

CLAY COUNTY PUBLIC LIBRARY SYSTEM COLLECTION DEVELOPMENT POLICY

ADOPTED BY THE CLAY COUNTY BOARD OF COUNTY COMMISSIONERS:
November 1994

REVISED POLICY APPROVED BY THE CLAY COUNTY BOARD OF COUNTY COMMISSIONERS:
August 10, 2021

CLAY COUNTY PUBLIC LIBRARY SYSTEM COLLECTION DEVELOPMENT POLICY

I. PURPOSE

The Clay County Public Library System (“Library”) is a mid-sized library system comprised of five library branch locations with total collection averaging 300,000 materials in a variety of formats. The purpose of the Library’s Collection Development Policy is to identify the underlying principles which direct the development and management of the Library’s collection. The Library’s Collection Development Policy is designed to support the Library’s Mission Statement and serve as a guide for the selection, acquisition, maintenance, and retention of materials by:

- acting as a blueprint for the Library’s collection, guiding Library staff in making decisions regarding the selection, management, and preservation of the collection based on the roles, responsibilities, and criteria set forth herein;
- establishing roles, responsibilities, and priorities to assist Library staff in developing budgets, allocating resources, and anticipating the needs of its community; informing the public of the principles guiding the Library’s collection development, including the criteria considered in materials selection;
- expressing the Library’s commitment to intellectual freedom and to providing information expressing a variety of viewpoints; and
- establishing a process to address Library patrons’ concerns or requests.

II. MISSION STATEMENT

The Library is dedicated to providing informative materials and experiences to all citizens of the County. In the virtual and physical libraries, the Library’s role will be to provide value added products and services which direct patrons to excellent sources of information. In addition to print resources, patrons will be given the opportunity to engage in innovative technologies to both expand their knowledge and increase their skills. Patrons will have convenient access to cutting edge electronic sources of information through proven existing technologies and telecommunications. Patrons will have resources available to them that will challenge, educate, inform, innovate, entertain, and inspire them. Knowledgeable, trained, professional staff will assist patrons in making the best use of all resources available to them. Library staff will be supported in turn by up-to-date technology to ensure efficient, cost-effective service. Library staff

will work hand in hand with emerging technologies to prepare the citizens of the County for school, college, joining the workforce, re-entering the workforce, or volunteering in our community.

III. MATERIALS SELECTION AND INTELLECTUAL FREEDOM

The Library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The Library adheres to the principles of the American Library Association's Library Bill of Rights, Freedom to View Statement, Freedom to Read Statement, and Position Statement on Labeling Practices in support of acquiring and managing the collection.

Intellectual freedom is the right of library users/patrons to read, seek information, and speak

freely as guaranteed by the First Amendment. Intellectual freedom is one of the core Intellectual freedom is the right of library users/patrons to read, seek information, and speak values of the library profession; it promotes access to information and guides the defense freely as guaranteed by the First Amendment. Intellectual freedom is one of the core values of

against censorship. Selection of materials is a subjective process that involves general the library profession; it promotes access to information and guides the defense against knowledge of the subject and its literary merit; familiarity with the materials in the collection censorship. and needs of the community; publication reviews; publishers advertising; and awareness

Selection of materials is a subjective process that involves general knowledge of the subject and of the bibliographies on the subject. Along with a critical examination of the current its literary merit; familiarity with the materials in the collection and needs of the community; production, continual consideration is given to reviews, authoritative discussions of publication reviews; publishers advertising; and awareness of the bibliographies on the subject. the literature of the subject, pertinent bibliographical publications, publishers advertising, Along with a critical examination of the current production, continual consideration is given to staff recommendations, and requests of Library patrons. Reviews, authoritative discussions of the literature of the subject, pertinent bibliographical publications, publishers advertising, staff recommendations, and requests of Library patrons.

The Library does not promulgate particular beliefs or views, nor is the selection of any given book the equivalent to endorsement of the viewpoint of the author. The Library recognizes that many books and materials are controversial and that any given material may offend some Library patrons. Selections are not made on the basis of any anticipated approval or disapproval by Library patrons, but rather on the merits of the work in building a balanced collection and serving the interests or needs of Library patrons to serve the whole community. The Library's selection process cannot be inhibited by the fact that children and young adults have access to the entire collection in public access areas for in-Library use. Parents or guardians who wish to limit or restrict the reading of their children should personally oversee their selections.

