

CRAWFORD COUNTY LIBRARY DISTRICT



**"THE HEARTBEAT OF
CRAWFORD COUNTY, MO"**
BOURBON • CUBA • STEELVILLE

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OPERATING HOURS

The Crawford County Library District has three branches, open to serve the public as follows:

Bourbon

Mon: 9AM – 5PM

Tues: 9AM – 5PM

Wed: 9AM – 5PM

Thurs: 9AM – 8PM

Fri: 9AM – 5PM

Sat: 9AM – 2PM

Sun: Closed

Cuba

Mon: 9AM – 5PM

Tues: 9AM – 8PM

Wed: 9AM – 5PM

Thurs: 9AM – 5PM

Fri: 9AM – 5PM

Sat: 9AM – 2PM

Sun: Closed

Steelville

Mon: 9AM – 5PM

Tues: 9AM – 5PM

Wed: 9AM – 8PM

Thurs: 9AM – 5PM

Fri: 9AM – 5PM

Sat: 9AM – 2PM

Sun: Closed

Holidays

Crawford County Libraries will be closed to the public for the following holidays:

-New Year's Day (January 1)

-Martin Luther King Jr's Birthday (Third Monday in January)

-President's Day (Third Monday in February)

- Memorial Day (Last Monday in May)
- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Columbus Day (Second Monday in October)
- Veterans Day (November 11)
- Thanksgiving Day (Fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas Day (December 25)
- New Year's Eve (December 31)

Staff Training

The Crawford County Libraries will be closed to the public two days annually for staff training, typically in March and October.

Inclement Weather and Emergency Closing Policy

It is the goal of the Crawford County Library District to provide as many hours of public service as possible and to create an environment that protects the safety and welfare of Library patrons and staff while maintaining the safety and condition of Library property. Occasionally, the Library Director or designee will make the decision to close Library facilities because of inclement weather, building malfunction, or other unusual circumstances.

Library closings will be announced using social media accounts, the Library's website, and/or local media outlets.

Library staff will keep Library patrons in the building informed of weather conditions to the best of their ability.

In the event of a tornado warning or other emergency, staff will direct patrons to safe spaces within the Library. Until the warning is lifted and conditions are safe, patrons under the age of 16 will remain in the Library unless a parent or guardian arrives to pick them up.

LIBRARY CARD POLICY

Residency Requirements

A Crawford County Library card will be issued at no charge to any person who resides at a permanent address in Crawford County and who agrees to abide by the circulation policies of the library. Identification with proof of name and current address is required. Post Office boxes are acceptable as mailing addresses but cannot be used as proof of residency.

General Requirements to obtain a Library Card:

- Proof of current address.
- Photo ID.
- Telephone number where the patron can be reached.
- The patron's signature on the card acknowledges that all information is correct and that the patron accepts full responsibility for the use of the card.

Cards for Minors:

A parent or legal guardian must sign the application, and a minor consent waiver, if the applicant is under the age of 18.

Non-Resident Cards

A non-resident card can be issued to individuals in adjacent counties for an annual fee of \$20.

Responsibility for Card

The patron is responsible for **ALL** items checked out on their library card. If a card is lost or stolen, the patron should notify the Library immediately. A patron is responsible for any use of their card if they loan it to someone else. Minors under the age of 18 may not use any library card but their own to check out items. Replacement cost for lost library cards is \$5 per card.

Expiration and Invalidation of Library Cards

All library cards are valid for one (1) year from the date of issue. Renewals follow the same procedure as that for a new card. A card may be invalidated at any time if the patron does not return materials when due, does not pay outstanding fees, or habitually abuses the library policies or materials.

Privacy of Patrons

Patron records are accessible only when compelled by law. Patron information shall only be shared with third party vendors when necessary to perform library

functions. If there are inquiries about access to patron records, these inquiries should be referred to the Director or designee. Hard copies of Library Card applications are to be retained for two (2) years after the expiration date, after which time they may be destroyed.

CIRCULATION OF MATERIALS

General Circulation Guidelines

- Patrons must use their own library card to check out items, unless they designate another account user when registering for a card.
- All materials owned by the Crawford County Library District and on loan from libraries within the Missouri Evergreen consortium shall be loaned for 14 days except for DVDs which are loaned for 7 days.
- All materials may be renewed two times unless requested by another patron or the material is designated as non-renewable.
 - Loan periods and renewal rules for specialty or nontraditional items are determined by the Library's administration.
- Library users will not be allowed to check out materials if they:
 - Owe \$10 or more in unpaid charges. Parents of minors with fees or overdue materials will be blocked from circulation.
 - Have materials that are 2 weeks or more overdue.
- Items limited to in-house use such as reference books and genealogy room materials may not be checked out and may only be used in the library.

