



Collection Development Policy

Approved May 15, 2025 by the Library Board of Trustees

Mission Statement

The mission of the Franklin-Springboro Public Library is to meet the educational, informational, intellectual, and recreational needs of the people in the service community: Franklin, Franklin Township, Carlisle, Springboro, and Clearcreek Township.

Purpose of Collection Development Policy

This formal policy serves several vital purposes.

- Guides staff in making decisions about the selection, management, and preservation of Library materials, as well as allocating Library budgets.
- Informs the public of the principles that govern collection development.
- Constitutes a public declaration of the Library's commitment to the principles of free access to ideas and information, and to providing collections that reflect a variety of viewpoints.

Philosophy of Selection

In support of its mission “to meet the educational, informational, intellectual, and recreational needs” of the community, the Franklin-Springboro Public Library fully endorses the principles documented in the *Library Bill of Rights*,¹ “The Freedom to Read Statement,”² and “The Freedom to View Statement”³ of the American Library Association. The library upholds the right to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. Materials available in the Library present a variety of viewpoints, enabling citizens to make informed choices.

Selection Responsibility

Ultimate responsibility for materials selection rests with the Library Director, who operates within the framework of policies determined by the Library Board of Trustees. The Library Director delegates to professional staff members, responsible for selecting and maintaining parts of the library collection.

¹ Appendix A: Library Bill of Rights

² Appendix B: The Freedom to Read Statement

³ Appendix C: The Freedom to View Statement

Selection Tools and Sources

The Library uses a variety of professional journals, publisher catalogs, sales representatives, and website sources that offer reviews and recommendations. Some sources used for the selection process include: *Booklist*, *Library Journal*, *School Library Journal*, Goodreads, *Publishers Weekly*, Amazon, *New York Times* Best Seller List, newspapers, radio, television, and social media. The Library chooses the most appropriate vendors based on criteria such as discount, availability, vendor services, reliability, and speed of delivery.

Selection Criteria

1. Resources are selected to fill the needs of both actual and potential users, within the constraints of available funds, space, and perceived community needs.
2. Each resource is evaluated according to its value to the collection and the intended audience.
3. Each resource is evaluated by one or more of the following criteria: suitability; accuracy; scope; timeliness; date of publication; cost; readability; current usefulness or interest; social significance; relevance; literary or recreational value; authority of the author or source; comprehensiveness; clarity; potential circulation; usability of arrangement; and relationship to other resources in a given subject area.
4. Efforts are made to provide materials that represent a variety of viewpoints on controversial issues. In most cases, the non-fiction collection will strive to include multiple books on a subject rather than duplicate copies of a single title.
5. A resource will not be excluded from selection solely because of its frankness of expression, unorthodox language, nontraditional theme, or unusual presentation. Language, situations, or subjects that may be offensive to some community members do not disqualify material that, in its entirety, is judged to be of value.
6. Library users make their own choices as to what they will use based on individual interests and concerns. Selection criteria should not unjustly exclude materials because they may offend Library users or library staff, or that they may be inappropriate for children. Responsibility for a child's reading, listening, and viewing must rest with the parent or legal guardian, not the Library.
7. The availability of a resource in the service area or the accessibility of a resource through interlibrary loan will be a consideration in the selection process.

Duplication of Materials

Multiple copies are purchased to meet heavy demand as budget and space allow. Purchasing multiple copies to meet the assigned informational demands of schools, colleges, or reading groups is subject to budget, space, and Library discretion.

Suggestions for Purchase

The Library encourages suggestions for purchase from the service community to ensure the collection meets community interests and needs. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection.

Interlibrary Loan (ILL)

Patrons who reside, own property, work, or own a business within Warren County are eligible for free Interlibrary Loan services. ILLs provide access to unavailable items in the Library's collection where purchase is not possible or appropriate.

Unowned items may be requested through Interlibrary Loan (ILL) except new (within one year) and/or popular titles which will be reviewed for purchase. Materials with recent publication dates are considered for ILL if they do not meet the criteria for collection addition.

Request for Reconsideration

Service area residents may request removal or reclassification of an item they have read, viewed, or listened to by submitting a Request for Reconsideration of Library Material form⁴. Requests are reviewed by the Director and selected staff utilizing the Library's mission statement and selection criteria section of this *Collection Development Policy*. Following review, the Director will respond to the person who submitted the formal request.

