

COLLECTION DEVELOPMENT POLICY

TABLE OF CONTENTS

Objective	2
The Library's Collection	2
Intellectual Freedom	2
Responsibility for Selection	3
Guidelines for Selection	3
Local Author/Creator Submissions	4
Electronic Resources	4
New Formats	5
The North Carolina Collection	5
Customer Requests	5
Statement of Concern about Library Materials Policy	5
Weeding	6
Appendix A	
ALA Library Bill of Rights	8
ALA Freedom to Read	8
ALA Freedom to View	12
Appendix B	
North Carolina Collection (NCC)	14
Appendix C	
NCC Donor Agreement	17
Appendix D	
Statement of Concern About Library Materials	18
Appendix E	
Local Author Submission Guidelines and Form	20

COLLECTION DEVELOPMENT POLICY

FORSYTH COUNTY PUBLIC LIBRARY MISSION STATEMENT

We equip, empower, and connect the community through library service.

OBJECTIVE

The Forsyth County Public Library (FCPL) is the only library resource and information center that serves all the people of Forsyth County. Users of the Forsyth County Public Library should have the highest quality library service to meet community standards as defined by public policy resource allocation.

A library is identified and defined principally by its holdings of materials, information resources, and its staffs' skilled guidance in their use. The library acts to fulfill its mission by selecting, acquiring, organizing, preserving, maintaining, and providing access to materials and electronic resources that address the interests and needs of the members of a diverse community.

THE LIBRARY'S COLLECTION

The Forsyth County Public Library provides a comprehensive collection, housed at the Central Library, community branches, and online. The Library's materials support providing in-depth and specialized information and research assistance to the community. The library system serves the communities and users in their geographic areas, providing primarily current, popular collections and materials to meet basic information and recreational needs.

PURPOSE OF THE COLLECTION DEVELOPMENT POLICY

This policy serves several purposes:

- To guide staff in making decisions about the selection of library materials.
- To inform the public of the principles that govern collection development at FCPL.
- To constitute 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.

INTELLECTUAL FREEDOM

Collection development at the Forsyth County Public Library is based on the principles of intellectual freedom and equal access for all. No material will be excluded because of the race, national origin, community standards, gender, sexual orientation, disability, personal history, or the political, religious, or social views of the author or creator. The Library provides a collection that seeks to balance viewpoints across a broad spectrum of opinion and subject matter. Using selection practices that are flexible and responsive to the changing needs of the community, the Library builds and maintains collections for the general public while recognizing the needs of special population groups.

The Library subscribes to the selection principles contained in the American Library Association's Library Bill of Rights (See **Appendix A**):

- [Library Bill of Rights](#)
- [Freedom to Read](#)
- [Freedom to View](#)

RESPONSIBILITY FOR SELECTION

The task of, and responsibility for, materials selection lies with the Collection Development Supervisor and other professional staff of the Library. The ultimate responsibility rests with the Library Director who operates within the framework of policies determined by the County Commissioner-appointed Library Board of Trustees.

GUIDELINES FOR SELECTION

Collection development and management decisions are based primarily on the merit of the work as it relates to the Library's mission and its ability to meet the expressed or anticipated needs and interests of the community. Library materials are not marked, identified, or sequestered to show approval or disapproval of the contents. The Library will always be guided by a sense of responsibility to both present and future users in adding materials which enrich the collection and maintain overall balance.

The Library recognizes that some materials may be considered controversial by some and that a particular item may offend some library customers. Selections are not made because of anticipated approval or disapproval, but rather on the merits of the work in relation to collection-building and to serving the interests of Forsyth County citizens.

The selection of an item for the Library's collection does not constitute an endorsement of its contents.

Selection decisions are not influenced by the possibility that materials may be accessible to children or young adults. Responsibility for the use of library materials by those under 18 years of age rests with their parents or legal guardians.

Cooperation with the educational community is a basic aspect of public library service. While the responsibility for providing curriculum-related materials belongs to the schools, the Forsyth County Public Library will provide materials which supplement and enrich the reference, research, and recreational needs of users of all ages.

Books and other materials will be considered as whole works and may not be excluded on the basis of individual passages perhaps taken out of context. An item need not meet all of the criteria in order to be acceptable. Acquisitions, whether purchased or donated, are considered in terms of the following criteria:

- Importance to total collection.
- Relevance to community needs.
- Potential or known use by patrons, including high-demand items.

