

Camden County Library District Policy Manual

Section 2. Operating Policies Subsection 19. Selection Policy

SELECTION POLICY

The Board of Trustees of the Camden County Library District believes that the selection of quality materials and their introduction to the community is of primary importance. As far as possible, it is the aim of the Board to make available to all county residents the best in current materials as well as those, which have stood the test of time.

Materials should be selected that will stimulate the growth in factual knowledge, library appreciation, aesthetic values, and ethical standards; will provide materials that allow patrons to develop the practice of critical reading and thinking; will provide materials representative of the many religious, ethnic and cultural groups and their contributions to our American heritage. The selection of materials shall be with the purpose of further developing all county adults, young adults, and children intellectually, socially, and spiritually.

Ultimate responsibility for book selection, as for all library activities, rests with the Director, who operates within the framework of policies determined by the Board of Trustees. Staff members, particularly branch librarians, are to be consulted on the needs of their communities and are encouraged to make suggestions. Requests from readers are encouraged and will be considered.

The Camden County Library District's selection policy was developed using the following resources:

- Community Input
- Missouri revised statutes <https://revisor.mo.gov/main/Home.aspx>
- Ashcroft Rule <https://www.sos.mo.gov/default.aspx?PageId=10247>
- Missouri Library Association <https://molib.wildapricot.org/>
- ALA Freedom To Read & ALA Bill of Rights
<https://www.ala.org/aboutala/offices/oif/LBOR-FTR-statement-pamphlet>

PRINCIPLES OF EVALUATION AND SELECTION

All materials shall have these elements of quality:

1. Relevancy or permanent value.
2. Accuracy
3. Authoritativeness
4. Clear presentation and/or readability.
5. Format

Most materials should appear in one or more of the recognized professional media or approved lists (Library Journal, Publisher's Weekly, Booklist, etc.). No one publication need determine selection, and the critical opinion of reviewers should be checked against each other. Local author selections need not be professionally reviewed to be acquired. Local author selections will be reviewed by staff for selection criteria.

When doubt arises, approval copies should be requested and examined by the Director.

Factors that should influence selection are:

1. Needs of the community – based upon request from local patrons, local merchants, professionals, the curriculum of local schools and institutions of higher learning, and knowledge of backgrounds and reading abilities of patrons.
2. Size of budget.
3. Need to develop a balanced collection.

The library is grateful for gifts of materials. However, gifts of materials will be accepted by the library with the explicit understanding that they may or may not be added to the collection. The decision to include gift materials will be based upon the following considerations.

1. Whether they meet the library's standards of book selection.
2. Whether the physical condition is satisfactory.
3. Whether the library needs the title or added copies for its collection.
4. Whether the material is outdated.

The donor will be asked to sign a release form giving the library authority to dispense with the materials as it will be based on the above criterion.

Appropriateness by age for materials selected for youth

The library collections for patrons under age 18 are split into the “E” collection, which is intended for ages birth to 8 years old, the “J” section which is intended for patrons 9 through 11 years old, and the “YA” collection which is intended for patrons 12 years old and above. There may be some variation in the age appropriateness of each collection. In general, decisions to place particular items in the collections are done by the standard of

the average person, applying contemporary community standards nationwide, would find that the material, taken as a whole, has a tendency to appeal to ages birth through 8 years old for “E” materials, 9 through 11 years old for “J” materials, and 12 years old and above for YA materials; and/or the publisher’s suggested age range if available.

Age inappropriate is defined as:

“Pornographic for minors” as defined by Missouri Revised Statutes, Title XXXVIII – Crimes and Punishment; Peace Officers and Public Defenders; Chapter 573 – Pornography and Related Offenses; Section 573.010.”

This statement is required by Missouri Regulation 15 CSR 30-200.015.

SPECIFIC FORMS

Fiction

Fiction has assumed an important role as an educational/recreational medium. The sound treatment of significant historical, social, and personal problems in books of fiction can contribute to the understanding of human problems and human relations. Fiction is acquired to encourage and develop the reading interests of patrons.

Non-fiction

One or more of the following guidelines will be taken into consideration for the selection of these materials.