If the person, who initiated the request, is not satisfied with the decision of the Director, he/she may appeal for a hearing before the Library Board of Trustees by making a written request to the President of the Board. The Board will determine whether the request for reconsideration has been handled in accordance with Library policies and procedures. Based on this determination, the Board may vote to uphold or override the decision of the Director.

The material in question will remain in the collection until a decision is made by the Director or Library Board of Trustees.

Gifts

The Library gratefully accepts monetary gifts donated to meet community needs. However, the Library does not accept gifts of purchased or pre-owned materials except at the Director's discretion for unique or local content. The Library reserves the right to refuse donations.

Tribute & Memorial Gifts⁵

The Library accepts monetary donations towards tribute or memorial gifts that meet the Library's selection criteria. The Library reserves the right to suggest and find alternative titles that better meet the selection criteria and needs of the collection. Patrons may designate a donation for a particular purpose at the discretion of the Library Director or Branch Manager.

⁴ Appendix D: Request for Reconsideration of Library Material form

⁵ Appendix E: Tribute Gift form

Self-Published Authors

In the interest of preserving the intellectual and creative endeavors of citizens, the Library will accept and catalog one copy of any title self-published by local authors. However, due to limited shelving space in public areas, the Library reserves the right to store these items in non-public areas.

The Collection

Adult Collection

Fiction

The adult fiction collection of the Library is primarily composed of popular works by contemporary authors. It includes bestsellers, genre titles, series, and classic fiction. While individual titles of books in popular series may be selected, no attempt is made to include every book in a series. Patron requests and recommendations are instrumental in meeting the community's needs. Older still-popular titles are replaced or acquired as needed and as the budget allows.

Non-Fiction

Non-fiction materials include informational, research, and recreational resources written for various reading levels. Due to budget and size, the Library collects in subject areas at a basic information level that serves to introduce and define a subject. The materials in this collection are selected to complement rather than support high school through college curriculum, and textbooks are not purchased. Except for local history, the non-fiction collection is not archival. This collection can also include comics and graphic novels that appeal to a wide audience.

Large Print [Type]

Large Print books are ordered based on patron need, demand, and interest. Both recreational and informational books will be provided based on availability. Selection criteria is consistent with the criteria used for the general fiction and non-fiction collection.

Reference

The Library maintains a reference collection to answer questions and to serve informational needs. The local history collection will remain a priority while following the selection criteria guidelines. Reference materials are characterized by their ability to provide information and to summarize, condense, or give a comprehensive overview of a topic. Accuracy of information, arrangement of information, cost, uniqueness of information, authority, timeliness, documentation, and indexing are of particular importance when selecting reference materials.

Reference includes bibliographies, indexes, directories, dictionaries, catalogs, yearbooks, statistical compendia, atlases and gazetteers, biographical dictionaries, encyclopedias, histories, handbooks, abstracts, and almanacs.

Reference materials should be kept up to date. Any items that lose their timeliness or are replaced by updated versions should be pulled. Items of interest should be placed in the circulating collection for patrons to check out, as long as shelf space is available and the information remains timely.

Teen/Young Adult Collection

Teen/Young Adult Fiction

The young adult fiction collection is designed to meet the recreational reading needs of young adults ages 11-18. These books tend to have more complex storylines and social situations. Most materials selected for this collection are written for young adults, based on subject matter and reading level. The Library regularly replaces worn editions of classics and award winners and keeps the collection as current as possible.

Teen/Young Adult Non-Fiction

The Library collects Young Adult Non-Fiction in various subject areas at a basic information level that serves to introduce and define a subject. Young Adult Non-Fiction materials include informational, research, and recreational resources. These books are typically for children over the age of 12 and are meant to support the educational needs of young adult readers. The materials in this collection are selected to complement rather than support middle school through high school curriculum, and textbooks are not purchased.

Graphic Novels/Manga

These books are typically for children over the age of 12 due to more complex storylines and social situations. The graphic novel collection consists of recreational reading and informational titles.

These books are primarily pictorial, with text and dialog working together to propel the narrative. Main characters are generally teenagers or preteens and the subject matter is of specific interest to young adults. The collection may also include non-fiction and classics in the graphic novel format and illustrated works about graphic novels.