- Authority and quality in content and presentation.
- Current or historical significance.
- Scarcity of materials in subject area.
- Timeliness.
- Literary or artistic merit.
- Reputation of the publisher or producer; authority and significance of the author, composer, filmmaker, etc.
- Appearance of the title in important bibliographies, lists, or recognized reviewing media.
- Price.
- Suitability of subject, style, and level for the intended audience.
- Format.
- Availability of material elsewhere in the community.
- Comparison to other material in the existing collection.

LOCAL AUTHOR/CREATOR SUBMISSIONS

FCPL is pleased to have the work of many local authors, artists and creators on our shelves, and chooses to recognize local literary and creative efforts by including them in the Collection when possible.

Local authors/creators are defined as those with an active and current community connection to North Carolina. Due to budget constraints, FCPL cannot purchase all local works. However, if an author/creator fills out a Local Author Submission Form (Appendix E) and donates a copy of their work to FCPL, the Collection Development Supervisor will accept it for review.

The works must meet the Library's selection criteria and standards as set forth in the guidelines. If accepted, a copy of the work will be added to the collection with a label designating the work as a local author. Works are also subject to weeding policies and procedures. Submitted works become the property of the Forsyth County Public Library and will not be returned.

ELECTRONIC RESOURCES

FCPL provides access to selected databases and useful Internet-based resources and content. The following additional criteria are considered when selecting materials available in electronic formats:

- Ease of use.
- Accessibility to multiple users.
- Enhancement over the print equivalent.
- Access to current, relevant information.
- Continued access to retrospective information.

- Reduction of space requirements over print products.
- Reduction in number of copies of a print source when purchased for multiple locations.

NEW FORMATS

Careful consideration is given to the introduction of new formats to Forsyth County Public Library collections. Budget considerations, community needs, and the probable impact on existing resources are considered before items are selected and introduced to collections in a new format.

The selection of material in any new format may result in the Library's decision to retire specific items or material formats from its collections in order to responsibly accommodate trends in user demands and/or changes in technology.

THE NORTH CAROLINA COLLECTION

The North Carolina Collection is a non-circulating special collection housed in the Central Library. Its goal is to acquire, organize, preserve, and make available materials relating to the people, history, culture, and environment of the Piedmont region of North Carolina. The Collection contains a wealth of historical and genealogical resources that focus on the City of Winston-Salem, Forsyth County and surrounding counties, the State of North Carolina, as well as South Carolina and Virginia. (See **Appendices B and C**).

CUSTOMER REQUESTS

Library users may place requests for the purchase of materials by submitting an online request or in-person request at any branch location. All suggested purchases are reviewed by Library staff who apply the selection criteria in these guidelines.

STATEMENT OF CONCERN ABOUT LIBRARY MATERIALS POLICY

Use of library materials by customers is an individual matter. Responsibility for the use of library materials by minors rests with their parents or legal guardians. While Library staff strive to follow the Library's Collection Development Policy at all times, Forsyth County residents have the right to request that Library administration reconsider books and other library materials, informally or formally. Library staff may answer informal requests by explaining the Library's Collection Development Policy and the principles of intellectual freedom and equal access for all. However, Forsyth County residents may request a formal, written review of materials they feel do not meet those standards. No material will be reviewed more than once every three years unless new information about the material comes to light, and each resident is limited to three requests per year. The Collection Development Supervisor and other professional staff members will review items for which a formal statement of concern has been submitted.

The procedure for staff handling a formal statement of concern about library materials is as follows:

- Give the customer a copy of the Library's mission statement, the selection policy section of the Library's Collection Development Policy, and ALA's Library Bill of Rights (see **Appendix A**).
- Have the customer complete a *Statement of Concern About Library Materials* form (see **Appendix D**).
- Send the completed form to the Collection Development Supervisor.
- Inform the customer that the Collection Development Supervisor, along with appropriate professional staff input, will review and evaluate the request.
- The Collection Development Supervisor will respond to the requestor explaining the review of the item, action taken, and justification for this action within forty-five days of receiving the request from library staff.
- The customer may appeal the decision and ask that the Library Director or their designated representative further review the material on which a statement of concern has been submitted.
- After appropriate due consideration and discussion, the Library Director or their designated representative will make the final decision on the appeal and will respond within 90 days.

WEEDING

A current, relevant, in-demand, and useful collection is maintained through a continual weeding process, which should reflect the goals and objectives of the Library. It is part of a thorough and conscientious effort to achieve a well-balanced, useful, and accessible collection suitable to the customers served. Weeding or de-selecting is the process of discarding (withdrawing and removing from the catalog) books and other materials from the library collection that are outdated, no longer useful, or in-demand. Systematic weeding of the collection is required in order to keep the collection responsive to customers' needs, to ensure its vitality and usefulness to the community, and to make room for newer materials. Good weeding increases circulation. Weeding should be done hand-in-hand with purchase of replacements as suggested in the weeding guidelines.

At FCPL, the responsibility for weeding lies with the Library Director and is delegated to the Collection Development Supervisor and other professional librarians on staff. It shall be systematically carried out using agreed upon schedules and procedures.

Decisions to weed should take into consideration the following:

Books and other materials which are obsolete, soiled, damaged or no longer useful in the light of the materials selection policy or the purposes of the Library should be considered for removal, including:

- Materials which are outdated, obsolete, inaccurate, or have been superseded by newer editions.
- Materials which are not in acceptable physical condition, worn, damaged, or dirty.
- Materials which are not used or do not circulate.
- The number of copies of a title the library system owns.
- The availability of the item in newer formats.
- The importance of the work in its field.
- Its listing in standard bibliographies.

In some instances, irreplaceable titles of importance must be retained regardless of condition. Librarians may consider appearance on standard lists or the opinion of specialists in these cases as well as the possibility of not being able to replace the item. Materials not meeting selection standards of the FCPL Collection Development Policy are also candidates for weeding.

The following should be considered for retention:

- Works of local authors.
- Works related to local history.
- Works of famous authors including the "classics."
- Works that are unique to the collection in that there is little or no information available on a topic elsewhere.
- Any single work from a series, the rest of which the library owns.

APPENDIX A

American Library Association

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 silence 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.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that 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 nonconformist idea 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 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 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 can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that 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 expression 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 learn 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

values differ, and values cannot be legislated; nor can machinery be devised that 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 the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. 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; and by the government whenever it seeks to reduce or deny public access to public information.*

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 individuals are free to determine for themselves what they wish 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 the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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, they 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 the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for 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 the freedom to read requires of all publishers and librarians the utmost of their faculties and deserves of all Americans 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 of the written word. We do so because we believe that it possesses 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.

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.

A Joint Statement by:

[American Library Association](#)
[Association of American Publishers](#)

Subsequently endorsed by:

[American Booksellers for Free Expression](#)
[The Association of American University Presses](#)
[The Children's Book Council](#)
[Freedom to Read Foundation](#)
[National Association of College Stores](#)
[National Coalition Against Censorship](#)
[National Council of Teachers of English](#)

The Thomas Jefferson Center for the Protection of Free Expression

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 expressions. 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 ALA Council

APPENDIX B

Forsyth County Public Library North Carolina Collection - Collection Development Policy

General Description

The North Carolina Collection is maintained as a non-circulating special collection within the Central Library. Its goal is to acquire, organize, preserve, and make available materials relating to the people, history, culture, and environment of the Piedmont region of North Carolina. The Collection contains a wealth of historical and genealogical resources that focus on the City of Winston-Salem, Forsyth County and surrounding counties, the State of North Carolina, as well as South Carolina and Virginia.

Collection Parameters

The purpose of the Collection is to provide resource materials targeted towards children and adults conducting local history or genealogical research. Collection parameters are described as comprehensive, moderate, basic, and out of scope.

Materials about the City of Winston-Salem and Forsyth County are collected at the comprehensive level and are collected in all formats. Emphasis is placed on materials about the people, history, culture, and environment of the County. Literature by local authors is included in this category.

Materials about communities and counties in the Piedmont region including Alamance, Caswell, Davidson, Davie, Guilford, Montgomery, Randolph, Rockingham, Stokes, Surry, and Yadkin counties, as well as the history and culture of the State of North Carolina in general are collected at the moderate level. The depth of the collection of these materials is determined by the historical timeframe, i.e., when Forsyth County was a part of Stokes County, or genealogical and historical resources about surrounding areas that are tied to Forsyth County. Popular works about genealogical research also fit within this category.

Materials about North Carolina counties outside of the Piedmont region and materials about surrounding states such as South Carolina, Virginia, West Virginia, Ohio, Pennsylvania, Georgia, Kentucky, and Tennessee are collected at the basic level.

Because genealogy and cultural heritage ties the state and surrounding states to Forsyth County, these materials are evaluated for their connection to the history and people of Forsyth County.

Although there are a few volumes which will remain in the collection, materials about the United States and world history in general are out of scope for the North Carolina Collection.

All microfilm, federal documents, and bound periodicals are housed in the North Carolina Collection. These materials are considered separate collections of the Forsyth County Public Library and are not actively collected as part of the North Carolina Collection.

Selection and Acquisition

Materials are collected in many formats, including print, microform, electronic, and photographic materials. Titles or items may be purchased, donated, photocopied or scanned from borrowed originals. Local newspapers and genealogical publications, personal contacts and word-of-mouth offerings are sources of information about materials of interest. Authority to acquire North Carolina Collection materials has been delegated to the North Carolina Collection Department Supervisor.

Gifts and Donations

Gifts and donations to the North Carolina Collection are important supplements to the Collection. Based on the Library's Collection Development Policy, the North Carolina Collection will accept gifts of county records, publications by local authors, histories and family histories (including pedigree charts) relative to Forsyth County and surrounding areas. Subjects of particular interest to the North Carolina Collection include local family histories, local African American history and genealogy, as well as local tourism, music, and art. Gifts of money, given outright or as memorials, are also accepted and can be designated for the North Carolina Collection. All gift materials are acknowledged, and gift plated.

Because of the Collection's specialized nature and facility limitations, donated materials must be relevant to, and consistent with, the parameters established above.

Materials that are not collected include:

- Artifacts, realia, or other 3-dimensional objects best suited to a museum.
- Materials in poor physical condition, e.g., moldy or water damaged.
- Personal papers and manuscripts, unless in direct relation to the history or genealogy of Forsyth County.

According to the Forsyth County Public Library Gift Policy, "gifts of personal property, art objects, portraits, antiques, and museum objects must be approved by the Library Director" and are outside the scope of the North Carolina Collection.

Scrapbooks, diaries, and/or memoirs will be considered on a case-by-case basis. Large collections of photographs, rare books, and other archival material are not collected without consultation between the North Carolina Collection Department Supervisor and Library Administration.

Staff members may not appraise or otherwise place a monetary value on donations. An Acknowledgement of Donation document will be given to donors for income tax deductions and personal recordkeeping purposes.

The North Carolina Collection reserves the right to accept or reject any proposed gift or donation, as well as any conditions placed upon it. Donations which would require an “on deposit” status are not accepted. Any materials donated to the North Carolina Collection are considered outright gifts, without restriction as to use or future disposition, unless otherwise stated in the Donor Agreement (NC Collection Donor Agreement Form - Appendix B). If incorporated into the collection, the materials become the sole property of the Forsyth County Public Library, making them accessible according to established professional standards.

Weeding and Retention

Materials concerning the City of Winston-Salem, Forsyth County, and the genealogy and history of surrounding areas are rarely weeded. Migration to another medium or format may be a possibility as technology advances.

The North Carolina Collection reserves the right to sell, discard, return to donor or redistribute materials if necessary.

Copyright and Reproduction

As owner of the North Carolina Collection, the Forsyth County Public Library retains physical rights to the collection’s materials. Photocopies may be made unless the material is fragile. Existing copyright laws apply for the reproduction of materials for publication or commercial purposes. The credit statement for materials used from the North Carolina Collection shall read:

Courtesy of Forsyth County Public Library.

Source citations should include reference to the North Carolina Collection, Forsyth County Public Library, Winston-Salem, NC.

APPENDIX C

Forsyth County Public Library, North Carolina Collection Donor Agreement

I, _____, hereby donate the materials described below to the North Carolina Collection of the Forsyth County Public Library, to become its permanent property and to be administered in accordance with established Library policies. I assign and transfer all copyrights that I possess to the aforementioned organization. I agree that these materials may be made available for research, display, or demonstration.

Description of Materials (attach an inventory if applicable):

Items not retained by the Forsyth County Public Library shall be:

- _____ discarded
- _____ returned to Donor.
- _____ redistributed to another institution or agency.
- _____ other (describe): _____

Donor has not received any consideration in exchange for this donation.

Donor: _____

Address: _____

Date: _____

Signed: _____

Date: _____

Supervisor, North Carolina Collection

APPENDIX D

FORSYTH COUNTY PUBLIC LIBRARY SYSTEM

STATEMENT OF CONCERN ABOUT LIBRARY MATERIALS

(Form must be completely filled out.)

Name _____ Date _____

Address _____

City _____ State/Zip _____

Email _____ Phone _____

Resource/material on which you are commenting:

___ Book ___ Magazine/Newspaper ___ Game ___ Other

___ Movie ___ Audio Recording ___ Digital Resource _____

Title _____

Author/Producer _____

What action do you want library staff to consider:

Labeling change. What change? _____

Moving item to another area of the collection. _____

Removing item from Library's collection. _____

1. What brought this resource to your attention?

2. Did you read, view, or listen to this material in its entirety? If not, what sections did you review?

3. For what age group would you recommend this material?

4. What concerns you about the resource? (Please be specific.)

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

Signature

Date

APPENDIX E

FORSYTH COUNTY PUBLIC LIBRARY SYSTEM Local Author/Artist Submission Guidelines

The Forsyth County Public Library (FCPL) is pleased to have the work of many local authors, artists, and creators on our shelves, and wishes to recognize local literary and creative efforts by including them in the Collection when possible. Local authors/creators are defined as those with an active and current community connection. Due to budget constraints, FCPL cannot purchase all local works. However, if an author/creator chooses to donate a copy of his or her work to FCPL, the Collection Development Supervisor will accept a copy for review. The works must meet the Library's selection criteria and standards as set forth in our mission statement, which is available on our Web site at www.forsythlibrary.org. If accepted, a copy of the work will be added to the collection. Works are also subject to current weeding policies and procedures. Submitted works become the property of the Forsyth County Public Library and will not be returned.

- Local authors must reside in North Carolina at the time of submission.
- A donated copy of the author's book will be reviewed by the Collection Development Staff. If accepted to the collection, additional copies can be donated and distributed to other branches.
- The Collection Development staff uses the following criteria when reviewing submissions:
 - Suitability of format
 - Suitability of subject, style, and level for the intended audience
 - Staff and/or published reviews
 - Quality of writing, including spelling and grammar
 - Quality of design, illustrations, and production
 - Relevance to community interest
 - Donated books become the property of the Forsyth County Public Library System and will not be returned.

The author represents and warrants full ownership and/or legal rights to publish all material in the book or donated material.

The Library does NOT accept:

- Unsolicited, self-published, or created materials submitted by persons or publishers outside of North Carolina. Such submissions will not be considered, acknowledged, or returned.
- Materials with obvious or possible copyright violations.

Local Author Agreement: You are required to fill out and sign this form for your book to be considered. Parental or guardian consent is required if the author is under the age of 18. Submit this form and a donated copy of your book to your local Library, or send to:

Forsyth County Public Library, Attn: Collection Development
660 W. 5th St., Winston-Salem, NC 27101

Title of material: _____

Author: _____

Publisher: _____

Publication Date: _____

Audience: adult juvenile young adult fiction non-fiction

Address: _____

Phone: _____

E-Mail: _____

For works of non-fiction, specify credentials or a description of your expertise in the subject area:

If available, please attach professional reviews or critiques of your book.

General Rules

- Local authors must reside in North Carolina.
- The book/work must be a donated copy and will not be purchased by the library.
- Submitted books/works become the property of the library and will not be returned.
- Submission of this form does not guarantee selection. All works must be approved prior to being added to the Library's Collection.
- The author represents and warrants full ownership and/or legal rights to publish all material in this book.

My signature indicates that I have read, understood, and agreed to abide by these rules.

Author Signature _____

Date _____

If author is under 18 years of age:

Parent/Guardian Signature

Date _____

LIBRARY USE ONLY Branch _____

Staff initials _____ Date _____