IV. RESPONSIBILITY FOR MATERIALS SELECTION

Final responsibility for materials selection lies with the Library Director of Library Services. The Director of Library Services delegates to Library staff authority to interpret and guide the application of the Collection Development Policy in making day-to day selections.

Library staff contributes to the development of patron-oriented materials for a collection area by:

- engaging in open, continuous two-way communication with Library patrons and recognizing that individuals have different ways of expressing their needs based on age, language, economic status, culture, or other characteristics;
- interacting with Library patrons with understanding, respect, and responsiveness;
- handling all requests equitably;
- working with one another to understand and respond to community needs;
- understanding and responding to rapidly changing demographics, as well as societal and technological changes;
- recognizing that materials of varying complexities and formats are necessary to satisfy diverse needs of Library patrons;
- balancing individual needs and broader community needs in determining the best allocation of collection budget for acquiring or providing access to materials and information;
- seeking continuous improvement through ongoing measurement; and
- reviewing the collection on a regular basis to identify areas of community interest that may need to be strengthened.

V. CRITERIA FOR MATERIALS SELECTION

Public libraries are diverse and represent a broad demographic. With a patron base that can include infants to the elderly, selection criteria should take into account the various interests and needs of the patrons a public library serves. The Library provides materials for its collection in a wide variety of formats, including, but not limited to, print, audio-visual, and electronic. In selecting materials, Library staff should include materials that represent a broad range of human experience and reflect ethnic, religious, racial, educational, and economic diversity not only of the region it serves but also the larger global perspective. The Library collection will provide a broad range of opinion on current issues.

The collection contains popular works, classic works that have withstood the test of time, and other materials of general interest. Works are not excluded or included in the collection based solely on subject matter or on political, religious, or ideological grounds. In building a collection, Library staff is guided by the principle of selection, rather than censorship. Furthermore, the selection of a material for the Library's collection should not be interpreted as an endorsement of a particular viewpoint.

All materials, whether purchased or donated, are subject to the criteria listed below (a material need not meet all of these criteria to be acceptable):

General Criteria:

- Present and potential relevance to community needs
- Suitability of physical form for Library use
- Suitability of subject and style for intended audience
- Cost
- Importance as a document of the times
- Relation to the existing collection and to other materials on the subject
- Attention by critics and reviewers
- Potential user appeal
- Requests by Library patrons

Content Criteria: ○ Authority ○ Comprehensiveness and depth of treatment ○ Skill, competence, and purpose of the author

- Reputation and significance of the author
- Objectivity
- Consideration of the work as a whole
- Clarity
- Currency of information
- Technical quality
- Representation of diverse points of view
- Representation of important movements, genres, or trends
- Vitality and originality
- Artistic presentation and/or experimentation
- Sustained interest
- Relevance and use of the information
- Effective characterization
- Authenticity of history or social setting

Special Considerations for Electronic Information Sources:

- Ease of use of the product
- Availability of the information to multiple simultaneous users
- Equipment needed to provide access to the information
- Technical support and training
- Availability of the physical space needed to house and store the information or equipment
- Available in full text

VI. INTERLIBRARY LOAN

The Library does participate in interlibrary loan with libraries across the United States. Interlibrary loan, however, is designed to extend the limits of the collection on a temporary basis. Borrowing materials from other libraries is not a good substitute for adequate collection development.

VII. DUPLICATION

Due to shortage of space and limited funding, the Library does not collect duplicates of materials unless the work is in high demand by Library patrons and extensive use of the materials is anticipated. The number of duplicates purchased will be based upon the Library's current fiscal year conditions and budget and patron demand.

VIII. REPLACEMENT

The Library may not replace every material that is missing from the collection due to loss, damage, wear, tear, etc. Replacement of materials will be based on new information currently available on the subject, history of Library circulation, number of pertinent titles already in the collection, and budget constraints. The Library reserves the right not to replace its print materials.

