Caldwell County
NORTH CAROLINA
Public Library

**Collection Development Policy of the Caldwell County Public Library**

It is the policy of the Caldwell County Public Library to maintain an up-to-date collection of standard works in all fields of knowledge and a selection of items in current demand. Due to limited resources the library cannot purchase everything that might be desirable; however, the library strives to allocate resources in a way that meets current demand. Patrons are encouraged to use their access to NC Cardinal to look for available materials outside of Caldwell County.

The library purchases materials to meet the recreational, educational, and informational needs of the community in whatever format is convenient, whether in print or digital format. Efforts are made to provide materials and information presenting all points of view on current and historical issues. Reviews in professionally recognized periodicals, standard bibliographies, publisher catalogs, booklists by recognized authorities, and the advice of subject area experts will be used in selecting materials for purchase.

The Caldwell County Public Library seeks to serve all the citizens of Caldwell County and reflect its diverse interests through library materials. The library will not attempt to furnish course textbooks. While some materials related to academics are of use to the wider community, the provision of curriculum related materials is the major responsibility of the school and college libraries.

Requests from patrons for specific titles or in subject areas are welcome and will be considered for purchase, within the library's resources.

The library keeps its collection vital and useful by retaining or replacing essential material, and removing on a systematic and continuous basis those works which are worn, outdated, of little historical significance, or no longer in demand.

Ultimate responsibility for the selection of materials lies with the Library Director. In exercising this responsibility, the Library Director has been instructed by the Library Board and the Board of Commissioners to follow the policies and guidelines expressed in the Library Bill of Rights and the Freedom to Read Statement issued by the American Library Association.

All library staff are involved in the selection process, giving suggestions and pointing out weaknesses in the collection as they become aware of needs. Management staff handles the majority of materials selection for the Caldwell County Public Library system; however, this responsibility may be delegated to other staff as needed.

**Access**

The library recognizes that some materials are controversial and that any given item may offend some patrons. Processing and shelving of materials shall in no way reflect a value judgment of the materials in the library's collection. No item will be sequestered, except for the express purpose of protecting it from injury or theft. All materials will be shelved in their proper order on open shelves, freely and easily accessible to the public.

A person's right to use the library will not be denied or abridged because of origin, age, background, or views. The library assures free access to its holdings for all patrons who are free to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others.

Children are not limited to the juvenile collection, although juvenile collections are kept together to facilitate use. Responsibility for the reading of children must rest with the parent or guardian, not with the library. Selection of any materials will not be inhibited by the possibility that books may inadvertently come into the possession of children.

**Adult Materials:**
The fiction collection provides books for the wide range of interests of the general reading public, including classics in the field, titles representing periods of writing, and those meeting the popular demand for light reading. The primary goal of the library's nonfiction collection is to offer popular nonfiction materials that serve the needs of the general adult library user. No book will be eliminated because of coarse language, violence, or frank discussion of sexual episodes, any of which may be objectionable to some people. It is the library's responsibility to protect the rights of mature readers.

More specialized materials are purchased as the budget allows. To access materials outside our local collection, we participate in resource sharing through the Cardinal consortium. This service allows patrons to request and borrow items not currently available on our shelves.

**Branch materials:**
The entire library collection is available for use to patrons at all branches of the Caldwell County Public Library (Lenoir, Hudson, and Southern Branch).

**Non-book materials:**
Materials other than books may be purchased using the same selection process outlined above. Restrictions may be placed on the circulation of non-book items to accommodate demand and preserve the items.

**Films**:
The library maintains a circulating collection of popular films in DVD or Blu-ray format. The selection process for films is the same as that for print materials.

**Periodicals & Newspapers:**
The library endeavors to provide the most representative periodicals in a wide range of subjects of reference and recreational interest, as the budget allows. Due to limited space for storage, the library maintains limited back files for most periodicals.

**Children's and Young Adult Materials:**
Materials are selected on subjects of interest and within the comprehension of children and teens. Responsibility for the reading of children must rest solely with the parent or guardian, NOT with the library. Selection of any materials will not be inhibited by the possibility that books may inadvertently come into the possession of children. Children are not limited to the juvenile collection, nor are teens restricted to use of the young adult area.

**Gifts and Donations**

The library will encourage and accept gifts with the understanding that gifts of materials will be added to the collection only if they meet the same standards required of purchased materials. Gift materials not meeting those standards, those that are out of date, unneeded duplicates of items already owned, or those in a format unsuitable for library use, may be donated to the Friends of the Library or other organizations, sold, exchanged, or otherwise disposed of as the library desires.

Gift items will be added to the regular library collections in normal sequence, available to all library patrons, and otherwise handled as any other material belonging to the library.

Gift items may be marked with an appropriate bookplate upon request. A receipt for tax purposes may be given to the donor if requested at the time of donation, acknowledging receipt of the gift only.

Gift items deemed no longer of use to the library collection will be disposed of in the same manner as purchased material.

**Request for reconsideration of material**

When a patron objects to the presence or absence of any library material, the complaint will be referred to the Library Director or appropriate management staff who will discuss the matter with the complainant. If not satisfied, the complainant may fill out a "Cardholder Request for Reconsideration of Library Materials" form. The Library Director will examine the item in question if it is a request for withdrawal, check reviews (if available) and determine whether it conforms to the standards of the materials selection policy. If it is a request for addition of an item that has been rejected by the library, the Library Director will reconsider its addition. The Library Director will make a decision and will provide a written explanation of the decision to the complainant. If dissatisfied with the Director's decision, the complainant may appeal to the Library Board of Trustees and present a complaint at a regular meeting of the Board. Materials subject to complaint shall not be removed from use pending final action. The Library Board of Trustees is the final Board of appeal in reference to library materials.

Adopted by the Library Board of Trustees August 2, 1983
Adopted by the Caldwell County Board of Commissioners September 19, 1983
Revisions approved by the Library Board of Trustees, March 21, 2011
Revisions adopted by the Caldwell County Board of Commissioners April 18, 2011
Revisions approved by the Library Board of Trustees, May 29, 2026

## Caldwell County Public Library

## Cardholder Request for Reconsideration of Library Materials

All questions **MUST** be answered. Additional pages may be attached to this request as needed.

**ITEM FORMAT:**

_____ Book _____ Video _____ Other (please specify) _____

ITEM TITLE and AUTHOR/DIRECTOR:

_____

ITEM ISBN # _____

**CONTACT INFORMATION FOR CARDHOLDER REQUESTING RECONSIDERATION:**

NAME: _____

ADDRESS: _____

CITY: STATE: ZIP CODE: _____

PHONE: _____

EMAIL: _____

LIBRARY CARD NUMBER: _____

**CARDHOLDER REPRESENTS:**

_____ SELF

_____ ORGANIZATION (NAME):

_____ OTHER GROUP (PLEASE SPECIFY):

**Continue on Next Page**

**CONTENT:**

Did you read the entire item? If not, what portion did you read?

To what do you object in this item? Please cite specific examples of objectionable material, with page numbers if possible:

What do you find of value in this work?

What do you believe to be the theme or purpose of this work?

What do you feel might be the result of reading this work?

Are you familiar with any critical reviews of this work?

Can you recommend material of equal quality that would convey a similar picture and perspective on the same subject to replace this work?

**Continue on Next Page**

What action do you suggest the library take regarding this work?

Signature of Cardholder: _____

Date: _____

Received by Staff Member: _____

Date: _____