to all aspects of the human record, the widest possible variety of subjects and views are included in the collection. Selection is based on the merit of a work in relation to the needs and interests of the community. Critical judgment is used to select those items best suited to fill these needs. Cost, space, usefulness, demand and current holdings must be considered.

The library encourages suggestions and comments about the collection. They are important in helping to decide what to acquire. Because the library follows accepted principles of intellectual freedom, it will not remove specific titles solely because individuals or groups may find them objectionable.

- C. It is a basic goal of the library to provide primary support to those individuals seeking self-improvement and education outside formal classroom instruction; however, the library provides only supplementary and enrichment materials for the educational programs of the local schools. MACLD does not supply textbook and specialized materials for public school, community college and university curricula.

- D. Books and other materials for the Children's Department are selected from those which are considered to be of value and interest to children from birth through age 17. The library attempts to make age-appropriate resources available to users with emphasis on need, interest and ability. The library allows a minor's parent or guardian to determine what materials and access will be available to that minor, and no person employed by or acting on behalf of the library shall knowingly grant access to a minor to any material in any form not approved by that minor's parent or guardian.
- E. The proximity of the University of Missouri Library with its numerous research and specialized collections has an important influence on materials selected. Duplication of their reference and research materials is avoided unless convenience and frequency of use make it mandatory.
- F. In order to provide access to materials beyond the financial limitations and storage capacity of the MACLD, the library participates in a variety of interlibrary cooperative arrangements, including membership in regional, state and nationwide interlibrary loan networks for both print and non-print materials.

VI. SELECTION OF SPECIFIC MATERIALS

A. General Materials

NON-FICTION

Non-fiction selected for the permanent collection is chosen carefully for its usefulness, accuracy of information, level of complexity for the intended audience, cost, and contribution to a well-balanced collection in all subject areas.

Materials for which there is heavy but temporary demand are selected with less emphasis on these requirements and are kept as part of the collection until demonstrated interest has diminished.

FICTION

The library attempts to provide a permanent collection of standard fiction by recognized authors. In addition, a wide-ranging selection of contemporary fiction is purchased, including mystery, western, historical, science fiction, avant garde and light romance titles. The interest and requests of library users are generally followed. Multiple copies of frequently used titles are provided, with preference for additional copies in paperback when possible.

PAPERBACKS

A paperback book collection is maintained. While key titles are purchased to meet current interest and add variety, many gift paperbacks are also added to the collection.

To meet demands for specific titles already in the cataloged collection, additional copies of paperback reprints are purchased and cataloged.

MAGAZINES, NEWSPAPERS and MICROFORMS

A collection of magazines providing information and recreational reading is maintained. First consideration in selection and retention of magazines is the subject accessibility of their contents through online indexes available in the library. Craft, hobby, consumer and other specialized magazines that are not indexed are also acquired and backfiles retained if they are not readily available from other sources. Because of space limitations, and the availability of photocopies from state and regional periodical banks, few titles are bound. Backfiles are limited.

Newspapers are selected to provide local, state, regional and national coverage. Issues are usually retained for one month, except for the Mexico Ledger, which is available on microfilm.

LOCAL HISTORY

Materials in whatever format available which contribute information about Mexico and Audrain County history are purchased whenever possible, with less regard for quality of presentation than for those materials in the general collection.

The MACLD does not purchase specialized genealogical materials and old U.S. Census materials on microfilm because of their availability locally and through interlibrary loan.

DVDs

The library maintains a circulating collection of DVDs. In selecting them, emphasis is placed on educational and informational materials. Movie classics and general entertainment are also acquired.

INFORMATION COLLECTION

A major function of the library is to provide the public with accurate, up-to-date, readily accessible information on a wide variety of topics. Encyclopedias, dictionaries, directories, indexes, and bibliographic tools are purchased on a regular basis and current reference tools in subject areas are purchased by library professionals. Backfiles of selected superseded works with reference value are maintained. Special emphasis is placed on acquiring municipal, county and some state publications, consumer information, and state and local history materials.

LARGE PRINT

Books in large print format are purchased for those readers with visual handicaps. Recent best sellers and titles of proven popularity are added regularly.

BOOKS ON CD

Discs are selected from professional review sources and include fiction and non-fiction titles, and foreign language discs.