IX. GIFTS TO THE LIBRARY

The Library appreciates donations of library materials that are in good condition. Donated materials are given equal consideration as purchased materials and are evaluated on the same criteria. Donated materials cannot be returned to the owner, shall become the property of the Library, and may be disposed of at the Library's discretion if not added to the collection.

The Library does not accept the following as donations:

- Textbooks

- Encyclopedia sets
- VHS/audiocassette tapes
- Materials in poor condition (ex. odor, infestation, mold, water damage, books missing covers or pages, etc.)

The Library cannot assign a dollar value to donated materials. [A Donated Materials Acknowledgement](#) form can be given upon request of the Library patron.

Monetary gifts for the purchase of Library materials are also greatly appreciated. Materials purchased with these funds must meet the Library's Collection Development Policy.

The Library does not collect rare and antique materials and cannot accept such materials as gifts as the proper facilities are not available for maintaining such materials as part of its collection.

No special shelves or sections of the Library will be set aside for donations. However, bookplates may be affixed to materials that are considered tributes or memorial gifts at the request of the Library patron and upon the Library's approval.

X. WEEDING OF MATERIALS

Weeding or deselection is the removal of materials that are no longer useful, are outdated, are irrelevant or are rarely used. This process improves the quality of the collection, makes room for new material, and makes it easier for patrons to find the resources they need.

XI. RECONSIDERATION OF MATERIALS

Whether evaluating an informal complaint or a formal request for reconsideration of a Library material, the following general agreed-upon principles are to be utilized:

- Libraries have diverse materials reflecting differing points of view, and a library's mission is to provide access to information to all users.
- All library users/patrons have a First Amendment right to read, view, and listen to library materials.
- The American Library Association's Library Bill of Rights, Freedom to View Statement, Freedom to Read Statement, and Position Statement on Labeling Practices can be used as guiding documents.
- Any person has the right to express concerns about library resources and expect to have the objection taken seriously.
- When library materials are questioned, the principles of the freedom to read, listen, and view are defended rather than specific materials.
- A questioned material will be considered in its entirety, not judged solely on portions taken out of context.
- Parents or guardians have the right to guide the reading, viewing, and listening of their children but must give the same right to other parents and guardians.
- Questioned materials will remain in circulation during the reconsideration process.
- The evaluation process should be completed in its entirety and not subverted or ended prematurely.

XII. REQUEST FOR RECONSIDERATION OF MATERIALS

In its selection of materials, the Library subscribes fully to the American Library Association's Library Bill of Rights, Freedom to View Statement, Freedom to Read Statement, and Position Statement on Labeling Practices.

All requests for reconsideration of materials (formal or informal and addition or removal) will be addressed as follows:

- The Library patron requesting such action will be given a Patron Request for Reconsideration of Library Materials form to complete. The form must be returned to Library staff with the material that is in question.
- The completed form and material in question will be given to the Library Branch Manager within one business day (24 hours) of receipt.
- The Library Branch Manager will endeavor to collect published reviews of the material in question. The completed form, the material, and the gathered review sources will be presented to the Reconsideration Committee, which is comprised of the following Library staff:
 - Director of Library Services, ○ Assistant Director(s) of Library Services,
 - Library Branch Manager from the Library branch where the form was received, and
 - Other Library staff as may be appointed by the Director of Library Services to serve on the Reconsideration Committee.
- A determination will be made by the Reconsideration Committee within four weeks of receipt of the completed form, followed by a written statement of the Reconsideration Committee of the decision which will be kept on file at the Library.
- A written response to the Library patron's request will be prepared and provided by the Director of Library Services within one week of the Reconsideration Committee's determination.
- If the Library patron is not satisfied with the determination of the Reconsideration Committee, a written appeal may be submitted to the Director of Library Services within fifteen business days of receipt of the written response from the Director of Library Services. The Director of Library Services shall immediately notify and deliver the written appeal to the Clay County Manager.
- The Clay County Manager shall promptly appoint himself or shall select three individuals to serve as an independent review committee to review the written appeal. The Clay County Manager or the independent review committee will review the completed Patron Request for Reconsideration of Library Materials form, the material, the gathered review sources, the written decision of the Reconsideration Committee, and the written appeal. A written decision to the Library patron's written appeal will be made by the Clay County Manager or the independent review committee within four weeks of receipt of the written appeal by the Clay County Manager and will be provided by the Clay County Manager or the independent review committee to the Library patron. The determination of the Clay County Manager or the independent review committee selected by the Clay County Manager is final.
- The Clay County Board of County Commissioners has the right to serve as a final appeals body at its discretion.

