

COLLECTION DEVELOPMENT POLICY

OKEFENOKEE REGIONAL LIBRARY SYSTEM

1987

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PREPARED IN CORROBORATION WITH
THE STAFF OF THE DALTON REGIONAL LIBRARY SYSTEM

UNDER THE CONSULTING GUIDANCE OF
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INTRODUCTION

The preparation of this Collection Development Policy for the Okefenokee Regional Library System has been accomplished with the assistance of a Federal Library Services and Construction Act Title I Competitive Grant. It has also been done in corroboration with the staff of the Dalton Regional Library System which has been a partner in this process.

For the Okefenokee Regional Library System, the completion and adoption of this policy represents a milestone of great magnitude. This policy is much more than words and guidelines which have been written down: it represents the cumulative and cooperative effort of the library's professional staff, the library board and the staff of the Dalton Regional Library. The process which was experienced in the preparation of this policy has not been without fault and frustration; finding and utilizing the time to do an extra task has not been easy for any of the staff involved, but the professional manner with which this task was approached and handled is a definite sign of the excellent qualities represented by the staff of our Library System.

The project has been carried out under the guiding hand of Donna Mancini, Assistant Director of the Stone Mountain Regional Library System who has served as the consultant for the grant. Ms. Mancini has provided endless insight into this policy; her leadership has been greatly appreciated and respected.

The members of the Board of Trustees of the Library System have individually and collectively been quite active in this process and to them, a word of gratitude is certainly in order. Their willingness to participate at the various stages of this policy's development has not only given them a chance to play a more active role in the molding of the Library's **complexion, it has also afforded the staff an opportunity to work in concert with the members of the Board of Trustees.**

Finally, and certainly, not of least importance has been the guidance to this project from the Director of the Georgia Division of Public Library Services, Joe Forsee. His commitment to this project has made it possible for the funding to be provided and his helpful advice and constant caring have been greatly appreciated.

MISSION STATEMENT

It is the mission of the Okefenokee Regional Library System to provide information and to stimulate thinking; to promote an informed citizenry and to enhance the educational, vocational, recreational, civic, cultural and spiritual pursuits of the community.

GOALS AND OBJECTIVES
FOR COLLECTION DEVELOPMENT

TO ACQUIRE AND MAINTAIN CURRENT AND RETROSPECTIVE MATERIALS **THAT MEET THE NEEDS AND INTERESTS OF THE COMMUNITIES.**

To acquire and maintain collections of current popular materials.

To maintain balance in all areas of the collection.

To acquire and maintain specialized materials of particular interest and importance to library patrons as needed within budgetary constraints.

To acquire and maintain a broad coverage of subject areas in non-fiction materials.

To acquire and maintain collections, as complete as possible of local history and genealogical materials.

To acquire and maintain collections of timely and accurate reference materials with the collection at the headquarters library serving as the System resource collection.

To provide supportive collections of audiovisual materials with the collection at the headquarters library serving as the System resource collection.

TO PROVIDE ACCESS TO ALL LIBRARY **MATERIALS.**

To descriptively catalog all purchased materials with appropriate title, author and subject entries within one week of receipt by the Technical Services and Audiovisual Departments.

To classify all general, reference and juvenile materials with appropriate identification.

To **descriptively catalog** gift materials with appropriate title, author and subject entries as time allows.

To assign appropriate identifying notations to items in special collections.

To maintain all public catalogs according to standardized filing procedures.

To provide an organized physical placement of all library materials.

TO IMPLEMENT METHODS FOR OBTAINING INFORMATIONAL MATERIALS NOT AVAILABLE IN **THE** LOCAL LIBRARY.

To provide for the timely interchange of materials between Okefenokee System affiliated libraries.

To provide interlibrary loan services in accordance with regional, state, and national interlibrary loan codes.

ORGANIZATION

The Okefenokee Regional Library System is a five county publicly supported library system which serves the rural south Georgia counties of Appling, Bacon, Clinch, Pierce and Ware. The Headquarters Library is located in **Waycross** which is the county seat of Ware County.

The Okefenokee Regional Library System was established in 1956 when the two counties of Ware and Pierce agreed to provide joint library services. In 1961 the counties of Appling, Bacon and Clinch joined **the System**.

There are seven established Library facilities in the **five** county area and the Library also operates one bookmobile. Each of the five counties has a headquarters Library in the county seat; in Pierce and Ware Counties there are two Libraries in the county seats. Pierce County has both the headquarters library, (the Blackshear Memorial Library) and the smaller neighborhood library (the **Marian** Anderson Library). Ware County has the headquarters Library, (the **Waycross** - Ware County Public Library) and also a small downtown storefront branch.

