

## **Geneva Public Library Collection Development Policy**

Geneva Public Library has established this Collection Development Policy to fairly and consistently guide the addition and removal of materials to the overall library collection.

### **Range of the Collection**

Geneva Public Library's decision to acquire material does not constitute endorsement of that material's content. It is Geneva Public Library's goal to offer access to materials that reflect the widest diversity of views and expressions, including those which may be unorthodox or unpopular with the majority and those that are controversial in nature. GPL opposes any attempts by individuals or groups to censor materials in the library's collections. The decisions to acquire or remove materials will not be determined by partisan or doctrinal points of view.

### **Material Concerns**

Any patron that believes library materials, displays, or programs, whole or in part, are inappropriate for the collection or the library, they are encouraged to file a written and completed *Request for Reconsideration* form. The Library Director will respond to the completed form within seven working days. If the Library Director's response does not resolve the matter, the patron is encouraged to work with the Library Director to schedule a time, at least one week in advance, to appear before the Board of Trustees at their regular meeting. The patron will then be included in the posted agenda.

### **Accessibility**

To facilitate their use, collections of materials primarily intended for young children and/or where the main characters are under the age of 13, are maintained in the Children's department; and collections of materials primarily intended for young adults and/or where the main characters are between the ages of 13 and 19 are maintained in the Young Adult department. However, children of any age are not limited to these collections and are permitted to use and borrow any materials of any age owned by the library. Responsibility for a child's use of library materials, regardless of format or content, lies with the parent or guardian, not with the library. This applies to any print materials (books, magazines, etc.), non-print materials (DVD movies, audiobooks, etc.), and anything accessed while utilizing a public computer.

Geneva Public Library is a public institution established and funded by the City of Geneva to fill the informational needs of this community. Patrons of the library include the citizens of Geneva and the surrounding area. Library patrons can come from diverse educational, cultural and economic backgrounds and have a wide variety of interests, needs, values, and viewpoints; to this end, the library must do the same.

Geneva Public Library provides free access to print and non-print materials on all points of view and on current and historical issues, for all patrons to select or reject. In collecting these materials, Geneva Public Library adheres to the principles of intellectual freedom as expressed

in the Library Bills of Rights, and contained within the Freedom to Read and Freedom to View Principles as adopted by the American Library Association. These principles can be found at the end of this policy.

### **Adding Materials**

Geneva Public Library will maintain a relevant collection by adding materials, either purchased or donated, throughout the year. Popular fiction and nonfiction materials that are of particular interest to the community, will take priority; while materials of lasting value or historical worth will be added as resources allow. Materials that hold local significance will be added to the collection as they become available, and every effort will be made to maintain their place in the collection.

Geneva Public Library maintains a periodical collection featuring titles relating to local and regional news, popular culture, hobbies, consumer interest, and current issues. The library will not maintain scholarly journals in print, although online access is provided.

Geneva Public Library maintains a video collection of popular feature films, documentaries, and children's shows, across a variety of MPAA ratings. The library will not purchase television show seasons due to the financial commitment and the broad scope of genres, but will accept donations of such as space allows.

### **Selection of Materials**

The final responsibility for the selection of library materials rests with the Library Director who operates within the framework of the Collection Development policy. Materials will be selected based on the needs and interests of library patrons and the community, the accuracy and the responsibility of the author, the significance of the subject, and/or the material's relationship to other materials in the collection.

Other factors in selecting materials include, but are not limited to, the extent of available funds, the best discount possible, and ordering materials at consistent intervals to ensure a regular flow of materials.

Selection tools that may be used, but not limited to, include reviews from professional journals, best seller lists, popular magazines, and other professional library publications.

### **Patron Requests**

Patron requests to purchase materials are considered on an individual basis, and selected based on the potential use and interest by others. As all requested materials cannot be purchased all the time, interlibrary loan will be offered to patrons who wish to access materials outside the local collection. Interlibrary loan services are available to patrons in good standing. Patrons may be charged a fee to cover postal expenses for interlibrary loan services. Patrons must pay the interlibrary loan fee regardless if they check out or use the requested material(s).

**Processing Materials**

Upon arrival, materials will be checked against packing lists (if applicable), and then proceed through the technical services process. This includes the use of an accession book, writing purchase information in the item, cataloging, labeling with barcode and call number, and covering the item as applicable to extend use. Please see the processing procedure for details.