XIII. COLLECTION AREAS DEFINED BY CLASSIFICATION SYSTEM AND FORMAT

000 Generalities

The 000s contain books about general knowledge. This broad collection area encompasses varied subjects including library and information science, encyclopedic works, news media, journalism and publishing.

Computer user guides comprise the bulk of this area. Well-known social network platforms, popular mobile computing applications, and office productivity suites for individuals and small businesses are represented in the collection area.

100 Philosophy and Psychology

The philosophy and psychology collection area include works by and about major philosophers and philosophies, both Western and Eastern, ancient and modern. Subjects in this area include metaphysics, ethics, logic, the paranormal, and psychology. Other subject concentrations include spiritualism, works on witchcraft and magic, and works on parapsychology. The most heavily used portion of this area (150-158) contains classic and popular self-help books.

200 Religion

The religion collection area contains materials of interest to the general public. It includes such topics as theology, biblical studies, church history, moral and devotional literature, and titles on comparative religions. At present, the collection area is strongly Jewish and Christian in content, but every effort is being made to expand the coverage of other religions. Concentration is on popularly written layperson-accessible titles of potential interest to practitioners of both Christian but every effort is being made to expand the coverage of other religions. Concentration is on and non-Christian faiths and to other interested parties. Books on the topic of atheism popularly written layperson-accessible titles of potential interest to practitioners of both and agnosticism are also included. Christian and non-Christian faiths and to other interested parties. Books on the topic of atheism and agnosticism are also included.

300 Social Sciences

The social sciences collection area covers a vast array of topics dealing with society and its issues, including, adolescence, retirement, motherhood, step parenting, sex roles, relationships, characteristics of society, relationship with the environment, and ethnic groups. A diverse service population influences the selection of materials.

400 Languages

The languages/linguistics collection area consists of standard works for the non-specialist on subjects such as the origin, use and acquisition of language, and comparisons of languages. Emphasis is on the English language, its history, structure, and meaning. There is also an emphasis on literacy, sign languages, and materials on English as a Second Language (ESL). Dictionaries for major European and Asian languages are represented.

500 Pure Sciences

The primary mission of the science and math collection area is to meet the needs of students (junior high through beginning college level) and those who are interested in developing their scientific and mathematical knowledge. This area also consists of books on science fair projects and experiments in major subcategories of science such as Physics, Chemistry, Biology and Earth Sciences.

600 Applied Sciences

The applied science and technology collection area serves an extremely wide range of needs: medical information from personal health to disease coping and recovery; all aspects of home economics, including cookbooks, gardening, pets, home and appliance repair; electronics and engineering, including automobile maintenance and repair; business books, ranging from starting and running a home business through improving one's management style and moving up the corporate ladder; and books on manufacturing and the building trades.

700 Arts and Recreation

The arts and recreation collection area encompass a wide range of subject matter including the fine arts, handicrafts, drawing and painting, music, and materials on sports and recreation. Collected materials in the 700's are primarily written at a popular level with some scholarly material included as well.

800 Literature

Material in the 800 literature collection area is intended to aid the writer, or aspiring writer, of fiction and nonfiction for adults, children, or more specific audiences. It includes advice on writing techniques and finding a publisher for novels, short stories, poetry, and genre fiction, among others. Writing term/research papers, articles for periodicals, letters, and technical reports are some of the popular subjects selected for this area. Also included are style manuals and handbooks on English composition and books on preparing and delivering speeches and toasts. Required reading in local high school centers on major European and American authors and this collection area reflects this emphasis.