B. Children's Materials

The Children's Department provides books and other materials for the very small child and the growing child through age 17. Materials are selected to engage the pre-reader and the beginning reader, to fill recreational needs, personal hobbies and interests, and to supplement school projects and assignments through age 17. The library allows a minor's parent or guardian to determine what materials and access will be available to that minor, and no person employed by or acting on behalf of the library shall knowingly grant access to a minor to any material in any form not approved by that minor's parent or guardian.

High quality of writing and illustration is a primary consideration. General demand is also a factor. Since children as well as adults have various levels of ability, knowledge and interest, bridging types of books and other materials are made available.

Materials in areas of social and personal awareness are chosen age-appropriately and do not contain sexually explicit material. The library will not knowingly purchase or acquire material that constitutes "child pornography," is "pornographic for minors," or is "obscene," as those terms are defined in section 573.010, RSMo. Please refer to the end of this policy for a list of these definitions.

Materials of cultural and sociological concern, are chosen at all levels in both fiction and non-fiction, reflecting current as well as traditional values.

Classics, popular standard titles and authors are purchased in quantity to ensure availability, as are the newer “hit” titles as long as demand for them persists.

Children’s books are usually available in a variety of bindings: pre-bound, publisher’s library edition, trade edition, paper, and hard-bound paperback. All can be of use. Quality of binding, cost of book, and projected use generally decide which is chosen.

Display, Event, and Presentation Policy

In areas designated by the library as containing materials predominantly for minors, displays will only contain materials which are age-appropriate, as defined by the district’s Collection Development Policy. No inappropriate materials shall be knowingly displayed in library areas for minors.

All events and presentations held at the library will have a clear designation stating the ages for which the event is appropriate. This age-appropriate designation will be affixed to any publication, website, or advertisement for the event or presentation.

Age-appropriate definition

All materials for persons under the age of 18 must follow State Rule 15 CSR30-200.015 which is the Library Certification Requirement for the Protection of Minors.

Materials for younger children: (to age 5)

Will include messages such as friendship, empathy and sharing. These materials will cover topics such as nature, colors, letters, numbers, daily routines, nursery rhymes, folk tales, poetry and other appropriate topics.

Will not include graphic violence, sex, or foul language.

Will not include references to drinking alcohol, taking drugs, or smoking.

Materials for older children: (ages 6 to 10)

Images of human bodies as they change through adolescence will only be contained in non-fiction books for education purposes, and are available after the age of 10.

Older children's materials will discuss more complex topics such as fear, conflict, complications and resolutions.

Will not include graphic violence, sex, or foul language.

Will not include references to drinking alcohol, taking drugs, or smoking.

Materials for tweens: (ages 11 to 14)

May contain some violence, swearing, or vague (not graphic) references to sex.

Will not include references to drinking alcohol, taking drugs, or smoking.

Materials for teens: (ages 15 to 18)

Material for teens may discuss teen/adult relationships, contain swear words, or have violence. There may be references to drinking alcohol, taking drugs, or smoking.

C. Electronic Resources

The library selects electronic resources to complement and supplement traditional print materials. Rapid changes in both the extent and format of electronic resources require their continuous evaluation.

The library uses the same criteria for the selection of electronic resources as it uses for print media. Criteria include the scope of the resource, accuracy, currency, intellectual level, and its relationship to the library's total collection. Some electronic formats, such as Hoopla and databases, are purchased as a total collection and, therefore, items are not selected individually. Parents and guardians will be the ones to determine what their child is allowed to view on Mexico-Audrain County Library District online resources.

A selected resource must present information in a comprehensible and easily used format that requires minimal training and explanation. Criteria for ease of retrieval include multiple searchable fields, Boolean capability, online help screens, online thesauri, clear screen displays, intuitive user interfaces, and the variety of options to display, print and download.

The relationship of an electronic resource to any print counterpart will also be considered. Electronic resources will not necessarily replace print sources unless they either 1) render a print source obsolete, and/or 2) cost or user demands permit the use of an electronic resource only.

Preference will be given to resources that are compatible with the hardware and software already owned by the library. Licensing requirements and networking capability will also be considered. Ideally, access will not be limited to a particular workstation nor to the physical confines of the library building.

The above criteria for electronic resources are vital in meeting the information needs of library users.

VII. COLLECTION MAINTENANCE

Continued analysis of the use of the collection, the needs and interests of the community request and reserve lists, as well as the availability of similar materials, cost and physical condition of specific volumes and the cost and availability of specific titles, will be considered in determining the number of copies of each title the library should have and when a volume should be replaced, repaired, or withdrawn.