Administratively the Library System is under the aegis of the Okefenokee Regional Library Board of Trustee. The board is

of members from all five counties who are appointed on a rotating basis by the tax supporting agencies which financially support the operations of the local libraries. The System Board of Trustees has the ultimate authority and responsibility for governance of the Library System: the local Boards of Trustees are delegated the responsibilities of helping provide sound, viable library services in their individual communities. The System Board of Trustees appoints the System Director in whom is vested the administrative responsibility and the day-to-day guidance of the Library System. The director, in-turn, is responsible for the provision of all library services and has the authority to recommend all library staff members for employment.

Financially, the Library System is supported by sixteen local taxing agencies, the State Department of Education, and the Library Services and Construction Act grant funds which are administered by the state on behalf of the federal department of education. There are library maintained trust funds in both Pierce and Ware counties; in addition, Pierce County has two privately maintained trust funds. Income from these trusts is allocated to the Library System for the enhancement of local operations. The System Board of Trustees has the ultimate

control over all budgetary and monetary matters upon recommendation from the Director.

The System Board of Trustees is also the policy making body for the Library System: all official policies for the System must be approved by the Board prior to implementation. The responsibility for carrying out the official policies is vested with the Director.

SELECTION **RESPONSIBILITY**

Selection responsibility is vested in the Director of the Okefenokee Regional Library System by the System Board. Professional staff members, who are qualified by education or experience are assigned subject areas for selection by the Director. Standard selection tools are consulted and recommendations from all staff members and the general public are taken into consideration. Selected materials are submitted to the Director for final approval.

CRITERIA

GENERAL CONDITIONS

The library collection will include as wide a selection as possible within the confines of budgetary and space limitations. Factors to be considered in adding materials to the collection are:

- Relationship and importance to the entire collection
 - Authoritativeness: qualifications of authors, artist, publisher, or producer
 - Significance of the **subject matter**
 - Literary merit or artistic quality, originality, and creativity
 - Suitability of format to library purposes and quality of technical production
 - Works of regional interest or works by local authors, artists, publishers, or producers
 - Inclusion of material in special bibliographies or indexes
 - Availability of material elsewhere in the community
 - Community interest
-

SELECTION

All librarians participate in the book selection of the Okefenokee Regional Library System. The selection subject area of each librarian is mutually agreed upon between the Library Director and the librarian. Generally, but with some exceptions, the subject area is in the area of the librarian's undergraduate college degree.

Materials may be selected for purchase based on critical reviews, previews, and inclusion in **specialized** sources (bibliographies, indexes, discographies, filmographies, award-winning lists, etc.)

DUPLICATE COPIES

Duplication of titles at the branch level is generally not encouraged. However, a limited number of duplicate copies may be purchased depending on purpose and goals of the individual branch and department collections, and the availability of materials from other sources.

CONTROVERSIAL MATERIAL

The Library recognizes that some materials may be considered controversial and that any item may offend some patrons. Selections are made solely on the merits of the work in relation to building the collection and to serving the interests of the readers rather than on the basis of any anticipated approval or disapproval.

GIFTS

The Library System welcomes gifts of materials or money to purchase materials with the understanding that such gifts be retained, located, relocated, or disposed of at the mutual agreement of the the donor and of the Library. Material selected for the collection must meet established material selection criteria. Gifts of **materials** may be acknowledged but not appraised.

BOOK CLUBS

Book Clubs offer subscribers automatic purchase of a predetermined number of titles at a fixed rate for a specific period of time. Book Club subscriptions are entered only after a careful review of their criteria for selection and an evaluation of the need, use, and suitability for the Okefenokee Regional Library System.

COLLECTION LEVELS

In 1976, the Association of College and Research Libraries adopted the Guidelines for the Formulation of Collection Development Policies. While not totally applicable to public libraries, the concept which is set forth in these guidelines speaks very concisely to the need for systematic and coordinated collection development practices. A unique feature of these guidelines is the recommendation that levels of collection density be defined for individual subject areas and collections within the overall library framework. These identifying terms are used " . . . in identifying both the extent of existing collections in given subject fields and the extent of the current collecting activity in the field...."

The five levels of collection density which are defined by the ACRL Guidelines are: comprehensive, research, study, basic and minimal. The established definitions which are applied for academic library collections for these five levels of density allow for diversity ranging from highly specialized and exhaustive collections of materials which would support post-graduate level research to collections of a very minimal level

where only basic reference tools are collected. The Guidelines further specify that the more specialized collections would be found only in the larger research oriented libraries.

It is possible to adapt the Guidelines to the public library setting; the definitions of collection levels can easily be modified to apply to even the smallest of rural libraries.

In defining the levels of collection density which will be set for the collections of the Okefenokee Regional Library System, the following definitions have been established.