Request for holds

Each patron may place up to 10 holds for items that are checked out or otherwise unavailable (in mending, or processing, etc.).

Returns

Most materials may be returned at the Circulation Desk or in the Book Drop. Some specialty or nontraditional items must be returned to the Circulation Desk.

OVERDUE LIBRARY MATERIALS

Overdue Guidelines

The Library has no obligation to remind patrons to return library materials. The receipt provided at checkout is the due date notice. Reminder notices sent via mail, email, and SMS Texts are a courtesy to our patrons.

As of February 2026, the Crawford County Library District no longer charges fines for overdue materials. Overdue notices will be sent according to the following schedule:

- Email notice 7 days after the item is overdue.
- Late notice mailed 14 days after the item is overdue.
- Second late notice mailed 30 days after the item is overdue.
- Forty-five days after the item is overdue, it will be marked lost and the patron's account will be charged the full replacement cost of the item in addition to a \$5 processing charge. If the item is returned, the replacement cost is removed but the processing charge is still due.

Charges for Lost and Damaged Items

- If an item is lost or a damaged item is unusable, the patron will be charged the price of the item, plus a \$5 processing fee.
- Lost or damaged items that are paid for by the patron become the property of the patron. No refunds are issued for payments made for lost or damaged items.

PATRON CODE OF CONDUCT

Crawford County Library is committed to maintaining a safe, respectful, and welcoming environment for all patrons and staff. All individuals using library facilities or grounds are expected to conduct themselves in a manner that reflects mutual courtesy and respect. Patrons must also comply with all applicable federal, state, and local laws while on library premises.

To uphold these standards, certain behaviors and activities are not allowed in library buildings and on library property. The following list is not intended to be inclusive of every prohibited activity or behavior, but is intended to serve as a guide:

- Carrying a weapon, unless authorized by law.
- Abusive, threatening, profane, or harassing behavior toward other library users or staff.
- Making threatening gestures, prolonged staring at an individual, stalking behavior, unwanted touching, or exhibiting any behavior that could constitute inciting a fight.
- Theft, vandalism, and destruction of library property, including library materials and furniture. The library will pursue criminal prosecution for destruction of property.

- Consuming alcohol, marijuana, or illegal drugs or being under the influence of alcohol or drugs on library property. Alcohol and drugs shall not be permitted on library property. The exception is alcohol that may be consumed at designated library programs and events.
- Using tobacco, smoking cigarettes or e-cigarettes, or vaping in the library's facilities or within 30 feet of the main entrances.
- Consuming food in library facilities, except during library programs or authorized meetings in the library's public meeting rooms. Beverages in covered containers are allowed in the library. See Meeting Room Policy.
- Not being fully clothed, including shirts and shoes.
- Emitting strong odors that interfere with or disrupt others using library spaces.
- Bringing any animal into the library except a service animal as defined by the Americans with Disabilities Act (ADA) or an animal that is used as part of a library program.
- Sleeping in library facilities or on library property.
- Obstructing aisles or doorways.
- Monopolizing library space, furniture, electrical outlets, or equipment to the exclusion of other library users.
- Using library restrooms, water fountains, and exterior water spigots for bathing, shaving, or washing clothing.
- Loitering in the restrooms.
- Speaking loudly, including on cell phones, or listening to music or videos without headphones. Cell phones should be set to silent. Sound from headphones must not disturb others.
- Bringing containers, packages, briefcases, parcels, or bundles into the library that singly or collectively exceed 24" x 14" x 12" or appear to be infested or have a foul odor that disturbs other persons.
- Using a wheelchair, wagon, or stroller that is not transporting an adult or child.
- Skates, skateboards, collapsible scooters, hover boards, and other similar devices must be carried while on library property. Bicycles must be stored outdoors.
- Creating a disturbance that interferes with another person's ability to use the library or library personnel's ability to do their job.
- Using obscene or vulgar language that is offensive to other library users or library personnel.
- Displaying print or non-print materials, including on clothing, that are offensive to other library users.

