

# COLLECTION DEVELOPMENT

It is the mission of the Hennessey Public Library to acquire, preserve, and maintain free access to information for patrons in the Hennessey and its surrounding area.

## I. MISSION STATEMENT

This articulation of the mission of the Hennessey Public Library is guided by the following principles:

1. Knowledge provides the foundation of any existent civilization, is essential for the understanding of the relationship of a society to its milieu, and is the basis for future advances in technology, philosophy, theology, and the arts.
2. Free access to uncensored information is necessary for the development of knowledge.
3. Individuals in a free society have the right and the responsibility of assessing for themselves the truth, value, and usefulness of information.
4. It is the purpose of a Library to be the repository of information, both present and arcane; and in a free society, it is the purpose of a Library to be an accessible repository for uncensored information in forms usable to the broadest spectrum of patrons.
5. No Library will have the facilities necessary to maintain all existent information, but every Library has the responsibility to preserve information unique to the society it serves and for whose purposes it exists.

## II. OBJECTIVE

The Hennessey Public Library will select materials, services, and programs in a variety of formats that will meet present and anticipated future informational needs of the greater Hennessey area. Information is understood to be from all available areas including but not limited to technology, the humanities, and recreation. Selection policies will be in accordance with the adopted mission statement of this Library and must be approved by the Library Board of Directors meeting in regular session. Additions, deletions, or modifications may be submitted by Directors, staff, or the public for consideration of the Board, and objections to selection of Library materials, services, or programs must be submitted to the Board in writing on the form provided.

Specifically, the Hennessey Public Library selects materials, services and programs which:

- Serve the informational needs of the larger community including people of minority race, creed, age, or ethnic background
- Provide a broad selection of recreational choices for all age groups
- Preserve the unique heritage of the Hennessey area
- Provide for educational enrichment

Revised 3-06-03  
Revised 1-10-08  
Revised 1-5-2012  
Revised 6-9-2016  
Reviewed and Revised 2-10-2020  
Revised 7-11-2022

- Stimulate questioning and study through presentation of opposing viewpoints on contemporary social issues
- Present opportunities for self-study and personal enhancement in areas such as citizenship, job-related skills, personality development, and interpersonal relationships
- Enhance the cultural development of the community
- Increase knowledge of the world and the interrelationship of its peoples
- Reflect a variety of technologies representative of contemporary usage

### III. AUTHORITY AND RESPONSIBILITY FOR COLLECTION

The Library Director shall have the authority and responsibility for selection and maintenance of all Library materials within the collection and must make selections on the basis of the Hennessey Public Library's selection criteria (listed below in Section IV). Staff, Library Board members, and the general public may make recommendations or requests for additions or deletions to the collection but the responsibility for selection is specifically delegated to the Library Director. When making selections in fields outside the specific expertise of the Library Director, the Director shall exercise recourse to professionals within those fields. The Library Director may also delegate responsibility for selection and maintenance of materials to staff members determined to be appropriate on the basis of knowledge or experience.

### IV. SELECTION CRITERIA

The selection of materials and services which provide, maintain, or enhance information is of necessity a subjective process. The financial and spatial limitations of a Library, particularly a regional Library in an under populated area, require selection decisions which place the Library Director in the position of determining which materials and services will most adequately meet the informational needs of the public and which will not. Rejection of available choices is a form of censorship imposed by the realities of limitation. At present, no Library can contain all available information. Therefore, upon this subjective process must be imposed objective criteria for selection which will provide a measurable standard for accountability. Not all selections will meet all criteria, but all selections must be recognized as having been made on the basis of the criteria herein.

Materials and services of the Hennessey Public Library will be selected on the basis of present, past, or future informational merit.

This merit shall be determined by the following criteria:

1. Public demand
2. Literary or educational value as evidenced by inclusion in academic anthologies or reading lists

3. Artistic merit as determined by professional consensus evidenced in such documents as reviews, journal endorsements, awards, peer recommendation, inclusion in recognized collections or anthologies, et al.
4. Classic status as evidenced by interpretive presentations in a variety of media over a number of generations
5. Practical usage
6. Predictive viability approved by authorities in the respective fields
7. Clear articulation of variant, dissident, or adversarial viewpoints
8. Historical value
9. Insight into human or social conditions
10. Clear explanation of a recognizable process
11. Common usage as determined by inclusion in other libraries
12. Lack of information on a given subject in the Library collection
13. Inclusion in the lifetime body of work of a recognized artist, author, or other professional

Priority of selection will be determined by the limiting factors of resources and will change as these resources change. The short- and long-term selection priorities will be enumerated in the written Library plan and will be evaluated each year after the yearly Library report is complete and modified if necessary.