Comprehensive Level - This would be an exhaustive collection of materials which would consist of as many publications as could be obtained on a particular subject. For the Okefenokee Regional Library System, the portion of the collection which would be developed at this level would be the collection of local history materials directly related to the history, lore and people of the five counties in the Library System. A second area of the collection which will be developed at this level of intensity will be the collection of best selling works of fiction and non-fiction which are in high demand in all libraries which serve adult populations.

Research Level - This would be a less exhaustive collection of materials than the comprehensive level, but would contain selected materials on specialized areas of interest: materials which would be collected at this level of intensity would be literary materials by Georgia authors and materials which deal with the history, lore and people of the portion of the state not included in the five counties of the Okefenokee Regional Library System. An effort will be made to select materials based on their quality and intrinsic value: this will not be an exhaustive collection.

Award winning works of fiction and non-fiction for both adults and children would be collected at this level.

Study Level - The **materials which** will be collected at the Study Level will be those which would complement and support the curricula of the area educational institutions. Exact duplication of materials found in other libraries in the area will not be encouraged; supplementary materials will be sought which can assist in individual high school and undergraduate level research.

Basic Level - The material which will be collected at the Basic Level will be those which have general applicability to the majority of the potential patron population. Included in the collection at this level would be general reference materials, both monographic and serial, periodical literature, juvenile materials, non-best selling works of fiction, and general materials in the large print format.

Minimal Level - The **materials which will be collected at** this level of intensity will **be those which will** have a selectively narrow audience in the Okefenokee Regional Library System. Included in this collection will be selected works of a specialized, artistic and scientific nature, and materials which would support introductory research in individual fields of study. An effort will be made to collect at least one generally accepted work in each major subject area. These works will be primarily of a non-fiction nature and would serve as spring-boards into more specialized research. Also included in this level of the collection would be secondary and tertiary reference materials, both subject specialized and general in scope.

FORMAT

BOOKS - Because they are the most heavily requested, contain the widest variety of subject matter (at present), are considered to be the most durable, and (relative to other formats) are the least expensive, books are the primary focus of the collection. Titles of high demand, reference usage, and in special collection or needed subject areas are acquired.

NEWSPAPERS AND MAGAZINES - A selection of major newspapers which reflect the range and variety of current thought is maintained. Area newspapers are collected because of the high demand for local materials. Quality periodicals which have a high demand or basic research value (indexed in Readers' Guide) are collected.

PAPERBACKS - A one-for-one paperback exchange is maintained but not cataloged. High demand titles are retrieved from the exchange and cataloged into the collection whenever possible. Paperback titles are purchased only if the desired title is not available in hardcover.

LARGE PRINT - Quality material of high demand is collected in large print format.

MAPS - Maps, unless they can be obtained freely or deal with the local area, are not collected. An up-to-date atlas collection reasonably accommodates the need for maps in the Okefenokee Regional Library System.

REALIA AND OTHER EPHEMERA - Not collected

MICROFORM - As funds are available, selected area newspapers are collected by the Okefenokee Regional Library. Microform backfiles of periodicals used heavily for research are purchased as funds are available. Reader-Printer equipment will be purchased as funds are available.

AUDIOVISUAL - The acquisition of audiovisual materials and equipment is actively pursued by the Okefenokee Regional System within budgetary constraints. The main thrust of collection development is toward material and equipment that is durable, electronically (rather than mechanically/electrically) based, or popular with users. As new formats become available, they are included in the collection if they are an improvement over older formats in reliability, ease of use and durability.

The Library will build its collection of audiovisual materials with the goal of providing a supplementary source for cultural and educational materials. Materials of this nature will be purchased in all suitable formats and will include documentaries, musical productions, educational and how-to-do-it materials, travel guides, dramatizations of classical literature for adults and children and motion pictures **which are regarded as classic** that are intended for unrestricted audiences..

MISCELLANEOUS - A wide range of pamphlet material, newspaper clippings, maps and other informational items of lasting value are collected.

SHARED RESOURCES

Patrons of the Okefenokee Regional Library System have access to a variety of materials not owned by the library. There are a number of public and private agencies that provide access to specialized information: these are listed in the appendix. Patrons whose needs can be served by these agencies will be referred to them.