- Using the library's WiFi network or public computers inappropriately, such as viewing or disseminating sexually explicit material. See Computer & Internet Access Policy.
- Video recording or filming other library users without their permission. See Photography and Recording Policy.
- Leaving a child under the age of 13 unattended. See Unattended Children Policy.
- Petitioning outside library facilities in a manner that interferes with patrons' ability to enter or leave the library or library parking lots. Harassing or bothering patrons while attempting to collect signatures for a petition.
- Soliciting, campaigning, distributing, or selling materials, or panhandling.
- Running, pushing, shoving, or throwing things.

Anyone who engages in prohibited behavior will be asked to stop or leave the library. If the person refuses, staff will contact law enforcement to have them removed for trespassing. Ongoing or serious violations may lead to being banned from all Crawford County Library branches for a set time period, usually between one day and one year, and losing library privileges during that time.

UNATTENDED MINOR POLICY

The Crawford County Library District encourages and welcomes children of all ages to use the facilities and services of the library. Responsibility for the safety, behavior, and care of children using the library rests with the parent, guardian, or adult caregiver. The Crawford County Library District does not assume responsibility for children left at the library.

The safety of children left alone on library premises is a serious concern to the Crawford County Library District. Library staff cannot be responsible for children who are unattended or demonstrating inappropriate behavior.

To protect children while using the library and to provide all patrons with a facility that is safe, pleasant and conducive to library use, the following guidelines have been established and must be observed:

- While in the library, the parent, guardian, or adult caregiver is responsible for monitoring and regulating the behavior of their children.
- Children age 12 and under must be accompanied by a parent, guardian, or adult caregiver at all times in the library.

- Children ages 13 to 17 may be permitted to stay unattended if their parent or legal guardian has signed the Minor Consent Waiver to allow them to use the services of the library, and they are behaving in an appropriate manner. Any person behaving in an unacceptable manner in violation of the Crawford County Library District Behavior Policy may be asked to leave the premises. Library privileges may be revoked. If the parent, guardian, or adult caregiver cannot be located, law enforcement officers, child protective services, or other appropriate government agencies will be contacted.
- If an unattended child is found without a parent/guardian or assigned caregiver on library premises, library staff will attempt to contact a responsible party. If a responsible party cannot be contacted, law enforcement will be contacted. A staff member will wait with the child until law enforcement officers arrive.
- If an unattended child is found alone at closing time, the staff will attempt to call the parent, legal guardian, or adult caregiver. If no one can be reached, the staff will contact law enforcement officials to assume responsibility of the child. A staff member will remain with the child inside the library entrance until law enforcement officials arrive. Under no circumstances shall a library staff member transport or take a child away from the library building.
- Library staff will report known or suspected abuse or neglect of children.
- If a parent or guardian is concerned about unlimited access to the library and its materials for children between the ages of 13 and 17, they should accompany their child to the library. It is not the responsibility of the library, its Board of Trustees, staff or volunteers, to determine what items in the library collection are suitable for an individual. If a parent or guardian would like to assure that their child has limited access, they should not provide a library card for their minor child and they should accompany their child on library visits.

MEETING ROOM USE POLICY

The Crawford County Library District welcomes the use of its meeting room(s) free of charge during normal operating hours to nonprofit community groups and organizations. Those requesting use of the space must complete a Meeting Room Request form. Not all Crawford County libraries have meeting room space available.

Use of the meeting room is subject to the following regulations:

- Library sponsored activities and events receive priority.
- Organizations using the meeting room must comply with all Library policies.

- Users of the meeting rooms must abide by all local, state, and federal laws, ordinances, and regulations. Smoking is prohibited in the library building. No alcoholic beverages or illegal drugs may be brought onto Library premises.
- Use of the meeting room is by reservation only.
- The library may cancel a reservation with as much notice as possible, if necessary. In the event of severe weather, a group representative is responsible for checking the library's website or social media accounts for closing announcements.
- Individuals reserving meeting rooms for a group must be at least 18 years old, and a resident of Crawford County or a current library card holder.
- An adult, 18 or older, must be present during the use of the meeting room.
- No admission may be charged.
- The meeting room must be left clean and in its original condition. Groups must dispose of trash and wipe down tables, if needed.
- The meeting room is not for personal or social events such as weddings, funerals, birthday parties or reunions.
- Any group utilizing the meeting rooms is responsible for ensuring its compliance with the provisions of the Americans with Disabilities Act.
- The applicant assumes financial responsibility for any damage done to library facilities or equipment. Damage should be immediately reported to library staff.
- Sale of products or services is not permitted on Library property, with the exception of Library or Friends of the Library sponsored events. Meetings whose main purpose is to sell a product or service will not be allowed. Authors scheduled for a library program are, however, allowed to sell their books.
- Attempting to raise funds for any purpose during a meeting is not permissible. Use of a meeting room to plan a fundraising campaign or event is allowed.
- Activities likely to disrupt library functions are prohibited.
- The library will not store materials and is not responsible for personal property.
- All groups using the meeting room must assign an age recommendation for the stated purpose of their meetings in compliance with 15 CSR 30-200.015 of Missouri State Regulations.
- All publications, website notices, or advertisements made by the group about the stated purpose of their meeting/event must include this age recommendation.