Materials requested or purchased that are not appropriate for the young adult audience will be placed in the adult non-fiction collection.

Children's Collection

Toddler/Board Books and Seedling

Toddler/Board Books are intended to introduce children ages 0-3 to reading. They are meant to be fun and engaging. Many of these books introduce important early learning concepts and literacy skills such as print awareness, letter recognition, numbers, shapes, and colors.

Seedling books are intended for children ages 3-5 to help develop reading skills and interaction with books. Some books in the collection are sight words, word family, word parts, rhyming words, phonics, and emergent readers. This section also introduces the concepts of fiction and non-fiction.

Picture Books/Easy Books

Picture books and easy books are evaluated on the merit of their stories and illustrations. Given the wide range of possibilities to choose from in today's children's literature market, this section will strive for diversity and quality. The construction of the material is also important in the selection of picture books. An attempt will be made to house copies of various titles chosen for book and media awards. The Library regularly replaces worn editions of classics and award winners in the picture books/easy books section.

Easy Readers

The easy reader books are evaluated on the merit of their simplicity of format to assist beginning readers. The text in these books contains controlled vocabulary as well as simple sentence structure. Books grouped by various publishers through trademark names such as *I Can Read* or *Step into Reading* will be considered easy readers.

Juvenile Fiction

The juvenile fiction collection is generally designed to meet the recreational reading needs of the elementary school child. This collection includes materials for a wide span of reading interests and abilities. An attempt will be made to house copies of various titles chosen for book and media awards. While individual titles of books in popular series may be selected, no attempt is made to include every book in a series. The Library regularly replaces worn editions of classics and award winners in the juvenile fiction section.

Juvenile Nonfiction

The juvenile non-fiction collection consists of materials that meet the informational, educational, and recreational reading needs of children from preschool to junior high. Materials are selected to complement rather than support school curriculum and to provide up-to-date information on subjects of particular interest to children. In some areas such as science, technology, and geography, the timeliness of the information is important and new materials are regularly selected to reflect changes in these areas.

Juvenile Graphic Novels

These books are typically for children under the age of 12 and are intended to provide entertainment and information for readers. These books are primarily pictorial, with text and dialog working together to propel the narrative. Main characters are generally young children or animated characters. The collection may also include non-fiction and classics in the graphic novel format and illustrated works about graphic novels.

Periodical Collection

The Library's newspaper and magazine collection provides current and retrospective information aimed at meeting the research and recreational reading needs of the community. The collection also contains professional periodicals that serve the reading needs of the library staff. Periodicals supplement the book collection by providing up-to-date information, covering current topics not yet available in books, and presenting a less in-depth treatment of a subject than is usually found in books.

The periodical collection consists of a diversity of publications in fields that are of interest to the community. It includes basic and popular reading magazines, and a wide selection of business, trade, leisure, and regional publications. Highly technical or scholarly journals are generally not included in the collection. In addition to magazines, the collection includes newspapers published locally, as well as from major geographical areas of interest to the community.

Back issues of magazines and newspapers are retained as space allows. *The Franklin Chronicle* (1835 to present), *The Springboro Star* (1979 to present) and *The Western Star* (1988 to 1996) are accessible in microfilm for reasons of preservation and space conservation. The microfilm is housed and accessible at the Franklin Library. The microfilm reader allows users to print, save, and email articles.

Audio-Visual Collection

DVDs and Blu-rays

The DVD and Blu-ray collection include a wide selection of current films and television shows meet patrons' educational and recreational needs. Additions to the collection are made based on popularity and demand. Emphasis is placed on movies for children, educational and documentary films, current feature films, and classics. Items are purchased utilizing reviews in professional and popular literature, patron requests, cost, award winners, current trends, and box office hits.

Music Recordings

The music recordings collection consists of adult and children's music. Works include major classical and contemporary composers, popular, and holiday music. Items in this collection are evaluated and purchased utilizing reviews in professional and popular literature, patron requests, cost, award winners, current trends, and chart performance.

