

# Naples Library Collections Policy

## 1. Purpose of Library Collections

The Naples Public Library (“the Library”) develops collections to promote literacy, support education, encourage lifelong learning, and to meet the diverse cultural, informational, and recreational interests of the community.

The Library purchases both popular items and materials that meet specific community needs, such as materials in foreign languages and large print, adult education, workforce training, and local history. The Library develops collections for all members of the community, including children, teens, and adults. Most materials for all age groups may be checked out but some collections, such as local history and reference, are only available for use in the Library.

Careful consideration is given by the Library Director/Manager when selecting each new item. Factors considered include: expected frequency of use; popularity of the author; professional and reader reviews; currency of information; price; and an item’s availability at other libraries in the Pioneer Library System. Special consideration is given to those books which deal with topics about which very little else is available.

A wide variety of materials and formats is considered for the collection, such as hardcover and paperback editions of books, periodicals, audio and video recordings, video games, and electronic devices.

## 2. Collections for Children

The Library’s children’s collections include materials designed to serve the needs, educational benefits, and interests of all children from infancy through age twelve, as well as parents and caregivers. Quality, accuracy, relevance, appropriateness for the intended audience, good design and format, and illustration are important criteria in the evaluation of children’s materials.

## 3. Collections for Teens

Collections for teens and young adults seek to provide a wide range of materials to meet and stimulate the interest of teenagers in reading and in the world around them. Collections for teens are separately identified to provide a transition between the collections for children and adults.

## 4. Additions to the Library’s Collections:

All materials donated to the Library for the purpose of adding to the Library’s Collection should be accompanied by the Library’s [Deed of Gift](#) form, becoming subject to the Library’s selection and [retention](#) policies. Items without Deed of Gift documentation waive the rights of previous ownership and are subject to the Library’s policies.

## **5. Suggestions for Additions to the Collection**

To assure the acquisition of resources desired by library users, customer suggestions are always considered for their addition to the collection.

## **6. Collection Maintenance, Replacement, and Weeding**

Library Director/Manager regularly reviews items in the collection to ensure that they continue to meet customers' needs. Materials that are worn, obsolete, unused, old editions, or unnecessarily duplicated are removed. It is the responsibility of the Director/Manager to assess the need for replacing materials that are damaged, destroyed, or lost. Items are not automatically replaced. Decisions are based on need, demand, and budget.

## **7. Freedom to Read, See, and Hear**

The Naples Public Library believes it is essential in a free society that all citizens have access to library materials and that no restrictions are placed on what anyone may read, see, or hear in a public library's collections.

The Library agrees with the principles articulated in the American Library Association's [Freedom to View](#); [Library Bill of Rights](#); [Free Access to Library Materials for Minors](#); [Freedom to Read](#); and [Statement on Labeling](#).

Well-intentioned persons or groups occasionally question the "appropriateness" of specific items in library collections, or the effects some materials may have on impressionable persons. Suggestions are sometimes made regarding the restriction, removal, or labeling of certain library materials. The Library understands and appreciates these suggestions and concerns but believes the risk of not providing free access to information and ideas is greater than the risk of providing it. The Library, therefore, enunciates the following principles:

### **7.1 Controversial Materials**

In an effort to provide our patrons with diverse sources of information and the widest possible range of ideas and viewpoints, we acquire materials that may be controversial because of profanity, social, economic, or political ideas, religious viewpoints, the background of the author, the kinds of information provided, or other reasons. Acquisition or use of any item does not imply approval or endorsement of the contents.

### **7.2 Ages**

Anyone, of any age, who is eligible for a library card may have the use of any item in the Library, and is not to have that privilege limited by any staff member. If parents wish to limit their children's access to certain materials, that is their responsibility and not the Library's.

### **7.3 Labeling**

It is sometimes suggested that a label be affixed to library materials indicating a political or social point of view or indicating that such an item is questionable or controversial. Such labeling suggests that people are incapable of making up their own minds about controversial subjects. The Library does not subscribe to this practice.

### **7.4 Review of Library Selections**

The Library is willing to review its selection of items in its collections on a case by case basis. Individuals who question the “appropriateness” of specific items may initiate such a review by submitting their concerns to the Director in writing using the [Naples Library Request for Reconsideration Form](#), available upon request. The review process will follow the Reconsideration of Library Materials policy.

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