



A.K. Smiley Library Circulating and Reference Collection Development Policy

Mission and Values of the A.K. Smiley Library

Established in 1894, A.K. Smiley Public Library (AKSPL) has served generations of patrons in the City of Redlands and beyond. The only “admission fee” is curiosity. Lifelong learning is at the center of activity in the beautiful, historic building and attractive grounds.

AKSPL honors its commitment to lifelong learning for all members of our diverse community by actively endorsing the tenets documented in the Library Bill of Rights (link below) and the Freedom to Read Statement (link below) of the American Library Association. Materials are selected with the intention of presenting a diversity of viewpoints, thus meeting the needs of all segments of the community and empowering patrons to make the informed choices necessary in a democracy.

AKSPL strives to strike a balance between bestsellers, educational items, and lesser-known works that have received critical acclaim. To this end, we make use of popular review sources such as *Booklist*, *Kirkus*, and *Publisher’s Weekly*, as well as alternative review sources and small presses. We are not accepting any self-published work at this time.

Responsibility for Selection

Responsibility for circulating and reference collection development ultimately falls to the Library Director and is delegated to the Principal Librarian and Youth Services Librarians, as well as our team of Library Specialists. Criteria for selection include:

- Contribution to the diversity of the collection
- Contemporary significance
- Relevance to the needs and interests of the community
- Popular appeal
- Quality of production
- Receipt or nomination for awards
- Literary merit
- Reputation or significance of the creators
- Enduring value
- Representation of the history of Redlands and the surrounding area
- Published positive reviews
- Accuracy, authoritativeness, and timeliness
- Social significance
- Scarcity of material on the subject both at the library and elsewhere

Donated Items

The Principal Librarian, Youth Services Librarians, and Library Specialists review all donated materials for potential addition to the Library’s circulating and reference collections. Donated items are held to the same criteria that determine the purchase of new items. Donated materials that do not meet the above criteria are placed for sale at the Friends of the Library Bookstore, thus financially benefitting the library.

We especially appreciate donations of materials like photographs, films, maps, books, letters, diaries, and artifacts appropriate for our Special Collections division. These include materials related to

- Redlands, the San Bernardino Valley, and Southern California
- Abraham Lincoln, the Civil War, and Institutionalized Enslavement in the US
- Native Peoples of North America
- Particularly rare and unique items

Suggestions for Purchase

We welcome and encourage suggestions for purchase from our patrons and attempt to purchase as many requested titles as possible in order to meet community needs and interests. While we take every request for purchase seriously, we regret that we cannot purchase every requested item. The same criteria that determine the purchase of new items applies to requested items. AKSPL employees consult a wide variety of review sources in determining which requests to purchase.

To make a suggestion, you may speak to AKSPL staff at our public desks or email reference@akspl.org.

De-selection (“Weeding”)

AKSPL’s collection is reviewed and revised on an ongoing basis in order to remain dynamic and meet contemporary needs. Whenever possible, we will update weeded items with newer editions or more recently-published items with similar themes.

Items weeded from the collection are sold at the Friends of the Library Bookstore unless they are in such poor condition that they must be recycled or discarded.

Statement on Intellectual Freedom

AKSPL supports intellectual freedom and the belief that public libraries are responsible for creating comprehensive collections by purchasing materials that reflect a wide range of opinions, viewpoints, and interests. Therefore, AKSPL patrons may occasionally find materials that they find offensive on the shelves. The Library Bill of Rights (link below) states that library materials should not be withheld from collections due to disapproval, and that free expression of a variety of ideas should be represented. AKSPL strives to create balance in its collection in order to support intellectual freedom and to facilitate the free exchange of ideas, a central theme in democracy.

AKSPL strives to achieve inclusiveness in all areas of its collection. Therefore, materials can reasonably be expected to reflect a wide range of political, religious, and social stances. This allows AKSPL to serve all segments of its community equally. AKSPL selectors do not necessarily endorse the ideas in every item in the collection, nor is it expected that library patrons will endorse or agree with every idea contained in every item. AKSPL strives for balance and diversity above all. Patrons have the ability to complete a Request for Reconsideration Form, which will be considered by the Library Director and Board of Trustees.

Links

American Library Association Library Bill of Rights: <http://www.ala.org/advocacy/intfreedom/librarybill/>

American Library Association Freedom to Read Statement:

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

American Library Association Freedom to View Statement:

<http://www.ala.org/advocacy/intfreedom/freedomviewstatement>

American Library Association Library Bill of Rights: <http://www.ala.org/advocacy/intfreedom/librarybill/>

American Library Association Labeling and Rating of Library Materials:

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/labelingrating>

American Library Association Access to Digital Information, Services, and Networks:

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/accessdigital>

American Library Association Free Access to Libraries for Minors:

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/minors>

A.K. Smiley Public Library
Request for Reconsideration Form

AKSPL supports intellectual freedom and strives to provide an inclusive, diverse collection representing a wide range of opinions, viewpoints, and beliefs. It is the expectation of AKSPL that any complaints and challenges refer directly to the collection development policy, the Library Bill of Rights, and either the American Library Association's [Freedom to Read Statement](#) or [Freedom to View Statement](#). AKSPL recommends that these be read thoroughly before this form is filled out, as complaints and challenges will be addressed in light of the tenets presented in these documents. Please note that this form may become part of the public record.

Please note that anonymously submitted Request for Reconsideration Forms, phone calls, letters, or emails will not generate a response from AKSPL.

Your name _____

Address _____ City _____ State ____ Zip Code _____

Phone _____

Email _____

I am filling this form out as _____ an individual; or _____ as part of an organized group

Name of group, if applicable _____

Contact information of group, if applicable _____

Type of material in question:

Book _____ Movie _____ Magazine _____ Newspaper _____ Library event _____ Music CD _____

Downloadable eBook _____ Downloadable audiobook _____ Downloadable music _____

Other (please specify) _____

In which area is the item or program located?

Adult _____ Teen _____ Children's _____

Name of material _____

Author, editor, or producer _____

Have you examined this item or event in its entirety? Yes _____ No _____

What are your concerns about this item or event?

In what way(s) do you feel this item or event violates AKSPL's collection development policy?

In what way(s) do you feel this item or event violates either the American Library Association's [Freedom to Read Statement](#) or the [Freedom to View Statement](#)?

Can you recommend any items or events that would provide a counterbalance to your objections to this item or event?

Please understand that all Request for Reconsideration Forms will be handled with the utmost respect and courtesy. You will be contacted by a library official within one week of submitting this form to discuss your concerns in greater detail.

Sincerely,
A.K. Smiley Public Library Administration
A.K Smiley Public Library Board of Trustees