- Each group is responsible for its own publicity. Use of the library meeting rooms does not imply Library endorsement, and no announcement, press release, flyer or other promotion should state or imply Library endorsement or sponsorship of the event or the organization. Such announcements, press releases, flyers, or other promotions, should clearly state the sponsoring group's name and refer to the Library only as the location of the meeting/event.
- Groups may not use the Library's name or address as the official address or headquarters of any organization that uses a Library meeting room. All advertisements, announcements, and other publicity must clearly state that the meeting is not sponsored by the Crawford County Library District.
- The Library telephone number may not be included in publicity as the Library is not a source of information concerning the event.
- Groups or individuals using meeting rooms and study rooms shall indemnify, defend and hold harmless the Library, its trustees, officers, agents, and employees from and against any and all losses, damages, claims, costs, suits, actions of any kind, arising and resulting and accruing from any act, omission or error of the group or individual and any users, employees, agents, representatives, guests, invitees, resulting in or relating to personal injuries or property damage arising from the group's or individual's use of the Library.

Failure to comply with these regulations may result in denial of future requests for use of a Library meeting room, financial liability for damages, and/or immediate removal from the room.

PHOTOGRAPHY AND RECORDING POLICY

The purpose of this policy is to establish the terms and conditions under which Library space may be used for photography and recording. The Crawford County Library District is respectful of patron and staff privacy and requests that everyone in the library shows respect for others' privacy as well.

Photography and recordings are allowed only to the extent that it does not interfere with the delivery of library services or an individual's privacy, and are not intended for criminal or malicious intent.

All parties involved in photography and recording are expected to follow the Library's Code of Conduct.

Persons filming or photographing on library premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed. The Library undertakes no responsibility for obtaining these releases. Presence in the Library is not consent on behalf of patrons for use of their image or likeness by any third party. Failure to obtain releases and permissions from persons being filmed or photographed will be deemed unacceptable behavior for purposes of enforcing the Library's Code of Conduct.

Library staff shall terminate any photo or recording session that violates Library policies or appears to compromise public safety, patron confidentiality, or security. Termination may occur at any time that the activities become basically incompatible with the normal activity of the Library's use, safety, and function.

Library Staff

The Library reserves the right to document its services and the public's use of its facilities by taking photographs and making video or audio recordings of its programs and their participants for use in Library publicity, including social media and other promotional materials. Patrons or staff wishing not to be photographed or recorded should inform the photographer or a library staff member.

News Media

The library welcomes news media photographers and reporters documenting stories or projects that directly involve the library and its programs, resources and services, provided that prior permission has been granted by the Library Director or designee, patron use of the Library is not impeded, and library policies are followed.

Documentary-Type Recordings

The Library permits photography and recording of its premises and activities when the use of such involves the Library directly, i.e. books, articles, or videos about the Library itself, the Library's position as a learning destination, or as part of a piece used to describe the community's environs. Authorization must be obtained in advance from the Library's Director.

Recordings for Research Purposes

Individuals are responsible for following copyright laws and for obtaining their own permissions when copying or otherwise recording library material.

Amateur Photography and Recording

Casual or amateur, non-flash photography and recording is permitted for personal use. Amateur photographers have explicit responsibility for gaining all necessary releases and permissions from persons who are photographed or recorded.

Exterior Photography or Recording

Any person or entity taking video footage, taking photographs, or doing other audio or visual recording on Library grounds shall not do so in a manner that would impede the ingress or egress of any patrons, workers, or other visitors entering or exiting a Library building.

COMPUTER AND INTERNET ACCESS POLICY

As part of the Crawford County Library District's mission to expand community enrichment through education, information, inspiration, and recreation, our libraries provide access for all library users to our public computers.

In general, these computers are equipped with word processing software, document viewers, and the Internet. The Crawford County Library District also makes available free wireless access at all locations.