## V. CONTROVERSIAL WORKS

Library materials will be selected from a wide variety of topics, including controversial issues, for the purpose of educating, informing, and entertaining the community. The Library will strive to select materials that represent differing viewpoints and the reader will be allowed to draw their own conclusions on important questions. Materials containing words or situations that may be objectionable to some patrons will not be excluded on the basis of these incidences. Patrons are expected to exercise their right to return materials they find personally offensive and to monitor the reading of their minor-aged children for appropriateness. No patron may determine for all others the level of acceptability of controversial materials. However, selection criteria for controversial materials will remain the same as for all others. No item will be included in the collection simply to shock or offend the reading public.

The Hennessey Public Library supports intellectual freedom and endorses the following intellectual freedom statements: "Freedom to Read" (American Library Association), "Freedom to View" (Educational Film Library Association), and "Library Bill of Rights" (American Library Association).

## VI. RECONSIDERATION CRITERIA

In a free and democratic society, every citizen is responsible for their own actions. Free access to information is the right of every reader in such a society; therefore, personal censorship is the responsibility of the reader alone. Parents or guardians having responsibility for children have also the authority to determine what is appropriate or inappropriate for their children and may choose to restrict the reading materials chosen. However, the right of free access to reading materials shall not be denied to others.

Every person has the right to question library resources. Any concerns presented to library staff, formally or informally, will be respected and taken into consideration by library staff. However, library staff may not take action on any informal complaints regarding library resources or materials. The following steps will be used when an individual feels that further action is necessary to address concerns about a library resource. For the duration of this process, the material in question will remain in circulation in the library collection.

1. A concerned patron who is dissatisfied with a prior informal discussion will be offered a packet of materials that includes the library's mission statement, selection policy, reconsideration form, and the Library Bill of Rights.
2. Patrons are required to complete and submit a reconsideration form to the library director.
3. The director, with appropriate professional staff, will review the consideration form and the material in question, to consider whether its selection follows the criteria state in the collection policy (see Section IV).
4. Within 15 business days, the director will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision.
5. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 days to the Library Board of Trustees. In addition to the individual's written appeal, the library director may submit their formal decision and justification to the Library Board of Trustees for review.
6. A committee of three board members will review the material, the reconsideration request, and the library director's decision. If the board plans to address the appeal at their board meeting, the individual will be notified of when and where the meeting will be held.
7. Persons still wishing to express concerns to the Library Board about materials in the collection will be heard during a regular meeting under the agenda item "Citizens Comments" or at another time designated by the Library Board for public expression. The Library Board, after receiving testimony from the public and from the library director, will decide whether the Library's actions are in accordance with Library policies. If the Library's actions are determined to be in conflict with Library policies, the Library Board will direct the library director on another course of action. The Library Board reserves the right to limit the length of public comments.
8. The decision of the Library Board is final.

Staff Resources: How to Respond to Challenges and Concerns about Library Resources  
<https://www.ala.org/tools/challengesupport/respond>

## VII. CONSIDERATION OF MATERIALS ON APPROVAL OR FOR REVIEW

The Hennessey Public Library does not accept Library materials on approval or for review before purchase. All Library materials must be approved for purchase by the Library Director before shipment. Telephone solicitors will be informed of this policy.

## VIII. LIBRARY MATERIALS IN PRINT FORM

### BOOKS:

- **Fiction-General Fiction.** Materials used for recreational reading and entertainment will be selected from current bestseller and bookseller lists with particular emphasis on titles from authors that are local favorites. Oklahoma authors and titles/subject matter will be acquired. Discount booksellers, book clubs, and publishers will be sources for titles. Book reviews, patron requests, endorsements, and professional recommendations will be considered in book choices.
- **Fiction-Westerns.** Readership for western fiction has increased in recent years. Materials used for recreational reading and entertainment will be selected from current bestseller and bookseller lists with particular emphasis on titles from authors that are local favorites. Oklahoma authors and titles/subject matter will be acquired. Discount booksellers, book clubs, and publishers will be sources for titles. Book reviews, patron requests, endorsements, and professional recommendations will be considered in book choices.
- **Fiction-Inspirational.** Readership for inspirational fiction has increased in recent years. Materials used for recreational reading and entertainment will be selected from current bestseller and bookseller lists with particular emphasis on titles from authors that are local favorites. Oklahoma authors and titles/subject matter will be acquired. Discount booksellers, book clubs, and publishers will be sources for titles. Book reviews, patron requests, endorsements, and professional recommendations will be considered in book choices.
- **Fiction-Mystery.** Mystery titles will be acquired by donation and purchase. Materials used for recreational reading and entertainment will be selected from current bestseller and bookseller lists with particular emphasis on titles from authors that are local favorites. Oklahoma authors and titles/subject matter will be acquired. Discount booksellers, book clubs, and publishers will be sources for titles. Book reviews, patron requests, endorsements, and professional recommendations will be considered in book choices.