900 Geography and History

The history and travel collection area consist of popular works intended for a general audience and supplemental materials to support student use, covering primarily the United States and Western European history and other parts of the world as warranted by demand and resources. There is considerable interest and demand for national and international travel materials.

Audio Books

The spoken audio collection area consists of fiction and nonfiction materials in CD format. The fiction collection area includes contemporary and classic fiction. The nonfiction collection area covers a wide range of subjects including self-help, foreign language, literature, history, and biography. Changing technology is always a factor to be considered in the long-range development of this area.

Board Books

Board books are designed for use by babies and toddlers who are just learning how to handle books. They are ideal for parents seeking to introduce books to very young children through one-on-one sharing.

Biography

The biography collection area consists of non-fiction materials about people from all walks of life and from the earliest times to the present. Autobiographies, memoirs, and letters are included in this area. Biographies of several unrelated persons in a single volume are placed in the 920s.

Bilingual

Although this sub-collection area represents many languages, it consists predominantly of Spanish/English language titles for children, which are most often requested and most frequently reviewed.

Children

The purpose of the children's collection area is to foster the desire to read and discover the enjoyment of reading. This will be done by providing a variety of formats including print, nonprint and electronic. The objective of material selection will be to provide a collection area that helps satisfy the informational, recreational, educational, and cultural needs and interests of children from birth to age eleven. This area includes a Readers section that includes materials to promote literacy skill development in children who are in the early stages of learning to read. Easy readers use large print, controlled vocabularies, simple sentences, plentiful illustrations, and a limited number of words per page to encourage children to develop confidence in their reading abilities. Titles in this collection area are classified as beginning, intermediate, or advanced depending upon the reading levels assigned by the publishers. In addition to the general criteria listed above, suitability of content, vocabulary, and style of presentation for the intended audience are also considered. The Library will serve in an educational adjunct support role to the schools and family, recognizing the school media center as a primary source for textbooks and school related assignments.

Databases

Online databases extend the Library's collection outside Library walls by providing instant, round the-clock access to information in electronic format. Many of the databases contain specialized information beyond the scope of the Library's print collection and others have information that do not exist in print format. Some databases which duplicate print sources are carefully evaluated for retention with consideration to cost, frequency of use, and ease of access for Library patrons.

As new online resources are added, preference is given to those which can be added to all branches and be accessed by home users. Occasional exceptions may be made in cases where vendors do not offer desired products for remote access or the cost of remote access and/or access in all branches is prohibitive. Databases are evaluated according to the criteria for other reference works, and in addition, for broad appeal to the entire community, ease of use, and technical issues such as compatibility with the existing system.

eBooks and eAudio

Books delivered in an electronic format include e-books and e-audiobooks. Library patrons gain access to these formats through a commercial vendor(s).

Fiction

Classics, best sellers, books by critically acclaimed authors, and genre fiction make up the fiction collection area. The purpose of the fiction collection area is to satisfy the demand from recreational readers for new and popular titles and to meet the needs of more serious readers for literary fiction. Current best sellers are bought in multiple copies to satisfy demand. Emphasis is on American and English authors. Classic and popular current authors from other countries are in English translation, but on a limited basis.

Graphic Novels

The graphic novel collection area consists of core and popular titles that serve the informational and recreational interests of children, teens, and adults. In the current evolution to a more visual world, graphic novels have gained worldwide literary acceptance and are defined as any self-contained story in a single binding that usually tells an extended story with text and sequential art. This collection area emphasizes superheroes, memoirs, and literary fiction.

The Library strives to choose graphic novels that serve a wide age range of audiences and that cover a wide range of interest and ideas. It is the responsibility of parents or legal guardians to determine which materials are appropriate for their children. Graphic novels with a rating of E (Everyone) or Y (Youth Ages 10+) or with children as the primary audience are placed in the children's collection area. Graphic novels with a rating of T (Teens Ages 13+) and OT (Older Teens 16+) or with an emphasis on manga are placed in the young adult collection area. Graphic novels with a rating of M (Mature) or with adults as the primary audience are placed in the graphic novels collection area.

Juvenile Fiction

The juvenile fiction collection area is characterized by a variety of subjects for older children. Subjects include, but are not limited to, mystery, adventure, humor, stories of adolescence, courage, etc. Materials that have received awards will receive special preference.