VIII. GIFTS

The library welcomes monetary gifts to purchase library materials, or gifts of books and other library materials that meet the criteria of our collection-including this Selection Policy. Gifts that do not meet our selection criteria should be respectfully declined – see the addendum for a possible script. The library reserves the right to use and dispose of gift materials as seems appropriate for current needs. They may be added to the collection if needed, exchanged with or given to other libraries and non-profit institutions, sold at Friends of the Library book sales with proceeds used to buy new library

materials, or discarded if not useable for any of the preceding purposes.

Books or other library materials accepted for the collection which are given as special gifts or as memorials shall carry a special gift plate identifying the donor and/or the person in whose memory the gift is made, if the donor requests.

The library is, however, under no obligation to replace these gifts if they are lost, damaged or worn, or to keep them after they have become obsolete or of no further value to the library.

Addendum - September 2022

Script for politely refusing a gift:

“We appreciate you thinking of the library, however, when an item doesn’t meet the criteria for our collection, we cannot accept it. Thus we must respectfully decline your donation.”

IX. REQUESTS FOR RECONSIDERATION

Because the library follows accepted principles of intellectual freedom and recognizes its responsibility to provide access to all aspects of human record, a patron may object to specific books or other library materials. Specific titles will not be removed from the collection solely because individuals or groups may find them objectionable. The patron will be requested to complete the appropriate form for reconsideration of material, available at the circulation desk.

Title 15—ELECTED OFFICIALS
Division 30—Secretary of State
Chapter 200—State Library
RULE 15 CSR 30-200.015

Library Certification Requirement for the Protection of Minors

PURPOSE: For the protection of minors defined in 15 CSR 30-200.030(1)(E), this rule establishes a certification requirement for any library defined in 15 CSR 30-200.010 that receives funds pursuant to 15 CSR 30-200.020 and 15 CSR 30-200.025.

(1) Notwithstanding any provision of 15 CSR 30-200.020 and 15 CSR 30-200.025 to the contrary, the state librarian shall not distribute any funds to any library defined in 15 CSR 30-200.010 that receives funds pursuant to 15 CSR 30-200.020 and 15 CSR 30-200.025 unless such library certifies in writing each of the following:

(A) The library has or will adopt a written, publicly-accessible collection development policy addressing how selections are made in considering the appropriateness by age of any minor, as defined in 15 CSR 30-200.030;

(B) No funds received shall be used to purchase or acquire material that constitutes “child pornography,” is “pornographic for minors,” or is “obscene,” as those terms are defined in section 573.010, RSMo;

(C) The library has or will adopt a written, publicly-accessible policy allowing a minor’s parent or guardian to determine what materials and access will be available to that minor, and no person employed by or acting on behalf of the library shall knowingly grant access to a minor to any material in any form not approved by that minor’s parent or guardian;

(D) No age-inappropriate materials in any form, as defined in the library’s collection development policy, shall be knowingly displayed in the library in areas designated by the library as containing materials predominantly for minors;

(E) No event or presentation shall be held at the library without an age-appropriate designation affixed to any publication, website, or advertisement for such event or presentation; and

(F) The library has or will adopt a written, publicly-accessible library materials challenge policy by which any parent or guardian of a minor within the library district may dispute or challenge the library's age-appropriate designation affixed to any presentation, event, material, or display in the library, and the results of any such dispute or challenge shall be disclosed to the public and published on the library's website.

(2) The library shall submit a copy of its written policies to the state librarian annually by July 31, and shall submit, within thirty (30) days, any revisions to such policies to the state librarian.

AUTHORITY: sections 181.021, 181.060, and 182.812, RSMo 2016. Original rule filed Oct. 14, 2022.