This policy applies to all use of Crawford County Library District's wired or wireless Internet service, whether the equipment is privately owned or library owned. As an information resource, the Internet is not within the scope of the CCLD's materials selection policy. Therefore, CCLD is unable to assume responsibility for the quality of information accessed through the Internet.

Parents and/or legal guardians are responsible for the information selected and/or accessed by their minor children. The Crawford County Library District and its library branches, staff, and trustees are not responsible for the information selected or accessed by minor children.

Providing access to information available on the Internet does not constitute endorsement of the content by the CCLD. Crawford County Library District expressly disclaims any liability or responsibility arising from access to or use of information obtained through the Internet.

CCLD assumes no responsibility for damage to any personal device or equipment that may result from downloading files from the Internet. Likewise, the library

assumes no responsibility for damage arising from connections to our workstations or network.

In compliance with the Children's Internet Protection Act, Missouri Revised Statute 182.827, and the Commission on Child Online Protection, the Crawford County Library District filters access to pornographic and sexually explicit websites on all CCLD computers, as well as websites that may introduce viruses into our network. Wireless connections accessed by personal devices are also filtered as above. Filtering software is not guaranteed to protect a child from access to information that a parent or guardian may find inappropriate.

CCLD protects patron privacy in any way possible, but cannot guarantee confidentiality on the Internet. We encourage our patrons to use best practices regarding privacy and to remember that CCLD computers are accessed by multiple patrons on a regular basis. Patrons handling financial transactions or other activities that require confidentiality do so at their own risk. The Internet is not a private environment and security of electronic communication cannot be guaranteed. CCLD is not responsible for the privacy practices or security of any web sites accessed by its patrons.

Acceptable Use

The freedom to access information is a fundamental right, but use of library equipment is a privilege. Users will respect the rights of other computer users, library patrons, and staff in keeping with the library's behavior code and policies. Specific computer access rules are listed below:

- All users must sign in at the circulation desk prior to signing onto the computer.
- There is a two-hour per day time limit for all public access computers.
- Minors under the age of 18 must be accompanied by an adult.
- You may not use your own software or download any programs to any of the library computers. However, you may use your removable storage device to save your work. This privilege will be rescinded if a patron's device damages the systems in any way. This helps prevent viruses that can damage the library's computers.
- Patron computers are located in public spaces. We ask patrons to be mindful and courteous of surrounding patrons. We require headphone use if patrons are accessing materials that utilize sound.

- Display of sexually explicit graphics or otherwise offensive material is inappropriate for an open public environment and is prohibited. Please respect the sensibilities of others when accessing images that may reasonably be offensive to someone else.
- Harassment, libel, slander, and/or infringement upon the rights of others is prohibited.
- Library staff members may request that individuals cease accessing works that threaten the safe and comfortable environment of the library or interfere with the conduct of library business.
- Each user is responsible for complying with copyright law and adhering to software licensing agreements, as well as all local, state, and federal laws. Use of the Library's Internet connection in an illegal, disruptive, or destructive manner will result in the loss of Internet and/or Library privileges.
- CCLD uses Internet filters in compliance with CIPA. Filtering software is not guaranteed to protect a child from access to information that a parent or guardian may find inappropriate.
- The public computers are available from opening of the library to fifteen minutes before closing each day the Library is open to the public.
- **DO NOT TO ATTEMPT TO FIX PROBLEMS WITH THE COMPUTERS OR PRINTERS – CONTACT STAFF – DO NOT TURN OFF THE COMPUTERS!**
- **Remember: Public computers are not private or secure. Public computers cannot be modified for individual use.**

Compliance

Failure to comply with this Library Board Policy, or misuse of the Library's networks or computers – including Wireless access – may result in the loss of computer access privileges, potential loss of library privileges, and possible criminal prosecution.

Any attempts to gain unauthorized access to restricted files or networks, to damage or modify Library owned computer equipment or software or to intentionally download or save items to Library owned computers will result in the loss of computer access privileges, potential loss of Library privileges, and possible criminal prosecution.

Wireless Connection Acceptable Use Policy

It is the policy of the CCLD to restrict minors (under the age of 18 years) from gaining computer access to material that is pornographic for minors in accordance with Sections 182.825 and 182.827, RSMo. To this end, CCLD's Internet connection is equipped with software that limits such access. Otherwise, it is the parent's or legal guardian's responsibility to control his/her child(ren)'s use of the Internet through the library's connection.

The CCLD does not assume responsibility for any damages, direct or indirect, arising from use of the library's Internet connection or the connections with other systems which users may make through its connection. Library staff will not give assistance with a user's personal computer. There is no wireless access to the library's printers.