Large Print

The large print collection area is made up of primarily fiction and mystery books. The Library also maintains a small non-fiction large print collection area.

Mystery

The mystery collection area includes a wide range of detective and mystery writers, with a heavy emphasis on the American and British mystery. Romantic suspense authors are generally classified in fiction unless their work has more of a mystery theme than a romance theme. Series are continued whenever possible.

Newspapers

The newspaper collection area is limited to significant local papers from Florida and representative newspapers of a national scope as budget permits.

Periodicals

Periodicals are purchased primarily for browsing purposes and to support educational objectives related to the Library's Mission Statement. Only those subscriptions in high demand and deemed to have long lasting use will be purchased in permanent format. Purchasing scholarly, academic journals, or journals that cover a narrow scope will not be included. to have long lasting use will be purchased in permanent format. Purchasing scholarly, academic Staff development materials may be acquired for Library staff. Journals, or journals that cover a narrow scope will not be included. Staff development materials may be acquired for Library staff.

Reference

Materials in the reference collection area are selected, organized, and preserved to support the Library's role as an information center for residents of Clay County. The purpose of the reference collection area is to provide current, reliable information on a variety of subjects that are easily accessible to the community. Reference sources are characterized by their ability to summarize, condense, and give a comprehensive overview of a topic via different sources and formats. The sources available include but are not limited to, bibliographies, directories, encyclopedias, dictionaries, yearbooks, atlases, newspapers, and almanacs. This collection area is available in a variety of formats, including, print, Microfilm/Microfiche, and digital. They remain in the Library as non-circulating materials so they can be readily available to all Library patrons. This area also provides the local history of Clay County available in multiple formats and a generous genealogy collection area as well.

Science Fiction

Science fiction and fantasy, from classic to contemporary authors, comprise the science fiction collection area. Science fiction readers are fascinated by accounts of futuristic developments and the many possible variations of society. Fantasy is a mixture of romance, historical fiction, magic, and fairy tales set in another world or time.

Sound Recordings

This collection area includes CDs covering all varieties of music including popular (pop, R&B, rock and roll, country, jazz, world, new age, show tunes, and rap) and classical (instrumental, opera, contemporary classical, vocal and symphonic performances). The ultimate size of this collection area will be determined by long-range decisions affecting shelving and storage space. Changing technology is always a factor to be considered in the long-range development of this area.

Self-published Materials

Materials that are self-published (e.g. via print-on-demand, vanity or subsidized presses) are not added to the Library collection unless there is a compelling reason to do so such as valuable local content, author is a local resident, or high local interest.

Exceptions can be made for self-published materials if 1) the material is of local interest, 2) no other materials are available on the subject and/or 3) the material meets the selection criteria. *Donations of self-published works authored by Clay County residents will be accepted. Materials added to the Library collection are retained or weeded according to the Collection Development Policy.*

Special Collection

The Library retains a general collection of genealogical materials at the Orange Park Library Branch and the Green Cove Springs Library Branch. The Green Cove Springs Library Branch also houses the Library's Florida Collection. This is a specialized collection of fiction and non-fiction works pertaining to the State of Florida. Many rare and out-of-print materials are included in this collection. Materials are added to this special collection when appropriate and if budget permits.

Video

The film collection area consists of informational and entertainment materials in DVD format. It features a selection of feature films, including old classics, foreign films, and current feature film titles. Many HBO, PBS, and BBC films and documentaries are purchased. Informational titles include such popular subjects as travel, sports, exercise, cooking, arts, home repair and documentaries. Changing technology is always a factor to be considered in the long-range development of this area.

The DVD collection area exists to serve the general informational, educational, and recreational needs of Library patrons. Appropriateness and expected long-term use and value to the collection are deciding factors in the selection of DVDs. Closed-captioned films are purchased whenever available to meet the Library's commitment to serve the hearing-impaired.