1. Accuracy, currency, and authority of data.
2. Representation of varied and/or opposing opinions and beliefs.
3. Authority of author, editor or publisher, etc.
4. Timeliness of subject matter.
5. Balance of collection
6. Price.
7. Available materials in other libraries.

Periodicals

Periodicals are purchased to keep the library collection up-to-date with current thinking, to provide materials not available in books, and to supplement the book collection. Criteria for selection will include:

1. Accuracy and objectivity.
2. Accessibility of content through indexes.

3. Need in reference work.
4. Demand.

Textbooks

Textbooks shall be purchased or housed in the library only if they make a unique contribution to the collection or if the information found therein is unavailable in any more acceptable form.

Audio-Visual Materials

Audiovisual materials shall be purchased so as to broaden the avenues by which patrons have access to information. Criterion for selection will include:

1. Accuracy and objectivity.
2. Quality of craftsmanship.
3. Durability of use and interest
4. Need in library and patron demand

Digital and E-Book Collection Development Policy

The selection of e-books should adhere to the standards put forth in the Camden County Library Collection Development Policy. The e-book collection will be a supplement to the existing print collection and not a substitute for it. The digital collection will not cover all topics, which are present in the physical collection due to the constraints of current digital media.

These limitations restrict the usefulness of technical or repair books, and, thus, they should not be heavily invested in until technology catches up with usage trends. The majority of the collection will be popular fiction and best-selling non-fiction, such as popular science and political works. These works have a transient quality to them which makes it difficult to justify acquiring print copies which will be out of date in a few months.

Popular authors should be heavily invested in as the shorter checkout periods and quicker turnaround will allow the Bestseller Holds List to be worked through more quickly without filling the shelves with multiple copies of works whose popularity will decrease steadily.

The library should collect some classics, but the availability of the Gutenberg Project means that a great deal may be found there, and the library could avoid spending money unnecessarily. However, works that are commonly assigned to the local public school

students, especially those in high school and junior high, should be collected. Information from the public schools should help determine what will most be in demand, and the short checkout will ensure a quick turnaround. This will also prevent students from losing, destroying, or simply forgetting books that other students need.

The popularity and use statistics of the different formats should guide the decision of format when purchasing e-books. This policy should be re-evaluated often as technology progresses. The rest of the digital collection should also be selected with the same care that goes into the physical collection, and the same standards should be applied.

SPECIFIC SUBJECTS

Religion

The library should provide materials that are representative of the many religious and cultural groups and their contribution to our American heritage. Only well-written books that make no attempt to sway the emotions of the patron toward or against anyone's faith or denomination should be included in the collection.

Sex Education

Books or other materials of accurate sex education should be a part of the library's collection. When these materials present a clear picture of life or develop an understanding of people, the virtues should be carefully weighed against any possible harm that might occur because of a particular word or passage in the book.

In compliance with *Sund v. City of Wichita Falls, Tex.*, 121 F. Supp. 2d 530 (N.D. Tex. 2000) U.S. District Court for the Northern District of Texas - 121 F. Supp. 2d 530 (N.D. Tex. 2000) September 20, 2000, the Camden County Library District will shelve children's books on Sex Education in the appropriate sections in the "E," Juvenile, and Young Adult sections of the collection. To do otherwise would be in violation of the 1st Amendment of the Constitution of the United States as interpreted by the U.S. District Court for the Northern District of Texas. In that court case Chief Judge Buchmeyer found:

"By authorizing the forced removal of children's books to the adult section of the Library, the Altman Resolution places a significant burden on Library patrons' ability to gain access to those books. Children searching specifically for those books in the designated children's areas of the Library will be unable to locate them. In addition, children who simply wish to browse in the children's sections of the Library will never find the

censored books. Moreover, parents browsing the children's areas in search of books for their children will be unable to find the censored books.