REGIONAL RESOURCES

Alma-Bacon County Chamber of Commerce
Altamaha Georgia Southern Area Planning and Development Comm.
Appling County Chamber of Commerce
Appling County Cooperative Extension Service
Appling County Courthouse Law Library
Bacon County Cooperative Extension Service
Bacon County Courthouse Law Library
Bacon County Historical Society
Clinch County Chamber of Commerce
Clinch County Cooperative Extension Service
Clinch County Courthouse Law Library
Community Involvement Council, Inc.
Concerted **Services**
Georgia Department of Natural Resources Regional Office
Georgia Forestry Commission District Office
Huxford Genealogical Society Library
Memorial Hospital Library
Okefenokee Heritage Center/Southern Forest World
Okefenokee R E S A
Pierce County Chamber of Commerce

Pierce County Cooperative Extension Service
Pierce County Courthouse Law Library
Southeast Georgia Area Planning and Development Commission
Waycross and Ware County Chamber of Commerce
Ware County Cooperative Extension Service
Ware County Courthouse Law Library
Waycross Junior College Library

INTERLIBRARY **LOAN**

The Okefenokee Regional Library System is a member of the Georgia Library Information Network, (**GLIN**), through which patrons have access to materials in libraries throughout the United States. **Glin** is governed by the National Loan Code.

The Okefenokee Regional Library System is also a member of South' Georgia Associated' Libraries which provides for free exchange of interlibrary loan materials between member libraries in the area.

CLIENTELE

The Okefenokee Regional **Library** System (ORL) encompasses diverse communities. The needs, interests, and points of view of this clientele range over the spectrum of all subjects inherent to contemporary society. ORL attempts to provide a diversity of materials in both print and non-print forms: ORL also attempts to provide a balanced collection which represents all sides of important issues. In addition to selecting materials for the informational, cultural, and recreational needs of all ages, ORL will respond to the needs of the handicapped and to the special, commercial, industrial, educational, and civic enterprises of its communities to the best of its ability. Above all, local needs and interests will determine which categories of materials, if any, in a given subject area will be selected for a branch.

ADULTS

The materials selected for adults, 19 years or older, will be relevant to the needs, interests and activities, backgrounds, and levels of education identifiable in the adult community.

YOUNG ADULTS

The materials selected for young adults, ages 13 years to 18 years old, will attempt to meet their recreational, cultural, and informational needs and interests.

CHILDREN

The materials selected for children, preschool to 13 years old, will attempt to meet their informational, cultural and recreational needs.

STUDENTS

Materials are selected to supplement the needs of the student population. The student population of the Okefenokee Regional Library System is composed of public school, private school, technical school and college students. Book deposits to individual institutions are also available to supplement the needs of these groups.

SPECIAL CLIENTELE

An attempt is made to provide materials or referral services for special populations. Our handicapped, nursing home, penal institution, and other special need populations are served through the large print collection, interlibrary loan services, bookmobile service, programs to institutions and referral to the area Talking Book Center or other agencies as needed.

The Okefenokee Regional Library attempts to maintain awareness of, and to anticipate shifts in, the community. Materials are selected to accommodate these changes and shifts as well as changes in educational, cultural, and intellectual patterns; mobility of population and the impact of new technology.

SPECIAL COLLECTIONS

The Okefenokee Regional Library System genealogy/local history collections are housed in the Waycross, Blackshear Memorial, Bacon County and Appling County Libraries. They are maintained through gifts and purchases.

The Library attempts to be comprehensive in its collection of materials about Georgia, its way of life, its people and their accomplishments. Fiction by Georgia authors or with a Georgia setting, and books that are significantly, though not exclusively, about Georgia will also be added.

A special collection of the Nuclear Regulatory Commission is being maintained at the Appling County Library, and a special collection of literature on Black Culture is being maintained at the **Marian** Anderson Library. A donation of rare books, the Hinson Collection is kept at the **Waycross** - Ware County Public Library.

COLLECTION **MAINTENANCE**

The Okefenokee Regional Library System maintains an aggressive collection maintenance policy to insure that the Library's holdings accommodate current community needs and interests, to optimize use of available space, to maintain the Library's reputation as a source of up-to-date, reliable information, and to make the collection more attractive. This policy does not apply to any research collection maintained by the System, such as the local history, genealogy or Georgia collections , where inclusiveness without regard for condition, duplication or quality is important.

The collection is reviewed continually for materials that need to be rebound, replaced or permanently weeded. Shelf time (the amount of time an item stays on the shelf between use) is used as the major criterion for permanent weeding.

NON-FICTION

If an item has not circulated for three years it may become candidate for discard. If an item can be ascertained to contain erroneous and/or out-dated information, it is also weeded. If

an item is a duplicate that is no longer required by the popularity of the title, it is discarded or reassigned. If an item is worn-out but of a subject matter that is adequately represented by the rest of the of the collection, it may be discarded. If an item is worn-out, but its contents are still of lasting value, it may be rebound, if possible, or replaced.

FICTION

For works of fiction, the criteria used are condition, duplication (except for 'accepted classics and currently popular titles), and shelf time.

AUDIOVISUAL

The same basic guidelines are followed for audiovisual materials.

REFERENCE MATERIALS

The same basic guidelines, with the exception of shelf time, are used for weeding the reference collection.