- **Fiction-Science Fiction.** Science fiction titles will be acquired by donation unless recommended for specific programming. Standard titles will be purchased for replacement. Patron requests also will be considered in acquisition.
- **Fiction-Fantasy.** Fantasy titles will be acquired by donation unless recommended for specific programming. Standard titles will be purchased for replacement. Patron requests will be considered in acquisition.
- **Fiction-Juvenile.** Preference will be given to Newbury, Caldecott, and Sequoyah award-winning titles. Accelerated Reader and titles chosen for summer reading program emphasis and special events will also be purchased. Standard titles will be replaced. Materials used for recreational reading and entertainment will be selected from current bestseller and bookseller lists with particular emphasis on titles from authors that are local favorites. Oklahoma authors and titles/subject matter will be acquired. Discount booksellers, book clubs, and publishers will be sources for titles. Book reviews, patron requests, endorsements, and professional recommendations will be considered in book choices.
- **Fiction-Young Adult.** Standard titles will be replaced. Educational reading lists and patron requests will be strongly considered. Materials used for recreational reading and entertainment will be selected from current bestseller and bookseller lists with particular emphasis on titles from authors that are local favorites. Oklahoma authors and titles/subject matter will be acquired. Discount booksellers, book clubs, and publishers will be sources for titles. Book reviews, endorsements, and professional recommendations will be considered in book choices.
- **Non-fiction/Reference.** Readership has decreased in recent years due to accessibility of electronic reference materials online. As such, materials already on the shelf shall only be retained based on relevance and/or rarity. Patrons will be directed to Oklahoma Department of Libraries' digital library Oklahoma Digital Prairie and other electronic resources available through the Library's website. Printed materials that meet the research needs of patrons will be given first priority for purchase. Second in priority will be requested items or subjects. Sections of the Dewey Decimal System will be periodically reviewed by the Library staff and refreshed as needed.

#### **GRAPHIC NOVEL/MANGA:**

The Hennessey Public Library is committed to encouraging reading by tweens and teens who have a difficult time maintaining a reading interest; therefore, graphic novels and manga will be included as a special collection. Graphic novels offer a style of literature that allows visual stimulation and a reading pace comfortable to intermediate and reluctant readers.

Graphic novels/manga will be monitored to determine that subject matter does not include content that falls under the definition of "Sexually explicit subject matter." Any "sexually explicit subject matter" prohibited by statute will not be included in the collection. This is content that describes or depicts sexual conduct as defined in Section 1024.1 of Title 21 of the Oklahoma Statutes and is presented in specific and graphic detail so that a prurient interest in sex is promoted. Under the legal definition, sexually explicit subject matter shall not mean content that

merely mentions or references sexual content. And although materials will be located in age-appropriate locations, checkout will not be restricted by staff unless a parent or guardian places those restrictions on the child's account.

#### **SERIALS:**

Newspapers and periodicals will be obtained for both information and recreational reading. Local newspapers (i.e. Hennessey Clipper, Kingfisher Times, and Enid News & Eagle) will be archived to capacity of available storage space. The Hennessey Clipper will be purchased on microfilm through December 2018 and the Kingfisher Times will be purchased on microfilm beginning in January 2019. The Hennessey Clipper from 1890 to 2018 has been uploaded to the Barbara and Bill Walter Hennessey Clipper collection on the Library website.

#### **VERTICAL FILE:**

The Vertical File collection (clippings, pamphlets, maps, and other current materials) is maintained for reference near the circulation desk. As time permits, these items are catalogued on the automated system.

## **IX. LIBRARY MATERIALS IN NON-PRINT FORM**

#### **VIDEOS:**

Videos in current format (presently DVDs and Blu-Ray discs) will be included in the Library collection as a source of information and entertainment.