The burden imposed by the Altman Resolution is, therefore, analogous to the restriction struck down by the Supreme Court in *Denver Area Educ. Telecomm. Consortium, Inc. v. FCC*, [518 U.S. 727](#), 116 S. Ct. 2374, 135 L. Ed. 2d 888 (1996). In *Denver Area*, the Court invalidated a requirement that "patently offensive" cable programming be segregated, blocked, and made unavailable to viewers unless they specifically requested access in advance and in writing. *Id.* at 2394. Although the regulation did not ban the "patently offensive" programming outright, the Court concluded that it had "obvious restrictive effects," noting that "[a] subscriber cannot decide to watch a single program without considerable advance planning...." *Id.* at 2391. Similarly, although the Books censored under the Altman Resolution are available in the adult section of the Library, they can only be located if a patron knows *in advance* that she wants those specific titles or authors. Just as the cable regulation in *Denver Area* impermissibly burdened the rights of television viewers who wished to "channel surf," *see id.* at 2391 ("These restrictions will prevent programmers from broadcasting to viewers who select programs day by day (or, through 'surfing,' minute by minute)."), the Altman Resolution unconstitutionally burdens the First Amendment rights of browsing Library patrons.^[23] It would be absurd to conclude that the Altman Resolution imposed no additional burdens on targeted materials for if this was true, then the Resolution would do absolutely nothing to advance the purported interest in having children read these Books "with parental approval and/or supervision."

"Moreover, if a parent wishes to prevent her child from reading a particular book, that parent can and should accompany the child to the Library, and should not prevent all children in the community from gaining access to constitutionally protected materials. Where First Amendment rights are concerned, those seeking to restrict access to information should be forced to take affirmative steps to shield themselves from unwanted materials; the onus should not be on the general public to overcome barriers to their access to fully-protected information. *See, e.g., Denver Area*, 116 S. Ct. at 2394; *Lamont v. Postmaster General*, [381 U.S. 301](#), 307, 85 S. Ct. 1493, 14 L. Ed. 2d 398 (1965) (striking requirement that recipients of Communist literature notify the Post Office in advance that they wish to receive those materials). The Altman Resolution, therefore, places an unconstitutional burden on Plaintiffs' right to receive information under the First Amendment"

This freedom is also guaranteed by the Missouri Constitution Bill of Rights Section 8. "Freedom of speech—evidence of truth in defamation actions—province of jury.—That no law shall be passed impairing the freedom of speech, no matter by what means communicated: that every person shall be free to say, write or publish, or otherwise communicate whatever he will on any subject, being responsible for all abuses of that liberty; and that in all suits and prosecutions for libel or slander the truth thereof may be given in evidence; and in suits and prosecutions for libel the jury, under the direction of the court, shall determine the law and the facts."

SCIENCE

Materials treating information of a scientific nature must be up-to-date, accurate, well-illustrated, and authoritative. Balance of the collection must be achieved between pure and applied science and the representation of specific theories and general treatises in accordance to the needs of all patrons.

REVALUATION OF MATERIALS – WEEDING

Obsolete items, such as outmoded, worn-out, or damaged materials, superseded editions, and superfluous duplicates, will be withdrawn from the collection and disposed of on a continuing basis.

REQUEST FOR RECONSIDERATION OF MATERIALS

Freedom to read and freedom of the press are inseparable parts of the total concept of freedom upon which our society is based. In a free society, differences of opinion may develop relative to the appropriateness of books and other materials selected for use in the library. It is the duty of the Board and staff to consider objectively any questions in this regard. It is also the duty of the Board and staff to guard against pressures by individuals and groups who wish to use the library as an instrument of biased views through exclusion or removal of materials with which they do not agree or through inclusion of a disproportionate quantity of materials that support such views.

In a democracy, opinions differ, and occasionally there may be criticism of the most carefully selected material. To properly consider and reply to any protest regarding recommended or adopted material, criticism of such materials should be directed in writing to the Director. The Director will then submit this formal written and signed complaint to the Board, who will decide how to treat any given item which may be criticized or protested. (A form is provided for this purpose.) Incomplete forms will not be accepted.

Once the board has decided on the status of any challenged materials, those materials cannot be challenged again for a period of three (3) years from the date the board rendered their decision on these materials.

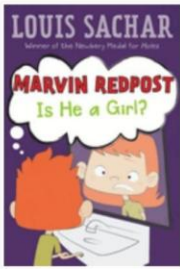
The results of any such dispute or challenges shall become a public record exempt from the library privacy policy and shall be disclosed to the public and published on the library's website as required by 15 CSR 30-200.015.