INTELLECTUALFREEDOH

Okefenokee Regional Library System supports the Library Bill of Rights as well as the Freedom to Read Statement. These were adopted by the American Library Association Council. It is our first priority to ensure **equal** access to information and services for patrons regardless of race, age, sex, religion, background or views.

LIBRARY BILLOFRIGBTS

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

1. 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.
2. Libraries should provide materials and information presenting all points view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the **fulfillment** of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use the library should not be denied or abridged because of origin, age, background or views.
6. 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.

Adopted June 18, 1948. Amended February 2, 1961. June 27, 1967, and January 23, 1980. by the ALA Council.

FREEDOMTOREAD

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 books from sale, to censor textbooks, to label "**controversial**" books, 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 avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians, and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. **Most** such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising this critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda, and to reject obscenity. We do not believe they need the help of censors to assist them in this task. 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.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. 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.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

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, 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 stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which 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 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 reader to choose freely from a variety of offerings.

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

We therefore affirm these propositions:

1. It is in the public interest for publishers and libraries to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until his idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every non-conformist at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and **selecting can the** democratic mind attain the strength 'demanded by times like these. We need to 'know not only what we believe but why we believe it.

2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one man can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history of political affiliation of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political **views** or **privatelives** of its creators. No society of free men can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern literature is shocking. But is **not much of life itself** shocking?.., We cut off literature at the **source if we** prevent writers from" dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed as they have a responsibility to help them to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by

authority what is good for the citizen. It presupposes that each individual must be directed in making up his mind about the ideas he examines. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society each individual is free to determine for himself what he wishes to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The freedom to read is of little consequence when expended on the trivial: it is frustrated when the reader cannot obtain matter fit for his purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all bookmen the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state **these propositions** neither lightly nor as easy generalizations. We here stake out a lofty claim for the value possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous: but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

Endorsed by: American Library Association Council, June 25, 1953; American Book Publishers Council, Board of Directors, June 18, 1953. Revised January 28, 1972, by the ALA Council

OKEFENOKEE REGIONAL LIBRARY SYSTEM
PROCEDURES FOR HANDLING A COMPLAINT ABOUT MATERIALS

The Okefenokee Regional Library System subscribes to the American Library Association's Library Bill of Rights and the Freedom to Read Statement.

Any complaints from a library patron concerning the Library's having or not having a selected item is to be handled using the following procedures.

1. **Request** that the complainant complete the information on the form, "**Request for Reconsideration of Library Materials.**"
 2. As the staff member receiving the complaint, you should prepare a written statement detailing the interchange with the patron. Your written statement and the completed patron's form should be given to the Director by the end of the working day.
 3. Upon receipt of the written complaint and the staff statement, the Director will acknowledge receipt to the patron using the standard form letter (attached).
 4. The written complaint will be referred to the Library's professional staff for immediate investigation. The Library's Assistant Director will lead the investigation and will prepare a written report of their findings to the Director within 5 working days.
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5. At the same time that the complaint is sent to the professional staff for investigation, a copy of the complaint will be given to the members of the System's Executive Board, as a matter of information.
 6. Upon receipt of the Assistant Director's report from the professional staff, the Director will notify the complainant of the recommended action.
 7. At the same time that the complainant is notified of the professional staff's recommendation, the System's Executive Board will receive copies.
 8. The complainant will be given the opportunity to appeal the recommendation of the professional staff to the System Board of Trustees. He will be notified of this option in writing at the time the initial recommendation is sent to him.
 9. **If a request** for an appeal is filed with the System Board of Trustees, the complainant will be placed on the agenda of the next regularly scheduled meeting.
 10. The decision of the System Board of Trustees shall be **considered** final.
 11. Throughout the process, communication will be maintained with the Chairman of the Georgia Library Association Intellectual Freedom Interest Group, with the American Library Association's Office of Intellectual Freedom, and with the Director of the Georgia Division of Public Library Services.
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OKEFENOKEE REGIONAL LIBRARY SYSTEM

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

DATE _____ LIBRARY CARD NO. _____

FROM: _____

FULL NAME

TELEPHONE NO.

ADDRESS

CITY

ZIP CODE

WHOM DO YOU REPRESENT?

_____ Self

_____ Organization (Please Specify) _____

Author _____

Title _____

Subject _____

Hardback. -- Paperback. -- A/V Material Periodical.