All Internet users must agree to adhere to the CCLD Internet Policy and to any "appropriate use policy" of the library's current Internet service provider.

- **Rules of Use**
- User must sign in at the Circulation desk.
- User will not be able to connect to the library's wireless network without first obtaining an access code from library staff.
- A parent or guardian must be present for a child under the age of 18 to give permission to access the Internet.
- Failure to use the Internet legally will result in the revocation of Internet use privileges. Unacceptable use of the Internet includes libel, slander, destruction of or damage to equipment, software or data belonging to the library, unauthorized monitoring of electronic communication, and unauthorized copying of copyright-protected material.
- Failure to comply with the above policy or any damage done to the library's computer system will result in loss of privileges.

LIBRARY PROGRAMMING

A library program is a planned interaction for the purpose of supporting the Crawford County Library District mission as well as promoting library materials, facilities or services. Library programs offer the community informational, entertaining, or cultural experiences and are planned for the citizens of the county and surrounding communities.

Programming includes such activities as story times, films, summer library programs, local author readings, educational speakers, craft lessons, book discussion groups and more.

Programs may be planned and presented by library staff or by individuals affiliated with an approved group, with the library acting as a co-sponsor. Programs that are co-sponsored by the library will feature the library logo. Programs independent of the library's co-sponsorship may be held according to the Crawford County Library District's Meeting Room Policy. Programs must not interfere with normal library operations.

The selection of library program topics, speakers, presentations and resource materials will be made by library staff based on the interest and needs of the community and library users. The library does not normally sponsor programming that is purely commercial or religious in nature.

Typically, programs are not allowed to serve as a platform for generating income for any sponsoring group, except for funds to support the library. Library programs must be non-commercial in nature. Although a businessperson or expert may present a program, no solicitation of business is permitted.

The sale of products is not allowed, aside from two exceptions:

- Writers, performers and artists may sell their own works at the library following library co-sponsored programs in which the work is featured.
- The Friends of the Library may sell items at the library programs they sponsor.

Library sponsorship of a program does not constitute an endorsement of the content of the program, or the views expressed by the participants.

Attendance at library sponsored programs is open to the public and will not be restricted because of racial, religious, socioeconomic or political status. Some programs may be designed with specific audiences in mind and will be publicized as such. Age recommendations will be included in program marketing.

Registration may be required for planning purposes or when space is limited. The library may make reasonable accommodation to ensure that programs and events are accessible to all who wish to attend and participate.

A library programming budget is decided upon by the library board, in conjunction with the library director. All library programming provided for the public will be free.

Photos may be taken during library programming to display on the library's social media or marketing materials. Signs are posted in the libraries acknowledging this. Persons wishing not to be photographed should alert library staff.

EXHIBITS AND DISPLAYS

Crawford County Library bulletin boards, displays and exhibit areas are intended primarily for promotion of the Library's services and activities. Exhibits and displays developed by library staff will highlight library programs, collections, and special materials.

Displays in the children and teen areas will consist of materials for children and teens.

Display or exhibition of material does not indicate endorsement of issues or events in those materials.

COLLECTION DEVELOPMENT POLICY

Purpose: The purpose of the Collection Development Policy is to guide library staff and to inform the public of the principles upon which selections are made and managed.

Library materials are selected to support the mission of the library. The mission of the Crawford County Library District is to strengthen our communities in Crawford County. We provide free and equal access to quality materials, information, and technology that supports the life-long learning of all our patrons in an atmosphere that is welcoming and respectful.

All Libraries stand strongly for the freedom of thought, the freedom of intellectual activity, and the freedom of communication. Therefore, Libraries must select materials with the view to present all sides of an issue, not just one particular opinion. The Crawford County Library District adheres to best practices as endorsed by the American Library Association:

- The Library Bill of Rights
- Intellectual Freedom
- The Freedom to Read Statement
- The Freedom to View Statement

Introduction: This policy defines the scope and nature of our existing collection, and the plans for continuing development of resources as they relate to library goals, general selection criteria, and the rights of the library users to receive information.

“Library collections” includes all resources in all formats acquired for use by the public, including resources obtained through the library’s membership in selected consortia or contracts with other libraries.

Responsibility for Resource Selection and Collection Development: The Board of Trustees delegates administrative authority for the selection of resources and the development of library collections to the Library Director, operating within the framework of policies determined by the Board. The Library Director, in turn, delegates these duties to branch management staff.

