

East Troy Lions Public Library

Materials Selection Policy

Original Policy Approved: 05-15-2003
Policy Revised: 04-14-2009
Policy Updated and Reviewed: 04-14-2009, 10-13-2020
Updated Policy Approved: 10-13-2020

Purpose:

This policy guides Staff in the principles upon which collection development and management decisions are based. Collection development is an ongoing process of assessing materials for purchase and retention. Library staff builds and maintains a customer-focused collection by anticipating and responding to the needs and expectations of the community. The goal of this policy is to provide patrons with carefully selected books and other materials to aid in the pursuit of information, education, and the creative use of leisure time.

Responsibility for Selection:

The initial responsibility for the selection of materials is delegated to qualified and knowledgeable staff who employ the criteria outlined in this policy. The final responsibility for material selection lies with the Library Director. Recommendations from the public are welcomed and given full consideration for acquisition.

Criteria for the Selection of All Materials:

- Positive reviews by critics and the media.
- Popular appeal and/or patron demand.
- Suitability of subject and style for intended audience.
- Compared with current Library holdings.
- Present and potential relevance to community needs.
- Available Budget & Space Restrictions.

Donations (Gifts):

The Library welcomes donations of materials with the understanding that they will be evaluated using the same selection criteria (listed above) as those applied to the purchase of materials. If the gifts do not meet these criteria, the library reserves the right to dispose of donations as they see fit.

Weeding of Materials from the Collection:

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn or damaged materials is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the Library Director.

Disposal of materials weeded from the collection is accomplished by the following criteria:

- Materials can be offered to other libraries.
- Materials can be made available to the Friends of the Library Book Sale.
- Materials may be Recycled.

Intellectual Freedom:

Access to library materials is open to all Patrons (with Library card), is free of charge, and is available in a variety of formats. The Library recognizes that some materials may be controversial or may even offend some patrons. However, only individuals can determine what is most appropriate to their needs and can define what materials are consistent with their personal or family values. Individuals can apply those values to the use of library materials only for themselves. Parents and/or legal guardians are responsible for their children's use of library materials.

Challenged Materials:

Although materials are carefully selected, there may arise some differences of opinion regarding chosen materials. Individuals may request a reconsideration of specific items which have been selected by submitting a written request to the Library Director. The request will be considered at the next scheduled Library Board meeting.

Appendix A Procedures for Reconsideration

Any individual expressing an objection or concern about specific library materials should receive respectful attention from the Library Director and the Staff:

1.) Staff

- Receives contact and offers the following options: 1) Talking with the Library Director or 2) Filling out the Request for reconsideration form.
- Notifies the Library Director.

2) Library Director:

- Promptly initiates contact with the patron.
- Discusses the situation.
- Notifies the patron of the need to fill out a Request for Reconsideration form.
- If the form has not been filled out by the patron, the Director will provide a copy of the form and the Selection of Materials Policy to the patron.

3) Upon the reception of a written Request for Reconsideration, the Library Director and Staff will do the following:

- Review the Selection of Materials Process.
- Determines recommendations of Critics and the Media.
- Re-evaluates the material.
- