



COLUMBIA COUNTY LIBRARY SYSTEM

Collection Development Policy

Adopted by the Columbia County Library System Board of Trustees

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1. Objective of Library Collection

The objective of the library collection is to support the Columbia County Library System's (CCLS) mission to provide quality library services and materials to adults and children in the county to meet their informational, recreational, and educational needs.

2. Gifts

Only gifts that are free of liens or claims are accepted. The CCLS has sole and absolute authority in accepting or declining a gift and is granted unconditional ownership of the gift. The donor may specify that the item be returned to them if the library declines or ceases to use the item(s); if no such request is made, the CCLS may dispose of or sell the item as it deems appropriate. Some items may be used in "Friends of the Library" media sales. If the item is sold, all proceeds belong to the CCLS.

If a monetary gift is donated, the donor is invited to select an item from a library wish list. If no item is selected, the CCLS chooses how to spend the donation. The CCLS does not determine the monetary value of gifts for tax deduction or any other purpose; the donor is given the appropriate form to use as they determine. Gifts are an addition to the collection, not a supplementation, and are not viewed as a means of cost reduction.

3. Responsibility

The heads of each library department are responsible for the selection of items in their respective departments. They will use materials and techniques outlined in the Evaluation and Selection section of this document and applicable CCLS policies/guidelines. They are encouraged to solicit suggestions and feedback from staff and patrons. The CCLS Board of Trustees is the final authority for collection development.

4. Evaluation and Selection

Selection will be guided primarily by community demand, with every effort made to represent all points of view on topics of interest. The CCLS welcomes patron suggestions and requests.

Selection criteria include, but are not limited to:

- Current popularity of the author
- Positive critical reviews
- Reputation and/or authority of the author
- Part of a series the library collects (e.g., Time-Life series)
- Affordability
- Artistic, literary, historic, and/or scientific merit
- Media attention

- Adequate coverage of controversial issues

Copyright and fair use policies are adhered to when selecting software for public use. Software will only be available for on-site use by patrons. Value, validity, and timeliness are of utmost importance when selecting reference materials. CCLS librarians may consider Motion Picture Association of America ratings when selecting media.

5. Intellectual Freedom

As a public institution, the CCLS strives to reflect the views of the entire community, not simply the majority. Patrons may find certain materials objectionable but are reminded that they are responsible only for their own—and their children’s—reading, listening, and viewing choices. No one may restrict access for others. The library provides materials that allow patrons to examine issues and reach their own conclusions.

6. Format

The CCLS recognizes the value of non-print items for educational and entertainment purposes and reflects this in its collection efforts. Whenever possible, the CCLS chooses the most appropriate format for the item selected. The preferred format for books (both fiction and nonfiction) and serials is print on paper. Print items may be duplicated in audio or visual format. Graphic novels may be included when the item is in popular demand and has received critical acclaim.

7. Selection Aids

CCLS librarians use reviews from *Library Journal*, *Public Libraries*, *VOYA*, *American Libraries*, *School Library Journal*, and other reputable, affordable professional tools. Local schools are consulted to ensure items that enhance and complement their curriculum are selected. Input from local school and preschool teachers is welcomed and actively sought for materials in the young adult and juvenile collections.

8. Analysis of Subject Fields

The CCLS strives to maintain a balanced collection, with emphasis (not limitation) on the following areas:

000s Generalities/Computer Science – Manuals for non-professionals and programs used by the library; wide selection maintained. Encyclopedias replaced annually or biannually; previous editions move to circulating collection. Library science materials purchased primarily for staff but available to patrons.

100s Philosophy and Psychology – Emphasis on self-help; parapsychology with local interest; balanced representation of controversial viewpoints.

200s Religion – Materials representing local religious organizations; mythology for school interest; multiple Bible versions; balanced representation of differing views.

300s Social Sciences – Wedding/etiquette guides; customs of diverse cultures (especially Asian); multiple copies of test-prep guides (one recent copy in reference); basic law (divorce, real estate, senior issues); balanced coverage of anthropology and sexual orientation; American slavery history; regularly updated international relations; elementary/preschool education and homeschooling resources; political science.

400s Language – Emphasis on English-as-second-language materials and history of English; see Fiction guidelines for world-language collections.

500s Natural Sciences and Mathematics – Mathematics replaced primarily when worn; natural sciences evaluated annually for timeliness, accuracy, and relevancy.

600s Technology (Applied Sciences) – Gardening (Zone 9); culinary arts; pets/domestic animals; health, fitness, and medical titles evaluated annually for timeliness, accuracy, and relevancy; business, home/auto repair, engineering, and home economics evaluated as needed.

700s The Arts – Basic coverage of art, architecture, music, and landscaping; sports/games; regularly updated interior decorating; digital and classic photography; current trends; hobbies. Biographies of individual musicians/athletes shelved in Biography; artists, teams, and musical groups shelved in appropriate Dewey area.

800s Literature and Rhetoric – Emphasis on local school curriculum titles; classics and their modern counterparts.

900s Geography and History – Variety of travel guides; strong local history; genealogy reference and “how-to” circulating materials; collective biographies remain in 900s.

Fiction – Alphabetized by author’s last name; no genre separation; hardcover preferred; paperbacks selected when critically acclaimed or on bestseller lists.

Mystery – High circulation; both new titles and classics collected.

Romance – Selected by current author popularity and bestseller placement.

Christian Fiction – Emphasis on series.

Fantasy/Science Fiction – Emphasis on current and popular titles.

Horror – Selected by demand and author popularity.

Western – Selected by author popularity/demand; classics collected.

Audio-Visual – New releases, classics, and critically acclaimed films; balanced viewpoints when possible; juvenile films shelved in juvenile section.

Young Adult – Items included in this category must be age-appropriate and meet the educational and entertainment needs of this age group. In making selections, CCLS librarians may consider reviews found in *The Library Journal*, *Public Library Journal*, *VOYA*, *American Libraries*, *School*

Library Journal and other reputable, affordable guides as they are made available in the selection process. Consideration is given to the current curriculum of local schools. Items that compliment or enhance the curriculum are included. “Young Adult” Librarians are responsible for the development of the young adult collection working in conjunction with other CCLS librarians.

Juvenile – Age-appropriate and age-sensitive items that meet recreational and educational needs are collected. Suitability for children and their usefulness in library programs are the most important qualities for this category. “Children’s” Librarians are responsible for the development of children’s collections.

Serials – Selected by popular demand as funds allow; complete runs of local titles maintained; professional journals kept three years; other back issues as space permits.

9. Replacement

Items will be replaced based on:

- Time-sensitive subjects (e.g., medical texts) replaced annually
- Last copy in the system
- Patron demand
- Literary classics
- Part of a popular series/collection
- Worn mathematics volumes

10. Deselection (Weeding)

Deselection follows the CREW (Continuous Review, Evaluation, and Weeding) method. Items may be weeded when they exceed age sensitivity, contain unreliable information, are in poor physical condition, rarely circulate, contain outdated content, or when space or multiple-copy demand requires it. Every effort is made to recycle weeded items responsibly.

Items closely monitored for updating include international relations, travel guides, and health/medical materials. Some reference items (e.g., *Physician’s Desk Reference*, encyclopedias) are deselected and replaced annually. At branches where space is limited, fiction not circulating in 1–3 years may be weeded; where space permits, fiction is retained until worn.

Following these guidelines ensures meeting the Georgia Public Library Service recommended minimum annual replacement rate of 3%.

11. Further Guidelines for the Collection, Classification, and Shelving of Books and Media Intended for Children, Youth, and Young Adults (Minors)

11.1 The CCLS recognizes there is a vast array of material and media with rich content. It is the CCLS’s objective to choose material and media that meets high standards in literary, artistic, and

aesthetic qualities, technical aspects, and physical format that is appropriate to children and minors over material that may provide similar content but with elements that are pervasively vulgar or educationally unsuitable for children or minors.

11.2 In selecting, classifying, and shelving materials or media in sections of a library or shelves intended primarily for use by Children, Youth, or Young Adults (Minors), CCLS will consider the varied interests, abilities, socioeconomic backgrounds, and maturity levels of the children, youth, and minors served by each branch library. Age-appropriate and age-sensitive criteria will be used to ensure that material/media are selected, classified, and shelved based upon intended age level and comprehensibility.

11.3 CCLS will not select, classify, or place materials deemed “harmful to minors,” as that term is defined by Ga. Code Ann. § 16-12-100.1,¹ in sections of a library or shelves that are intended primarily for use by children or minors.

11.4 The following media or materials will not be selected or placed in sections or on shelves that are intended primarily for use by children or minors: (1) materials/media containing visual representations or images of a person or portion of the human body which depict sexually explicit nudity, sexual conduct, or sadomasochistic abuse, or (2) materials/media containing explicit and detailed verbal descriptions or narrative accounts of sexual excitement, sexual conduct, or sadomasochistic abuse.

11.5 CCLS librarians will not select, classify, or place materials or media that are “obscene,” as defined by Ga. Code Ann. § 16-12-80,² in sections or shelves that are intended primarily for use by children or minors.

¹ Georgia Code Ann. § 16-12-102 defines “harmful to minors” as follows:

(1) “Harmful to minors” means that quality of description or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:
(A) Taken as a whole, predominantly appeals to the prurient, shameful, or morbid interest of minors;
(B) Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable material for minors; and
(C) Is, when taken as a whole, lacking in serious literary, artistic, political, or scientific value for minors.
Ga. Code Ann. § 16-12-102(1).

² Georgia Code Ann. § 16-12-80 defines “obscene” as follows:

(b) Material is obscene if:
(1) To the average person, applying contemporary community standards, taken as a whole, it predominantly appeals to the prurient interest, that is, a shameful or morbid interest in nudity, sex, or excretion;
(2) The material taken as a whole lacks serious literary, artistic, political, or scientific value; and
(3) The material depicts or describes, in a patently offensive way, sexual conduct specifically defined in subparagraphs (A) through (E) of this paragraph:
(A) Acts of sexual intercourse, heterosexual or homosexual, normal or perverted, actual or simulated;
(B) Acts of masturbation;
(C) Acts involving excretory functions or lewd exhibition of the genitals;
(D) Acts of bestiality or the fondling of sex organs of animals; or
(E) Sexual acts of flagellation, torture, or other violence indicating a sadomasochistic sexual relationship.

11.6 CCLS librarians will not select, classify, or place materials/media containing depictions or descriptions of sexual acts or simulations of such acts, implied or otherwise, in sections of a library or shelves that are intended primarily for use by children under the age of 12. This includes explicit or non-explicit written descriptions, depictions, or illustrations of sexual acts. CCLS librarians will not select, classify, or place materials/media containing visual depictions or illustrations of explicit frontal nudity in sections of a library or shelves that are intended primarily for use by children under the age of 12.

11.7 Responsibility for a minor's use of library resources rests solely with the minor's parent or legal guardian.

12. Library Bill of Rights

12.1 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.

12.2 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.

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

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

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

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

13. Request for Reconsideration Policy

13.1 Purpose

The CCLS welcomes patron feedback on library materials and provides a fair, transparent, and orderly process for requesting reconsideration of specific titles while ensuring efficient use of staff and Board resources.

13.2 Procedure

13.2.1 Submission of Request – A patron wishing to request reconsideration of library material must complete and submit the official Request for Reconsideration of Library Materials Form (see sample below), available on the CCLS website. The form must be fully completed, including the patron’s contact information and a detailed explanation of the concerns. Only residents of Columbia County are eligible to submit a formal request for reconsideration.

13.2.2 Initial Review – The Library Director will review the reconsideration request in consultation with appropriate professional librarians at his/her discretion.

13.2.3 Decision – The Library Director will render a written decision within 30 days of the receiving the form. The patron will be notified in writing of the decision and the rationale supporting it.

13.3 Appeal Process

13.3.1 Appeal to Board – The patron may appeal in writing to the CCLS Board of Trustees within 10 business days of the receiving the Director’s decision.

13.3.2 Board Hearing – The appeal is scheduled for the next regular (or special) Board meeting; the patron is notified at least 10 days in advance. Only the patron who submitted the request for reconsideration will be permitted to speak at the hearing.

13.3.3 Board Decision – After discussion, the Board will vote on the appeal. A final written decision will be sent to the patron within 10 business days of the vote. This decision is binding and concludes the reconsideration process for the title.

13.4 Limitations

13.4.1 A single patron may formally request reconsideration of only one title at any given time. A new request may not be submitted until the current process (including any appeal) is fully resolved.

13.4.2 CCLS will process formal reconsideration requests for no more than 5 titles per 3-month quarter. Once the cap is reached in a quarter, additional requests will be held and processed in the order received during the following quarter.

13.4.3 Once a final decision has been issued by the Library Director or the CCLS Board of Trustees on a specific title, that title may not be the subject of another formal reconsideration request for 24 months from the date of the final written decision. This applies system-wide, regardless of the requesting patron.

13.5 General Provisions

13.5.1 All decisions are guided by this Collection Development Policy.

13.5.2 Submission of a request does not guarantee removal, relocation, or restriction.

13.5.3 Requests must cite specific content and relevant policy sections; generalized or frivolous complaints may be denied without further review.

14. Sample: Request for Reconsideration of Library Materials Form

Columbia County Library System

Please complete all sections. Incomplete forms will not be processed. Only Columbia County residents may submit this form.

1. Patron Information

Name: _____

Address: _____

City, State, ZIP: _____

Phone: _____

Email: _____

CCLS Library Card Number (if applicable): _____

I certify that I am a resident of Columbia County: Yes

2. Material Information

Title: _____

Author/Producer: _____

Format (book, DVD, audiobook, etc.): _____

Call Number/Barcode (if known): _____

Location where item was found: _____

3. Collection Development Policy Violation

Which specific section(s) of the CCLS Collection Development Policy do you believe this material violates? (Quote or summarize the relevant section(s); attach additional pages if needed.)

4. Nature of Concern

What specifically concerns you about this material? (Be as detailed as possible; attach additional pages if needed.)

5. Familiarity with Material

Have you read/viewed/listened to the entire work? Yes No

If no, which parts? _____

6. Requested Action

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What action do you recommend CCLS take regarding this material?

- Remove from collection
- Relocate to another section
- Other (specify): _____

7. Additional Comments

Signature: _____ Date: _____

Note: Only one title may be challenged per form and per patron at a time. CCLS processes a maximum of 5 titles per quarter. A title that has undergone reconsideration may not be challenged again for 24 months. Only the requested patron may speak during the appeal presentation.