Collection Philosophy: Within the constraints of its budget, the Library selects a diverse range of materials in a variety of formats to support the informational, educational, cultural and recreational needs of the population it serves. The Library provides a general collection of circulating materials embracing broad areas of knowledge, literature, and genres. Purchases are made to represent as many sides of current political, social, and cultural issues as possible. Included are works of enduring value and timely materials on contemporary issues.

Collections are reviewed and revised on an ongoing basis to meet the needs of our community.

The Library upholds the rights of each individual to privately read, listen to, and view the full range of published thought and ideas. The Library considers reading, listening, and viewing to be individual, private matters. Full, confidential, and unrestricted access to information is essential for patrons to exercise their constitutional rights. Libraries have a public and professional obligation to provide equal access to all library resources for all library users.

While anyone is free to select or reject materials for themselves or for those who are legally under their care, it is important for library users to understand that the Library does not serve in place of the parents when it comes to access to library materials. Only parents and legal guardians have the right and responsibility to guide and direct the reading, listening, and viewing choices of their own minor children.

Collection Development: All Library materials are part of one collection, which is physically distributed among the three branches or accessible electronically via the Library's website. Print materials in the collection include books, newspapers, and magazines. Audiovisual materials include audiobooks, DVDs, and microfilm. The Library also provides access to digital materials which can be viewed online, downloaded, or streamed. Selections are made to provide a broad, popular, and relevant collection.

Material selection is based on awareness of community interests and concerns, national and international issues and events, publishing trends, societal trends, reviews in popular and professional periodicals, vendor recommendations, patron requests, and the professional judgment of selectors regarding the material's value to the Library's collection.

Materials are evaluated as complete works and not on the basis of a particular passage. Selection of materials by the Library does not constitute endorsement of the material's content or the views expressed. Some digital formats are purchased as a total collection and, therefore, items cannot be selected individually.

The Library strives to purchase materials presenting a variety of viewpoints. Factors considered when adding specific material to the Library collection include, but are not limited to: community needs, local demand, reviews in professionally recognized sources, timeliness and/or significance of the subject, cost, contribution to diversity, depth or breadth of collection, objectivity, and support of the Library's mission.

The Library collection is organized, marked, and maintained to help people find the materials they want. The Library does not support the labeling, sequestering, or alteration of materials because of controversy surrounding the author or viewpoint on the subject matter. Materials are placed in the collection based on age appropriateness. Age appropriateness is determined by the publisher's intended audience, vendor recommendations, professional reviews, and the library community/consortium standards.

The Collection:

1. **Adult Collection:** This collection is recommended for mature readers, ages 18+. Adult fiction is selected for its appeal to members of the community and its quality as literature. The library attempts to provide a wide selection of standard fiction titles as defined in recognized bibliographies, as well as the best current titles. Nonfiction items are selected in an attempt to educate

and inform readers. Items of lasting interest are preferred, but it is recognized that titles of current interest are also appropriate purchases.

2. **Youth Collection:** Youth materials are selected to include the best available titles of fiction and non-fiction for ages birth through young adults. Titles are chosen that may enhance the intellectual, cultural, social, and ethical development and growth of individuals. Such a collection should provide a background for the development of critical reading and thinking, in addition to recreational reading.
 - A. There may be some variation in the age appropriateness of each collection. Patrons are not limited by these age recommendations. All patrons are welcome to check out any materials in our collection. As previously stated, the Library does not serve in place of the parents when it comes to access to Library materials. Only parents and legal guardians have the right and responsibility to guide and direct the reading, listening, and viewing choices of their own minor children. Library cards are issued to minors (ages 0-17) only with the parents signed permission to allow the minor to check out materials from any library collection. Library cards will not be issued to minors whose parents do not give permission for their child to have full and unrestricted access. Separate collections are available for children and young adults, but it is not the responsibility of the Library, its Board of Trustees, staff, or volunteers to determine which collection they should use or what item in the collection is suitable for an individual.
 - i. **Easy (E) Collection**-This collection is recommended for ages birth to 8.
 - ii. **Juvenile (J) Collection**-This collection is recommended for ages 8-12.
 - iii. **Young Adult (YA) Collection**-This collection is recommended for young adults, ages 13+.
3. **Electronic Database Collection:** This collection is a diverse selection of reference and circulating materials that are accessed electronically and is developed with the same criteria as print materials. In some cases, because of inclusion in consortia agreements for electronic resources, local control of selection is not an option.
4. **Media Collection:** The goal of this collection is to provide instructional, educational, and recreational audio-visual material that will enhance the existing fiction and non-fiction collections. The Library recognizes that patrons desire information and popular materials in various forms. Purchases in this collection are in the form of audiobooks and commercial and non-fiction DVD.
5. **Periodical Collection:** This collection consists of magazines and newspapers providing a broad range of general interest subject areas.

