

Scandinavia Public Library Collection Development Policy

Sections

- I. Collection Policy Statement
- II. Materials Selection
- III. Collection Maintenance
- IV. Material and Monetary Gifts
- V. Materials Reconsideration
- Addendum I. American Library Association's Library Bill of Rights Statement
- Addendum II. American Library Association's Freedom to Read Statement
- Addendum III. American Library Association's Freedom to View Statement
- Addendum IV. Request for Reconsideration Form

I. Collection Policy Statement

The Scandinavia Public Library sparks literacy, fosters curiosity, and supports community. We provide equitable access to experiences, ideas, and resources necessary to grow and thrive. The Scandinavia Public Library Collection Development Policy provides a framework to grow, develop, and maintain collections in support of this mission within the boundaries of the library's physical space and budget.

The Scandinavia Public Library's collections are developed to meet the needs and interests of Scandinavia residents and as a resource for the Outagamie Waupaca Library System. The library selects materials and develops its collections in a variety of formats (print, audio/visual, and electronic) to provide residents with a broad range of informational, recreational, and educational resources. These materials reflect the full diversity of points of view on topics of interest to the public for the support of each individual's life journey.

Selection of a given item for the library's collections should not be interpreted as an endorsement of a particular viewpoint. The library makes information and resources freely and easily available, providing individuals the freedom to explore ideas without fear of judgment or censure. In following this policy, neither the library nor its Trustees endorses every thought, expression, or belief represented within the library's collections.

Due to the constraints of budget and space, the Scandinavia Public Library cannot provide all materials that are requested. Therefore, interlibrary loans are used to obtain from other

libraries those materials that are beyond the scope of the library's collections. In return for using interlibrary loans to satisfy the needs of our patrons, the Scandinavia Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

The Scandinavia Public Library does not place value on one patron's needs or preferences over another's. Library users make their own choices as to what they will use based on individual interests and concerns. The library supports the right of each family to decide which items are appropriate for use by their children. Responsibility for a child's use of library materials lies with their parent or legal guardian.

The Scandinavia Public Library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights and the Freedom to Read and Freedom to View Statements (see **Addenda I, II, and III**).

The Collection Development Policy will be reviewed and/or revised by the Scandinavia Public Library Board of Trustees as the need arises.

II. Materials Selection

The ultimate responsibility for the selection of library materials rests with the library director who operates within the framework of the policies determined by the Scandinavia Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for the actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

Materials are judged on the basis of the work as a whole, not on a part taken out of context.

Selection of materials may be influenced by many factors, including, but not limited to:

- individual merit of each item, including professional reviews and industry awards and honorable mentions
- popular appeal/demand, contemporary significance, or permanent value
- prominence, authority and/or competence of author, creator or publisher
- the need for added materials in particular subject areas
- representation of an important movement, genre, trend or national culture

- the special needs of library patrons for materials in accessible formats
- suitability of the format and construction
- physical limitations of the library building
- availability of material through interlibrary loan
- commercial availability of the content
- budget

Resources for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature, and reflect the diversity of the community and our world. Parents and legal guardians have the sole responsibility for their child's reading, viewing, and listening of library materials. The library does not intrude on that relationship, nor can materials be limited by the possibility that it may inadvertently come into the possession of minors.

The library will attempt to acquire books by local authors published by mainstream publishers. Titles that are self-published and/or printed on demand will be added if they meet the library's selection criteria. Books donated by the author or on behalf of the author that are not added to the library's collection will be subject to the Scandinavia Public Library's Material and Monetary Gifts Policy (See **IV. Material and Monetary Gifts**).

The library welcomes donations and suggestions for titles to add to our collection. All donations and suggestions will be evaluated for addition to the collection using the library's Materials Selection guidelines. (See *also*: **IV. Material and Monetary Gifts**)

Plans for the development of specific collections may be written by library staff as needed. These plans may outline selection and acquisition procedures, reviewing tools, and maintenance of the specific collection. All such plans shall be in compliance with and responsive to the philosophy of the library's Collection Development Policy.

III. Collection Maintenance

The collection is reviewed and evaluated on an ongoing basis in order to maintain its usefulness, currency, and relevance. Items may be kept, redistributed, repurchased, withdrawn, re-catalogued, or preserved for long term retention. Although this responsibility may be shared with other members of the library staff, the ongoing process of collection

review and evaluation is ultimately the responsibility of the library director and is authorized by the Scandinavia Public Library Board of Trustees.

Library staff rely on a set of criteria to guide their decisions to withdraw books from the collection:

- format or physical condition is no longer suitable for library use
- content is available in multiple formats
- obsolescence—information that is no longer timely, accurate, or relevant
- insufficient use or lack of patron demand
- little or no relevance to current trends and events
- space limitations
- sufficient number of copies in the collection
- availability through interlibrary loan

Not all criteria are applied to each de-selection decision.

Library staff assess the need for replacing materials that are damaged, destroyed or lost. Materials may be repaired or rebound at the discretion of library staff if their physical condition warrants. Items are not automatically replaced. Decisions are based on need, demand, budget, and space.

Withdrawn materials may be reused internally by library staff, donated to other community partners, sold, or recycled at the discretion of the library director.