Audiobooks

The audiobook collection consists of adult, teen, and children's recordings. Adult works include fiction, non-fiction, literary classics, language instruction, and general educational topics of popular interest. The teen and children's audiobook collections consist of award-winning titles and popular authors. The purchases made for this collection are based on available space and demand. Fiction is emphasized over non-fiction. The quality of the recording and literature are important factors in selecting these materials. Abridged works are not purchased.

Video Games

The video game collection is designed to meet the informational and recreational needs of users of all ages. Video games for various platforms will be purchased. Game selections are made based on popularity and availability from vendors.

Electronic Collection

Digital

The Library provides patrons with a variety of digital services. The collection currently includes downloadable audiobooks, books, magazines, music, movies, television shows, and comics. Publishers determine supported file formats and usage limits. The Digital service company decides whether an item is "always available," or "one copy/one user."

The Library is part of the Ohio Digital Library Consortium and signs a Memorandum of Understanding each year with the State Library of Ohio. The other digital services are evaluated annually using the following criteria: cost per circulation, frequency of use, ease of use, and popularity.

Electronic Databases

Online databases extend the collection by providing timely and versatile access to information. Library staff and patrons utilize databases to enhance and supplement reference material. Many of the databases contain specialized information beyond the scope of the Library's print collections.

Yearly database renewals and purchases are carefully evaluated considering: cost, frequency of use, ease of use, and method of access.

Collection Maintenance

The Library's collection is regularly evaluated utilizing circulation data, trends, condition, and space to ensure an item's usefulness and relevancy to the community. Materials deemed obsolete, redundant, damaged, non-circulating, or dilapidated are withdrawn from the collection and donated to the Friends of the Library.

Replacement

Most withdrawn items from the collection are not replaced with the exception of: classics, popular interest, and relevant subject area items.

Library Bill of Rights

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

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

The Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the American Library Association (ALA) Council



Request for Reconsideration of Library Materials

Thank you for taking the time to complete this form. Your interest in having quality materials in the Library is very much appreciated. Return completed form to: Library Director, Franklin-Springboro Public Library, 44 East 4th Street, Franklin, Ohio 45005.

Name: _____ Date: _____

Address: _____ City: _____ Zip: _____

Telephone: _____ Email: _____

Media (circle one): Book Magazine DVD CD Audiobook Video Game Other

Title: _____

Author/Performer/Director: _____

Complaint represents (circle one): Child Teenager Adult Group _____

What brought the item to your attention?

What do you find objectionable regarding the item in question? (Please be specific – cite pages or timestamps)

What do you think might be the result of reading, viewing or listening to this item?

For what age group would you recommend this item? _____

Is there anything good about this item?

Did you read, view, or listen to the item in its entirety? Yes No

If not, what part or section did you use for analysis?

Are you aware of the judgment of this item by literary or film critics?

What do you believe is the theme of this item? _____

What would you like the Library to do about this item?

Tribute Gifts

Honor someone close to you by making a tribute gift to the Franklin-Springboro Public Library.

Memorial donations are a meaningful way to show your support of public libraries and honor or memorialize a loved one, or mark a special occasion. You may designate how the gift should be used, such as the purchase of new books in an area of interest of the person being honored.

Items purchased through these generous gifts enhance the Library's collection provide a lasting tribute to your loved one and enrich the community as a whole.

Please complete this form and submit it with your donation. This allows us to know the purpose of your gift, enables you to specify the kind of item to be purchased, and informs us of the people you would like to be notified of your gift.

I wish to donate a gift in the amount of
\$ _____

I would like to direct my gift to:

- ☐ Meet the Library's greatest need
- ☐ Provide needed support for library programs
- ☐ Purchase one or more books with a bookplate inside the front of each (pictured below)

Indicate whether you would like a specific title, author, or subject purchased and which branch it will be housed.

Title: _____

Topic(s): _____

FRANKLIN

SPRINGBORO



In Memory of

Jane Smith

Donated by

John Smith

Indicate how you would like the bookplate to read based on the sample to the left.

Your Name(s): _____

Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

My gift is being made (circle one): **IN MEMORY** **IN HONOR**

We can send notification of acknowledgement of your gift to (circle one or both): **ME** **SOMEONE ELSE**

Name: _____

Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

STAFF USE

Gift Donated at **FRA / SPR**

_____ **Cash** _____ **Check**

Form Taken by: _____

Date: _____