6. **Reference Collection:** The historical and genealogy collection is intended to preserve materials of importance to our library community and surrounding areas; including Crawford County, and when useful, the entire state of Missouri. The materials themselves and/or the subject areas they represent have permanent value to the community and are made available to the general public for research on local, genealogical, and historical issues.

Gifts, Donations, and Memorials: The policies which apply to the selection of purchasing materials also apply to materials that are donated or given to the library. Once an item has been given to the library, the branch management staff shall determine whether it will be added to the collection, discarded, or put up for book sale. Items not added to the collection may be donated to local organizations. Items added to the collection become the property of the Library and are subject to the same standards as any other library material. The Library will accept financial donations to buy materials following the same guidelines used in any other selection decision.

Suggestions for Purchase: Patron suggestions for purchase are always welcome. However, the submission of a request does not guarantee its purchase. Some items are not selected for purchase for a variety of reasons, including but not limited to the material being highly specialized and/or obscure and more suited for an academic or research library, the item being out of print, cost, a format the Library does not use, or the item does not meet the needs of the collection.

The Library participates in resource sharing with other institutions through the Missouri Evergreen consortium. Items not selected for purchase will be requested from another library through interlibrary loan if available. Materials borrowed through interlibrary loan do not necessarily adhere to the criteria outlined in the Library's Collection Development Policy.

Collection Maintenance: The Library's collection is a living, changing entity, much like the community it serves. Ongoing evaluation of materials is necessary in order to maintain a current, accurate and appealing collection. As items are added, others are reviewed for their ongoing value and sometimes removed from the collection. This process improves the accessibility of remaining materials, enhances the appearance of the collection, and helps improve the overall circulation of materials.

Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, condition of the materials, and the capacity of each location.

The Library does not automatically replace discarded, lost, or withdrawn items. The need for replacement in each case is based on the existence of adequate coverage of the subject, the timeliness of the title, the demand for the title, and the availability of an item. The collection is not archival and is reviewed and revised on an ongoing basis.

Reconsideration of Library Materials: It is a vital obligation of the public library to reflect within its collection differing points of view. The Crawford County Library District does not endorse any particular viewpoint nor does the selection of an item indicate an endorsement of any particular viewpoint. The Library District seeks to provide information on all sides of every issue. Library materials will not be sequestered, except to protect them from damage or theft.

Regarding children's access to materials, the library respects the right of parents and legal guardians to determine what is or is not appropriate for their own child. Parents and legal guardians are therefore responsible for monitoring card use and applying any restrictions they deem appropriate on their own child's access to library materials.

The Library District values opinions of patrons. There may be occasions when a patron of the library district may be concerned about a particular item in the Library's collection or the age appropriateness of a library presentation, event, material, or display.

In this instance, a patron may request a "Reconsideration Request Form." This form must be completed in its entirety and returned to library staff. A committee consisting of the Library's professional staff will review the form and respond with a written response within 30 days. If a patron is unsatisfied with the Director's response, the patron may appeal in writing to the Board of Trustees.

The Library District is responsible for making the public aware of any challenged presentations, events, materials, or displays; while excluding any identifying information of the person making the request.

The "Reconsideration Request Form" will be available at the main circulation desk of all Crawford County Library branches during normal business hours. Material for

which a “Reconsideration Request Form” has been submitted will not be removed from the collection until the process of reconsideration has been completed, and then only if the material is found not to meet the criteria of the Library’s Collection Development Policy. Library materials that are subjected to reconsideration and are found to meet the standards outlined in the Collection Development Policy will not be removed from public access. Duplicate challenges for items reconsidered in the past 36 months will not be accepted.

The following criteria are necessary for a “Reconsideration Request Form” to be considered:

1. The requester must be library patron within the Crawford County tax paying library district (hereafter described as ‘legal service district’).
2. If challenging the age-appropriateness for minors of a particular event, material, presentation, or display, requestor must be a parent or legal guardian of a minor within the legal service district.
3. “Reconsideration Request Form” must be completed in its entirety.
4. One request form per item.
5. A title will not be reviewed more than once in 36 months.
6. The requester must agree to read the Collection Development Policy.

Approved by CCLD Board of Trustees 09/09/2026