Call Number of Item _____

REQUEST FOR RECONSIDERATION OF ITM IN LIBRARY COLLECTION

1. Have you read the book or listened/viewed to the item in its entirety? _____

If not, why not? _____

2. Have you seen or heard reviews of this material? _____

If yes, please name the source. _____

3. What do you believe is the theme of this work? _____

4. To what in the work do you object? Please be specific,
cite pages. _____

5. What would you like the Library to do with this material?

6. In its place, what work would you recommend that would
convey as valuable a picture and perspective of the sub-
ject? _____

REQUEST FOR RECONSIDERATION OF MATERIAL NOT OWNED BY
LIBRARY

1. Why do you feel that this material should be in the
Library? _____

2. Please list any reviews or recommendations of this
material. _____

The Okefenokee Regional Library System appreciates your in-
terest in our Library's collection. You will receive written
notification of the disposition of this request.

SIGNATURE OF COMPLAINANT: _____

RECEIVED BY: _____
Signature of Staff Member Receiving Complaint

OKEFENOKEE REGIONAL LIBRARY SYSTEM
FORM LETTER TO BE USED IN RESPONSE TO WRITTEN COMPLAINT

Dear _____:

Your written complaint concerning the Library's (having/not having) the item, _____ has been received and is being investigated by the Library's professional staff. Their written recommendation concerning your request will be given to me within 5 working days and a copy will be forwarded to you immediately. Their report will be based on the Library's established Collection Development Policy and will reflect an unbiased and objective review of the item in question.

Your interest in our Library's collection is appreciated and I sincerely hope that the disposition of your complaint will be met with your satisfaction.

Sincerely,

Susan N. Roberts, Director

cc: Members, System Executive Board'

OKEFENOKEE REGIONAL LIBRARY SYSTEM

FORM LETTER TO ACCOMPANY WRITTEN RECOMMENDATION

Dear _____:

Pursuant to the written complaint that you filed on with the Library on _____ about _____ please find the attached written recommendation from the Library's professional staff.

This recommendation is based upon their individual review of the item, published reviews of the item and the System's Collection Development Policy.

We sincerely hope that this recommendation is met with your satisfaction. If you do not find this recommendation satisfactory, you have the option of appealing this decision to the System's Board of Trustees. Should you wish to take this further step, please notify me in writing within 5 working days. If you do so, this item will be placed on the agenda of **the next regularly scheduled meeting of the System. Board of Trustees and they will review your written complaint and hear your testimony.**

Again, let me thank you for your interest in our Library's collection.

Sincerely,

Susan N. Roberts, Director

cc: System's Executive Board

COMMUNITY ANALYSIS

The Okefenokee Regional Library System includes the five Southeast Georgia counties of Appling, Bacon, Clinch, Pierce and Ware. A breakdown of the land area, by county, is shown below as well as the proportional relationships of each county to the overall System.

County	Square Miles	Percentage of System N - 2,868
Appling County	510	18%
Bacon County	286	10%
Clinch County	821	28%
Pierce County	344	12%
Ware County	907	32%

The populations of the counties in the Okefenokee Regional Library System are not proportionately distributed to the land masses. However, a steady increase in the population has been seen in all five counties between 1980 and 1987 with equally steady increases in population projected through the year 2,000. The following chart shows the relationships among the five counties over the past seven years and projected -for the next thirteen years.

County	1980	%ORL	1987	%ORL	1990	%ORL	2000	%ORL
	N=80,861		N=87,271		N=90,095		N=98,417	
Appling	15,565	19%	17,454	20%	17,862	20%	19,875	20%
Bacon	9,379	12%	10,473	12%	10,461	11%	11,487	12%
Clinch	6,660	8%	6,982	8%	6,963	8%	7,246	7%
Pierce	11,897	15%	13,090	15%	14,301	16%	16,569	17%
Ware	37,180	46%	39,272	42%	40,508	45%	43,240	44%

A comparative look at the current population, the distribution of land mass, and the population saturation in the Library System clearly portrays an accurate picture of the relative rural nature of the area. This, along with the fact that the 1980 Census reported that less than 50% of the System's population live in urban areas clearly define the area as rural.

County	Land Mass N-2,868	Current Population N-87,271	Saturation Average-30
Appling	18%	20%	31
Bacon	10%	12%	33
Clinch	28%	8%	8
Pierce	12%	15%	35
Ware	32%	45%	41

The population of the Library System can generally be classified into four general groupings: the group under age six who are traditionally regarded as non-reading library users; the group between the ages of six and twenty-five who represent those most likely to be engaged in formal education; the group between the ages of twenty-five and sixty-four **who are** generally the working class members of the population; and finally, the group of potential patrons age sixty-five and up who are usually in the category of retired patrons and those patrons who are likely to require mechanical assistance for utilization of library materials.

