

COLLECTION DEVELOPMENT POLICY

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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 available within the constraints imposed by financial limitations.

A library is identified and defined principally by its holdings of materials and 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 a collection of materials and electronic resources that address the interests and needs of the members of a diverse and complex community.

THE LIBRARY'S COLLECTION

The Forsyth County Public Library provides a large and comprehensive collection, housed at the Central Library, the community branches, and online. The Library's materials support its role of providing in-depth and specialized information and research assistance to all members of 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 vital purposes:

- Guides staff in making decisions about the selection of library materials.
- Informs the public of the principles that govern collection development at FCPL.
- Constitutes a public declaration of the Library's commitment to the principles of free access to ideas and information and to providing collections that reflect a variety of viewpoints.

INTELLECTUAL FREEDOM

Collection development at the Forsyth County Public Library is based on the principles of intellectual freedom and equal access for all. The Library provides a collection that balances 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 responsibility for selection lies with the Collection Development Supervisor and other professional staff of the Library. The ultimate responsibility rests with the Director of the Library who operates within the framework of policies determined by the Library Board of Trustees, who are appointed by the Board of County Commissioners.

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 are controversial 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 students of all ages.

Books and other materials will be considered as whole works and *may not be excluded* on the basis of individual passages taken out of context. An item need not meet all of the criteria in order to be acceptable. All 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 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 residing in North Carolina. 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 the guidelines for selection. 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 current 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 of the product.
- Accessibility to multiple users.
- Enhancement of the print equivalent (if any) in terms of speed, flexibility, combinations of search terms, or general utility.
- Continued access to retrospective information when necessary or desirable.
- 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 all reviewed 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 the request online or in-person at any branch location. All suggested purchases are reviewed by Library staff who apply the same selection criteria that are applied to all materials.

RECONSIDERATION OF LIBRARY MATERIALS POLICY

All customers of the Forsyth County Public Library System have the right to request that Library administration reconsider books and other library materials in light of the Library's Collection Development Policy. 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, customers may request a formal, written review as well. The Collection Development Supervisor will review items for which a formal reconsideration is requested.

The procedure for staff handling formal requests for reconsideration of library materials is as follows:

- Give the customer a copy of the Library's mission statement, the selection policy section of the Collection Development Policy, and ALA's Library Bill of Rights (see **Appendix A**).
- Have the customer complete *Request for Reconsideration 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 formal reconsideration request.
- The Collection Development Supervisor will write a letter of response to the requestor explaining the review of the item, action taken and justification for this action within three weeks of receiving the request from library staff.
- If still not satisfied, the customer may appeal and ask that the Library Director or their designated representative review the material reconsideration request.
- The Library Director or their designee will consider the request and make the final decision after appropriate consideration and discussion.

WEEDING

An up-to-date, attractive, 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 or no longer useful. 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.
- Materials which are not in acceptable physical condition, worn, damaged or dirty.
- Materials which are not used or do not circulate.

Other factors, which should be considered when weeding, include:

- The number of copies of a title the library system owns.
- The availability of newer materials on the subject.
- 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. 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.

Adopted by the Forsyth County Public Library Board of Trustees

November 11, 2009

APPENDIX A

American Library Association, Library Bill of Rights

Library Bill of Rights

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

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

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

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

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

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

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

The Freedom to Read Statement

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

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

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

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

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

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

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

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.*
2. 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.

3. *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.*
4. 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.
5. *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.*
6. 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.
7. *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.*
8. 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.
9. *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.*
10. 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.
11. *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.

12. 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.
13. *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.*
14. 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 the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of 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 is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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 expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

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

Endorsed January 10, 1990, by the 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 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 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
REQUEST FOR RECONSIDERATION OF MATERIAL

Name _____ Date _____

Address _____

City _____ State/Zip _____

Email _____ Phone _____

Do you represent self? Or an organization?

Name of Organization _____

Resource/material on which you are commenting:

Book Magazine/Newspaper Game Other

Movie Audio Recording Digital Resource _____

Title _____

Author/Producer _____

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 to provide additional information and/or other viewpoints on this topic?

6. What action(s) are you requesting staff consider?

Signature

Date