Young Adult

The purpose of the young adult collection area is to provide a vital, relevant, and inclusive collection of materials to meet the ever changing recreational and currently popular informational needs and interests of the young person from the ages of eleven and up. This will be done by providing a variety of formats including print, non-print and electronic. Because of the transitional nature of this area, there may occasionally be deliberate duplication of children's and adult titles. The principles for general selection criteria are shared in the selection of young adult materials. However, lack of literary style should not exclude books of high interest. Materials of a more academic/school-related nature are acquired for the young adult and placed in the general adult collection area. The Library will serve in an educational, adjunct support role to the schools, recognizing the school media center as the primary source for school related assignments.

PATRON REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

The Clay County Public Library System ("Library") welcomes the opinions of its patrons concerning the suitability of items in the collection of Library materials. Please provide the completed form to Library staff. The request will be reviewed by the Reconsideration Committee consisting of the Director of Library Services, the Assistant Director of Library Services, and the Library Branch Manager. The patron submitting this form will receive a written response to this request. The questioned/challenged material will not be removed during the reconsideration process.

Patron initiating Request

Date of Request: _____

Name of Patron: _____

Patron's Address: _____

Patron's Phone Number: _____

Patron's Email Address: _____

Do you represent:

_____ Yourself

_____ Organization (Name) _____

_____ Other Group (Name) _____

Questioned/Challenged Material

Library Branch where material is located: _____

Title of material: _____

Author/Producer: _____

Publisher: _____

ISBN / ISSN (if known): _____

Is this material a (*please check*) Book___ Periodical___ DVD___ Audio Book___ CD___
Music ___ eBook___ Other (specify) _____

Please answer the questions on the following pages and attach additional pages if needed:

PATRON REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

1. Did you read, view, listen or otherwise use the material in its entirety? _____ Yes _____ No
If not, please describe what parts/sections you evaluated?

2. Please state your comment, suggestion, criticism, or concerns of the material. Please be specific (book: cite page #s or audio disc #) (magazine/newspaper: page #s) (music: specific lyrics) (film/TV series: scene or action)

3. Do you know what professional critics and reviewers think of this material, including any published reviews? _____ Yes _____ No If yes, please identify source(s).

4. What do you feel might be the result, effect, or consequence of reading /listening to/viewing this material?

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

6. How were you made aware of this material?

7. What would you like the Library to do about this material?

PATRON REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

8. In place of the material to which you object, what materials would you recommend that you feel would convey a more valid picture of or perspective on the topic?

9. Additional comments:

The Clay County Public Library System appreciates your interest in the Library's collection. You will receive notification of the status of your request.

Signature of Patron Submitting Reconsideration Form

Date

Printed Name of Library Staff Receiving Reconsideration Form

Signature of Library Staff Receiving Reconsideration Form

Date

Distribution: Original to Director of Library Services, copy to Patron, copy to Library Branch Manager, copy to Assistant Director of Library Services

CLAY COUNTY PUBLIC LIBRARY SYSTEM DONATED MATERIALS ACKNOWLEDGEMENT

THANK YOU FOR YOUR DONATION! The Clay County Public Library System (“Library”) accepts gifts of library materials in good condition as determined by the Library. All donated materials accepted as gifts become the property of the Library and will be evaluated in accordance with the Library Collection Development Policy. The Library retains the right to keep or dispose of the donated materials.

Donor’s Name: _____

Address: _____

Phone: _____ Donor’s Signature: _____

CLASSIFICATION	QUANTITY	VALUE*
Hardback Books		
Paperback Books		
DVD/Blu-Rays		
Audiobooks		
Other (describe)		
Total Value		\$

* THE LIBRARY CANNOT ASSIGN A DOLLAR VALUE TO THE DONATED MATERIALS. IRS REGULATIONS PROVIDE THAT ASSIGNING A VALUE TO A DONATION IS THE EXCLUSIVE RIGHT OF THE DONOR. NO GOODS OR SERVICES WERE RECEIVED FOR THIS DONATION.

Donor should consult with a tax professional about the tax implications of the donation and any eligible tax deductions. Clay County is a political subdivision of the State of Florida. Thank you again for your donation.

_____ *Date*

_____ *Library Staff Signature*

_____ *Library Branch*

_____ *Library Staff Name Printed*