The population of the Okefenokee Regional Library System is closely aligned with the population of the state of Georgia in regards to the categorized groupings. The national trend toward growing populations of citizens in the retired category is reflected in the fact that this age group now exceeds the size of the group under age six. The heavy emphasis which has long been placed on the provision of library materials for the prereading population is somewhat **refuted by this fact...**, **Secondly, the heretofore neglect which** has -often been the norm in regard to the readers over age sixty-five is directly opposed by this fact. The need for the public library to provide a collection of materials and a program of services to meet the needs of as many of the population as possible. This can more realistically be planned and implemented after careful analysis of the physical composition of the clientele served by the system.

The following chart shows the relationship among the four basic age categories in the five counties in the System.

County	Under 5 N-7,453	6 - 24 N-31,679	25 - 64 N-38,308	Over 65 N-9,331
Appling	8.7%	37.4%	43.6%	10.3%
Bacon	9.2%	35.3%	44.6%	10.9%
Clinch	8.4%	38.8%	43.6%	9.8%
Pierce	8.4%	35.6%	45.1%	10.9%
Ware	8.0%	34.4%	45.4%	11.9%
System Average	8.5%	36.3%	44.5%	10.7%

In looking at the total population of the Library system in regard to gender, the ratio closely reflects the state and national norms. Forty-nine percent of the total population is male while roughly fifty-one percent of the population is female. This is a notable statistic, however, it is not one of grave importance in relation to the development and implementation of library collections and services.

Racially, the population of the five counties in the Okefenokee Regional Library System is somewhat disproportionate to the statewide averages. However, with the rural nature of the area taken into consideration coupled with the historically skewed nature of southern populations, this fact is not far from what would be expected. The population can be divided into two major categories: black and white. There are also isolated small clusters of other ethnic groups in each of the five counties; in each instance, these comprise less than one percent of the total population.

County	White N-69,467	Black N-17,628	Other N-176
Appling	79.90%	20.07%	.03%
Bacon	84.80%	14.90%	.30%
Clinch	70.25%	29.25%	.50%
Pierce	85.95%	14.00%	.05%
Ware	76.50%	23.00%	.50%
System Ave.	79.48%	20.24%	.28%

Educationally, the population of the Library System falls into four basic categories depending upon the number of years of formal education completed. Statistically, the figures represent the population over age twenty-five: the breakdowns are shown in the following chart.

	Less Than 12 yrs	12 yrs	1-3 Yrs College	4+ Yrs College	Median yrs. Completed
Appling	57.0%	28.0%	8.0%	7.0%	11.1
Bacon	59.3%	30.6%	5.2%	4.9%	9.9
Clinch	65.6%	21.9%	6.0%	6.5%	9.8
Pierce	53.4%	30.6%	9.1%	6.9%	11.6
Ware	52.8%	26.7%	10.5%	10.0%	11.7
System Avg.	57.6%	27.3%	7.2%	7.1%	10.8

Initial examination of the previous chart appears to reveal the fact that the majority of the adults in the five county area lack a completed high school education. However, it must be understood that it has only been in the last thirty years that a full twelve years of formal education has been required for a high school diploma. Prior to that time, individual school boards were free to offer eleven rather than the customary twelve years.

The fact that nearly fifteen percent of the total population has attended college and the fact that better than twenty-five percent of the population has completed twelve years of education is an indication that there are segments of the population whose informational and educational needs are above the bare minimum; the Library's response to these needs should be accordingly. On the other side of the coin, the Library must also take into consideration that a large portion of the clientele has less than a completed high school education: materials should be provided which meet the needs of this portion of the population as well as the more intellectual.

There are six tax supported Boards of Education in the five counties; the City of **Waycross** operates a separate school system. There is also one publicly supported two-year college and one publicly supported vocational-technical school in the five county area. With the exception of the vocational-technical school, all public education institutions have formally organized libraries. The vocational-technical school, relies upon small collections of class-room supplemental materials for additional resources. The public libraries in the five counties can only seek to complement and supplement the library services provided by these educational institutions.

Economically, the five counties in the Okefenokee Regional Library System fall below statewide norms in many areas. This is a fact which is faced by the majority of the rural areas and one which should not be used to cast unfavorable light on the area. It is notable that of the total civilian labor force in 1980 of just over thirty thousand people, nearly fifteen percent were engaged in professional positions; nearly forty-five percent were skilled laborers; thirty percent were providing necessary services: and ten percent were working in agriculture.

County	Professional N-6,914	Skilled Labor N-15,349	Service N-12,002	Agriculture N2,753
Appling	14%	48%	25%	13%
Bacon	15%	43%	30%	12%
Clinch	17%	51%	26%	6%
Pierce	14%	42%	32%	12%
Ware	22%	38%	36%	4%
System Average	16%	44%	30%	10%

In 1982, the total retail trade in the five counties neared the three hundred million dollar mark. Looking at the retail trade of each of the counties as it compares to the others in the System gives a fairly good representation of the economic standing of each county. The following chart shows the relationship between the total retail trade for 1985 as compared to the populations of the individual counties in the System.

