

Cheatham County Public Library Collection Development Policy

In order to provide its citizens with quality library service, Cheatham County established two public libraries. Both libraries have easy access to Metropolitan Nashville and are full service libraries. Both libraries have written guidelines for the materials collection thereby promoting achievement of their goals and objectives. Cheatham County Public Libraries' mission is to be a door for learning and imagination for all its citizens. The skills and desire for reading are ensured by providing current high-interest materials and hours best suited for its public in an efficient manner. Per the TN State Standards for Public Libraries, Level III libraries (South Cheatham Public Library) will spend 10% of local appropriations on materials and Level IV libraries (Cheatham County Public Library) will spend 15% of local appropriations on materials.

Selection of Materials:

The selection of materials will be made by the Director within the framework acceptable by the Red River Region and the local library board, with top priority being given to its adopted mission, goals, and objectives. Video materials, audiobooks, electronic books, and electronic devices will complement the collection. It is understood that every book selected will not meet all criteria listed.

Separate Collection:

The libraries will maintain a special, separate collection of genealogy, reference, and other material unique to their location that will be non-circulating.

Gifts:

The Cheatham County Libraries Board accepts gifts of cash or materials. It reserves the right to refuse any gift. It also reserves the right to use or spend a gift in a way that is the most suitable or serviceable to the libraries. The libraries will not attempt to appraise any materials or offer any form for tax-exempt status. If a memorial is given, acknowledgment will be made to the family. The Cheatham County Public Libraries recognizes the worth of all gifts. An acquisition form is available for patrons upon request.

Weeding:

The weeding of books will be continuous with a more thorough review done on no less than a two-year cycle by the director and staff. Medical related and informational material that is 3 years or older will be weeded. Books/e-books that discuss diagnosis and treatment that are over one year old will be weeded. Books that focus on coping or personal story of health conditions will be weeded if over 5 years old. Cookbooks focusing on health issues will be weeded if over 3 years old. General fitness information, exercise, and alternative medicine materials will be regularly reviewed for relevance and accuracy. This will enable the library to have an up-to-date collection, locate books needing repair, and utilize its space to the best advantage. Materials weeded will be disposed of in a discreet manner. Materials relating to health and medicine will be disposed of by recycling or thrown away – not sold or given away.

Censorship:

The libraries have adopted the "Library Bill of Rights, Freedom to Read, and Freedom to View" as part of its overall platform. The board endorses the belief that the responsibility for reading selections rests with the individual and/or his/her parents/guardians. The libraries do not assume the parental role for censoring

library materials. Patrons finding materials objectionable may fill out the “Library Materials Reconsideration Form” which will be given to the board for review.

Procedures for Materials Selection:

1. Materials will be purchased with County, City, Regional, and Memorial Monies.
2. Guidelines for selection will be:
 - A. Goals and objectives of the library
 - B. Reviews from Booklist, Library Journal, and other catalogues as may be added
 - C. Listings in public library catalogue, fiction catalogue, and children’s catalogue
 - D. Author reputation and qualification
 - E. Core collection for public libraries
 - F. Availability
 - G. Per TN State Standards 5% will be added to materials annually
3. Materials will be purchased through best source

Procedures for Weeding:

1. Library will be divided into three areas: Adult, Juvenile, and Other – including videos, audio, and electronic materials and devices.
2. Every two years, minimum, one area will be weeded
3. Guidelines for weeding, in accordance with CREW Guidelines, will be:
 - A. Circulation
 - B. Classic or award winner
 - C. Local history and relevance
 - D. Condition of material
 - E. Amount of material on subject
 - F. Author reputation or qualification
 - G. Inventory will be conducted by the library director and staff as needed
 - H. Per TN State Standards, 5% of collection will be weeded annually

Procedures for Gifts and Memorials:

1. Information will be taken in regards to whom gift is given for and by, necessary addresses, and the gift or donation title
2. Receipt and acknowledgment is given to the donor upon receipt of donation
3. Acknowledgment letter is sent to person or family
4. Names of donor, honoree, and dates are listed in memorial book
5. Donation of monetary value may be used either to purchase books or as needed for other necessary library functions/items