Definitions from statutes

573.010. Definitions. — As used in this chapter the following terms shall mean:

(3) "**Child**", any person under the age of fourteen;

(4) "**Child pornography**":

(a) Any obscene material or performance depicting sexual conduct, sexual contact as defined in section [566.010](#), or a sexual performance and which has as one of its participants or portrays as an observer of such conduct, contact, or performance a minor; or

(b) Any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct where:

a. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;

b. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct, in that the depiction is such that an ordinary person viewing the depiction would conclude that the depiction is of an actual minor engaged in sexually explicit conduct; or

c. Such visual depiction has been created, adapted, or modified to show that an identifiable minor is engaging in sexually explicit conduct. "**Identifiable minor**" means a person who was a minor at the time the visual depiction was created, adapted, or modified; or whose image as a minor was used in creating, adapting, or modifying the visual depiction; and who is recognizable as an actual person by the person's face, likeness, or other distinguishing characteristic, such as a unique birthmark or other recognizable feature. The term identifiable minor shall not be construed to require proof of the actual identity of the identifiable minor;

(9) "**Minor**", any person less than eighteen years of age;

(11) "**Obscene**", any material or performance if, taken as a whole:

(a) Applying contemporary community standards, its predominant appeal is to prurient interest in sex; and

(b) The average person, applying contemporary community standards, would find the material depicts or describes sexual conduct in a patently offensive way; and

(c) A reasonable person would find the material lacks serious literary, artistic, political or scientific value;

(17) "**Pornographic for minors**", any material or performance if the following apply:

(a) The average person, applying contemporary community standards, would find that the material or performance, taken as a whole, has a tendency to cater or appeal to a prurient interest of minors; and

(b) The material or performance depicts or describes nudity, sexual conduct, the condition of human genitals when in a state of sexual stimulation or arousal, or sadomasochistic abuse in a way which is patently offensive to the average person applying contemporary adult community standards with respect to what is suitable for minors; and

(c) The material or performance, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

Statute 566.010. Refer to this statute directly as the terminology is explicit.

15 CSR 30-200.030 Public Access Computers in Public Libraries

PURPOSE: This rule establishes procedures for the administration of public library public access computers for the purposes of limiting access to material that is pornographic to minors. These procedures are administered by the state librarian under the direction of the secretary of state.

(1) Definitions. As used in this rule, the following terms shall mean:

- (A) "Public library" is a library established and maintained under the provisions of the library laws or other laws of the state related to libraries, primarily supported by public funds and designed to serve the general public. A public library must be legally established according to the provisions of current or other laws of the state related to libraries;
- (B) "Secretary" is the Missouri secretary of state;
- (C) "State librarian" is the Missouri state librarian;
- (D) "Pornographic for minors," as that term is defined in section 573.010, RSMo;
- (E) "Minor," as that term is defined in section 573.010, RSMo;
- (F) "Public access computer," as that term is defined in section 182.825, RSMo.

(2) The state librarian will administer procedures in accordance with the provisions set forth herein and in applicable state laws.

(3) One (1) of the following requirements must be met by a public library in regards to limiting access to material that is pornographic to minors:

(A) A public library must equip any public access computer with software that will limit minors' ability to gain access to material that is pornographic for minors or purchase Internet connectivity from an Internet service provider that provides filter services to limit access to material that is pornographic for minors; or

(B) Develop and implement by January 1, 2003, a policy that is consistent with community standards and establishes measures to restrict minors from gaining computer access to material that is pornographic for minors.

(4) Certification of Compliance.

(A) In order to be found in compliance with the state library's rule, a public library must certify itself to be in compliance—

1. By filing a certification form, designated by the state library and posted on the state library's website, with the state librarian or his/her designee and by demonstrating at least one (1) of the following:

A. The Library has an Internet usage policy in accordance with section 182.827.3(2), RSMo; or

B. The Library uses filtering software on its public access computers.

(B) This certification is to be submitted—

1. In the first year of certification, by the date set by the Missouri State Library.

2. Each subsequent year, by the date state aid forms are required to be filed.

(5) Noncompliance.

(A) Any "public library or public library board member, officer, employee or trustee" not willing to submit such certification of compliance will be found noncompliant with this rule.

(6) Compliance forms, designated by the state library and available on the state library's website <http://www.sos.state.mo.us/library/>, should be filed with the State Library, which is located in Room 200 of the James C. Kirkpatrick State Information Center, 600 West Main Street, Jefferson City, Missouri.

AUTHORITY: sections 182.825 and 182.827, RSMo 2016. Emergency rule filed Nov. 13, 2002, effective Nov. 23, 2002, expired April 29, 2003. Original rule filed Nov. 13, 2002, effective April 30, 2003. Amended: Filed Feb. 7, 2019, effective July 30, 2019.*

Reviewed April 2021

Revised and Board approved 09/18/2022

Revised and Board approved 07/17/2023