County	Retail Trade N-298,183,000	Population N-87,271
Appling	16%	20%
Bacon	10%	12%
Clinch	4%	8%
Pierce	9%	15%
Ware	61%	45%

The five counties in the System are traditionally rural in nature and although some gains have been seen toward a more cosmopolitan approach, the fact remains that this is a rural, south Georgia area. As the Library works to provide services and programs to meet its mission in the communities, constant awareness of these facts helps maintain a realistic approach. There is a great deal of pride of place, culture and condition among the people of this area and as a library, we must augment the existing services and seek to provide additional ones which will enhance the lives of the population.

APPENDIX D

OKEFENOKEE REGIONAL LIBRARY SYSTEM

MISSION, GOALS AND OBJECTIVES

MISSION STATEMENT

It is the mission of the Okefenokee Regional Library System to seek to provide information and to stimulate thinking; to promote an informed citizenry and to enhance the educational, recreational, civic, cultural and spiritual pursuits of the community.

GOALS AND OBJECTIVES

TO PROVIDE ACCESSIBLE LIBRARY SERVICES IN ALL COUNTIES OF THE REGIONAL SYSTEM:

To provide services in each county headquarters library at least 30 hours per week.

To provide additional service hours and facilities, as needed to meet the demands in each county.

TO PROVIDE ACCESS TO PUBLIC LIBRARY SERVICES AND MATERIALS TO PATRONS WHO ARE UNABLE TO FULLY UTILIZE THE SERVICES IN AN ESTABLISHED LIBRARY BRANCH.

To provide monthly scheduled visits by the bookmobile.

To make annual loans of materials available to institutions in the Okefenokee Region.

To make programs available to institutionalized patrons on a regular basis.

TO PROVIDE TIMELY, ACCURATE, AND USEFUL INFORMATION FOR LIBRARY PATRONS.

To provide reference service in every library of the Regional System.

To provide professional reference assistance to each library as needed.

To provide educational and career information to patrons pursuing learning on an individual basis.

To provide local history and genealogy information to patrons.

To provide current information on local organizations, issues and services.

TO SPONSOR PROGRAMS TO MEET NEEDS AND INTERESTS OF ALL SEGMENTS OF THE COMMUNITIES.

To coordinate Library programs with those of other agencies.

To provide regularly scheduled youth programs throughout the year.

To carry out a special youth program every summer.

To provide regularly scheduled and special programs for adults.

TO ACQUIRE AND MAINTAIN CURRENT AND RETROSPECTIVE MATERIALS THAT MEET THE NEEDS AND INTERESTS OF THE COMMUNITIES.

To acquire and maintain collections of current popular materials.

To maintain balance in all areas of the collection.

To acquire and maintain specialized materials of particular interest and importance to library patrons as needed within budgetary constraints.

To acquire and maintain a broad coverage of subject areas in non-fiction materials.

To acquire and maintain collections, as complete as possible of local history and genealogical materials.

To acquire and maintain collections of timely and accurate reference materials with the collection at the headquarters library serving as the System resource collection.

To provide supportive collections of audiovisual materials with the collection at the headquarters library serving as the System resource collection.

TO PROVIDE ACCESS TO ALL LIBRARY **MATERIALS**.

To descriptively catalog all purchased materials with appropriate title, author and subject entries within one week of receipt by the Technical Services and Audiovisual Departments.

To classify all general, reference and juvenile materials with appropriate identification.

To descriptively catalog gift materials with appropriate title, author and subject entries as time allows.

To assign appropriate identifying notations to items in special collections.

To maintain all public catalogs according to standardized filing procedures.

To provide an organized physical placement of all library materials.

TO PROMOTE AWARENESS AND USAGE OF LIBRARY PROGRAMS, ACTIVITIES, AND **MATERIALS**.

To publicize information on newly acquired popular materials within two weeks of receipt by the Public Relations Department.

To produce and distribute a library newsletter on a regular basis.

To produce and distribute pamphlets and fliers at least one week in advance of special programs.

To publicize library programs and activities at least one week in advance using local news media.

To provide annually updated information on the use and layout of the libraries.

TO PROVIDE FOR THE UTILIZATION OF CIRCULATING MATERIALS.

To maintain and utilize a manual of current circulation procedures.

To loan materials for specified time periods.

To maintain accurate circulation records.

To process overdue files on a daily basis.

TO IMPLEMENT METHODS FOR OBTAINING INFORMATIONAL MATERIALS NOT AVAILABLE IN THE LOCAL LIBRARY.

To provide for the timely interchange of materials between Okefenokee System affiliated libraries.

To provide interlibrary loan services in accordance with regional, state, and national interlibrary loan codes.