CHALLENGED BOOK POLICY

Proposal for Purchase of Library Materials

1. Assure and implement compliance with CSR-30-200.015
2. Review current policies and procedures for purchasing library materials and make appropriate changes based on public input and state requirements. (Camden County Library District Policy Manual Section 2. Operating Policies Subsection 19. Selection Policy)
3. Review and purchase of materials will be performed by library staff and the Director.
4. We propose to take the following steps for shelving and giving access to materials that have been challenged:
 - a. In the CCLD Missouri Evergreen card catalog record, the following tag will be added to the challenged item's record: "Challenged Sensitive Topic". This will let patrons know that this might be an item they don't want their children to check out. An example of what it will look like is included below:

Showing Item 1 of 7



Is he a girl?
Sachar, Louis 1954- (Author), Sullivan, Barbara, 1957- (illustrator).

Summary: After Casey Happleton tells him that if he kisses his elbow he will turn into a girl, nine-year-old Marvin experiments and finds himself very confused about his identity.

[More Details](#)

Available copies

- 18 of 19 copies available at Missouri Evergreen. (Show)
- 1 of 2 copies available at Camden County Library.

Holds

- 0 current holds with 19 total copies.

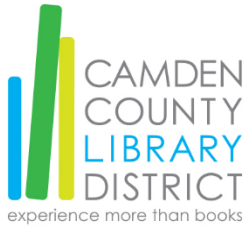
[Book](#)

[Show Only Available Copies](#)

Location	Call Number / Copy Notes	Barcode	Shelving Location	Status	Due Date
Camden County Library District - Camdenton	J FIC SACHAR (Text)	31320002548837	Juvenile Fiction	Available	-
Camden County Library District - Osage Beach	FIC SACHAR (Text) Digital Bookplate: Challenged sensitive topic	31320002548795	Adult Fiction	Canceled Transit	-

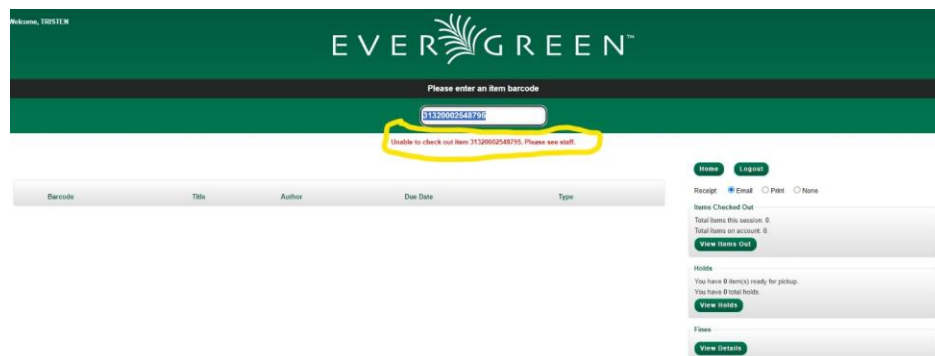
- b. Any materials that have been challenged will be shelved in the adult shelves. The spine labels will be changed to reflect the new shelving location.
- c. Before being shelved on the adult shelves, a content warning label will be placed on the front cover letting patrons know that this material may be offensive to some or unsuitable for those under the age of 18. Along with a disclaimer that it is available for checkout to adults 18+.

AVAILABLE FOR CHECK OUT TO ADULTS 18+



This material may contain topics that some might find offensive or unsuitable for those under the age of 18.

- d. If a minor picks up one of these books off the shelf and tries to check them out, a warning will pop up on the screen alerting staff that this item is only available for check out by an adult 18+.
- e. We have discovered that our Evergreen Card Catalog allows us to use their version of self-checkout software. With this software, we are able to keep minors from checking out books that have been designated as unsuitable for anyone under the age of 18+. When a minor tries to check out one of these items they will get a warning message letting them know that they are not able to check that item out and that they will need to see a staff member.



Approved September 8, 2021.
 Revised May 12, 2023.
 Revised March 15, 2024.
 Revised April 12, 2024.
 Revised July 12, 2024
 Revised September 29, 2025