IV. Material and Monetary Gifts

The Scandinavia Public Library appreciates and encourages gifts and donations.

Gifts of books and other material items donated to the library become the property of the library. Donated items will be included in the library's collection only if they are in formats currently in use for the public and if they meet the criteria for materials selection outlined in this policy. Gifted materials not added to the library's collection will be disposed of in the same manner as withdrawn materials at the discretion of the library director.

Memorials and other monetary donations in support of the collection are also welcomed by the library. Donations for the purchase of specific books may be considered if the request meets the criteria for materials selection outlined in this policy. Any such requests

must be made in consultation with the library director. Book selection will be made by the library director if no request is made. Book plates recognizing the memorial or donation may be inserted in materials added to the collection with these funds.

Donations to the library are tax deductible. The library will provide an acknowledgement of receipt of the items if requested by the donor, however the library is not allowed to appraise the value of any donated materials.

V. Material Reconsideration

The Scandinavia Public Library Board of Trustees supports the American Library Association's Library Bill of Rights and Freedom to Read and Freedom to View Statements (see **Addenda I, II, and III**). Library staff applies the criteria described in the Library Bill of Rights and the library's Collection Development Policy to provide books and materials that reflect the diversity of viewpoints within the community.

The library recognizes that individuals may question library materials that do not support their tastes and views. Library staff is available to discuss their concerns and to identify options and suggest alternate materials. If concerns are not satisfied through a discussion with staff, registered patrons of the Outagamie Waupaca Library System may request a formal Reconsideration of Library Materials.

Anyone who wishes to request that a specific item's inclusion in the collection be reviewed is asked to complete and turn in a Request for Reconsideration Form, available at the Scandinavia Public Library circulation desk or online. The library director will consider this request in a timely manner in consultation with other, appropriate library staff. The questioned material will be reviewed in its entirety and judged in accordance with the Library Bill of Rights and the library's materials selection standards as stated in the library's Collection Development Policy. Once the library director determines whether to remove, relocate, or retain the material, that decision will be sent to the requestor in writing.

If the requestor wishes to dispute the decision of the library director, they may submit a written request to the Scandinavia Public Library's Board of Trustees within forty-five (45) days after receiving the director's letter. The appeal will be presented to the board at the next meeting for which there are at least seven (7) days advanced notice.

The board will determine whether the library director's decision was in accordance with library policies. If desired, the library board may create an ad hoc committee to make this determination. If the director's decision is determined to conflict with library policies, the library board will provide the director with guidance on another course of action. The library board will inform the requestor of its decision in writing. The decision of the library board is final.

Patrons may submit a request for reconsideration for only one item at a time. The library director and library board will consider only one material request at a time. If multiple requests for reconsideration are submitted, they will be processed in the order in which they are received.

The material in question will remain in the collection and available to patrons during the reconsideration process.

Once the reconsideration process is complete, the reviewed material will be ineligible for further reconsideration for a period of four (4) years after the date the final decision was posted.

Adopted by the Scandinavia Public Library Board of Trustees on (date): June 3, 2025

Addendum I. American Library Association's Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

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

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

Inclusion of "age" reaffirmed January 23, 1996.

Addendum II. American Library Association's Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

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

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

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

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

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of

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

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

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

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

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression.*

By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

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

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

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

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

A Joint Statement by:

[American Library Association](#)
[Association of American Publishers](#)

Subsequently endorsed by:

[American Booksellers for Free Expression](#)
[The Association of American University Presses](#)
[The Children's Book Council](#)
[Freedom to Read Foundation](#)
[National Association of College Stores](#)
[National Coalition Against Censorship](#)
[National Council of Teachers of English](#)

The Thomas Jefferson Center for the Protection of Free Expression

Addendum III. American Library Association's Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Addendum IV. Request for Reconsideration Form

Title: _____

Author/Producer: _____

Material Type: ☐ Book ☐ Movie ☐ Music ☐ Game ☐ Other: _____

I have read the library's Collection Development Policy: ☐ Yes ☐ No

Answers may be written here or on another sheet of paper. Please answer all questions.

1. What brought this material to your attention?

2. Have you read, listened to, or viewed the entire material? If not, then which part(s) have you reviewed?

3. What do you believe is the central theme of this material?

4. Are you aware of any professional or literary reviews of this material?

5. Describe your concern about this material. Please be specific, including book page number, audio track number, or DVD time stamp as applicable.

6. What do you feel the effect of this material might be?

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

8. What materials can you suggest that might be of equal or better quality, or that might counterbalance the point of view of this material?

9. What would you like the library to do with this material?

Your Name: _____

Representing : ____ Self ____ Organization: _____

Address: _____

City: _____ State: _____ ZIP: _____

Telephone: _____ Email: _____

Form received by library staff (date): _____

Staff initials: _____

Director review completed on (date): _____

Results: Retain Relocate Remove Other: _____

Director's letter mailed to requestor on: _____

Appeal requested? No Yes (date): _____

Appeal presented to Board of Trustees (date): _____

Board of Trustees review completed on (date): _____

Board of Trustees decision: Retain Relocate Remove Other: _____

Eligible for next reconsideration review on (date): _____

Form approved by the Scandinavia Public Library Board of Trustees on (date): June 3, 2025