**Removing Materials**

The regular weeding of the collection is an important process for the library as part of collection development. Refer to the *Weeding Policy* for more details.

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This policy is issued by the Library Board of Trustees and is subject to periodic review and/or revision at the sole discretion of the Board. Appeals must be submitted to the Board in writing.

Adopted by the Library Board of Trustees..... undated, pre-2000

Reviewed and Revised by the Library Board of Trustees ..... 9/26/2017

Reviewed and Revised by the Library Board of Trustees ..... 1/28/2020

Reviewed and Revised by the Library Board of Trustees ..... 10/25/2022

Reviewed and Revised by the Library Board of Trustees ..... \_\_\_\_\_

Reviewed and Revised by the Library Board of Trustees ..... \_\_\_\_\_

Reviewed and Revised by the Library Board of Trustees ..... \_\_\_\_\_

## **Geneva Public Library Request for Reconsideration**

The Geneva Public Library Board of Trustees has delegated the responsibility for selection and evaluation of library materials and resources to the Library Director, and has established reconsideration procedures to address concerns about those materials and resources. All requests for reconsideration will be handled by the Library Director.

Any patron that believes library materials, displays, or programs, whole or in part, are inappropriate for the collection or the library, they are encouraged to schedule an appointment to meet with the Library Director to hear the request. The Director will explain the general criteria of the library's selection policy.

If the patron is not satisfied with the initial conversation, they are encouraged to file a written and completed *Request for Reconsideration* form. After the Library Director receives the completed form, the Director may appoint a committee of two Board members to evaluate the material in question, utilizing the patron's request form, published reviews of the material, and the library's policies to determine whether the item in question meets the criteria for being included in the library's collection.

The Library Director will respond to the completed form within seven working days. If the Library Director's response does not resolve the matter, the patron is encouraged to work with the Library Director to schedule a time, at least two weeks in advance, but not more than six weeks, to appear before the Board of Trustees at their regularly scheduled Board meeting. The patron will then be included in the posted agenda. All supporting information concerning the request will be presented to the Board for consideration. The Board's decision is final.

A patron may only have one request for reconsideration being reviewed or considered at any given time. Each request for reconsideration can only pertain to one single work, and will not be reconsidered for a minimum of five years from the date of the Library Director's initial written response.

A patron must have read/watched/listened to the work in question in its entirety before submitting a request for reconsideration.

The person completing a request for reconsideration must have been a patron of the Geneva Public Library, of Geneva, Nebraska, in good standing, for a minimum of three months before submitting a request for reconsideration.

A request for reconsideration will only be accepted from a patron who physically lives within the legal service area of the Geneva Public Library.

A request for reconsideration will only be accepted from an individual patron, not an organization, entity, or group of patrons.

Date: \_\_\_\_\_

Type of material for consideration:

- Book
- Video
- Audiobook
- Newspaper
- Magazine
- Electronic Database
- Display
- Library Program
- Other: \_\_\_\_\_

Title of work: \_\_\_\_\_

Author/Producer: \_\_\_\_\_

Publisher: \_\_\_\_\_

Date/Edition: \_\_\_\_\_

Did you read, view, or listen to the entire work or a portion of the work?    All    Part

What brought this material to your attention? \_\_\_\_\_

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Please describe your concerns regarding this material. \_\_\_\_\_

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What specific pages or parts illustrate your concerns? \_\_\_\_\_

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Are there resource(s) you suggest for provide additional information and/or other viewpoints?

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What action are you requesting the Library Director and/or Board of Trustees consider? \_\_\_\_\_

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Your name: \_\_\_\_\_

Physical address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone and/or Email: \_\_\_\_\_

**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.

Affirmed as NEBRASKA LIBRARY BILL OF RIGHTS April 3, 1981 by unanimous adoption of Nebraska Library Commission.

Affirmed as GENEVA LIBRARY BILL OF RIGHTS March 1, 1988 by the Geneva Library Board of Trustees.

**American Library Association/Association of American Publishers  
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.

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.

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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 Foundation for Free Expression
- The Association of American University Presses, Inc.
- 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

**American Library Association  
The 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