Library staff will give priority to the purchase of bestsellers, Oklahoma themed, and award-winning materials as determined by recognized authorities in the entertainment industry or educational field, such as the American Film Institute (AFI), the National Education Association (NEA), the Oklahoma Education Association (OEA), the American Library Association (ALA), and others. Videos listed on the AFI 100 Best Movies List will be given priority for purchase and will be placed in the Hutoka Ortman Memorial Film Collection. Defective or missing videos from this collection will be replaced to maintain the memorial. Town budget, State Aid, and special Library budget monies will be used to purchase a number of AFI videos until the collection is complete.

The Library will purchase or accept donation of "R" rated movies only when the film has compelling artistic merit. This merit shall be determined by the following criteria:

1. Artistic merit as determined by professional consensus evidenced in such documents as reviews, journal endorsements, awards, peer recommendation, inclusion in recognized collections or anthologies, et al.
2. Classic status as evidenced by interpretive presentations in a variety of media over a number of generations
3. Historical value
4. Insight into human or social conditions
5. Literary or educational application

6. Inclusion in the lifetime body of work of an acclaimed film professional
7. On the AFI 100 Best Film list

#### **AUDIO RECORDINGS:**

Because the Hennessey Public Library subscribes to the Oklahoma Digital Prairie and OK Virtual Library (also known as OverDrive), audio recordings of abridged and unabridged books will be acquired by donation only. Music recordings will be acquired through donation only.

#### **PUZZLES AND GAMES:**

Puzzles and games will be acquired by donation and purchase. Puzzles will be available for circulation. Games will be available for checkout in the Library only.

#### **ELECTRONIC RESOURCES—FOR CHECKOUT:**

Further acquisition of discs will be by donation only. The Library will maintain a CD collection for reference purposes. Preference will be given to abridged bestsellers and music on CD representative of the classics, American popular music by decade, and international artists.

#### **ELECTRONIC RESOURCES—ACCESSING AND DOWNLOADING:**

Patrons may access Library electronic materials as well as their own personal materials such as flash drives or other portable storage on the public computers.

#### **INTERNET:**

Internet access is provided on the public computers. (See Computer Access and Internet Use Policy.)

## **X. MATERIAL MAINTENANCE**

Continuous evaluation is necessary to ensure that the Library's materials are useful and accessible. The process of evaluating materials helps determine if it will be retained, relocated, replaced, or removed.

Criteria for consideration before removing materials include:

- Authority of the work and author
- Quality of the publisher
- Currency of the material
- Condition of the item
- Relevance to the needs of the community
- Historical significance pertaining to this area i.e. Chisholm Trail, Cimarron River, etc.
- Circulation

Items are regularly removed to keep the collection current, accurate, and appealing, and to ensure availability of space. The Hennessey Public Library uses the industry-standard, MUSTIE, to help evaluate an item for withdrawal:

Revised 3-06-03  
 Revised 1-10-08  
 Revised 1-5-2012  
 Revised 6-9-2016  
 Reviewed and Revised 2-10-2020  
 Revised 7-11-2022



- **Misleading** and/or factually inaccurate
- **Ugly** (worn out beyond mending or rebinding)
- **Superseded** by a new edition or a better source
- **Trivial** (of no discernible literary or scientific merit)
- **Irrelevant** to the needs and interest of community
- **Elsewhere** (the material may be easily borrowed from another source)

Library materials removed from the collection are placed in the Brick for purchase through the Friends of the Hennessey Library's continuous book sale, which benefits the Library and its future acquisitions.

# Hennessey Public Library Request for Reconsideration of Material Form

The trustees of Hennessey Public Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

Hennessey Public Library. 525 S. Main St, Hennessey OK 73742

Date:

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Name:

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Address:

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City: State/Zip

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Phone: Email:

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Do you represent self?  Or an organization?  Name of Organization: \_\_\_\_\_

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1. Resource on which you are commenting:

Book\_\_\_ Magazine\_\_\_ Digital Resource\_\_\_ Newspaper\_\_\_

Movie\_\_\_ Audio Recording\_\_\_ Game\_\_\_ Other\_\_\_

Title of Material:

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Author/Producer:

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2. What brought this recourse to your attention?

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3. Have you examined the entire resource? If not, what sections did you review?

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4. What concerns you about the resource?

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5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

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6. What action are you requesting the committee consider?

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# Library Bill of Rights

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

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guild their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Revised 3-06-03  
Revised 1-10-08  
Revised 1-5-2012  
Revised 6-9-2016  
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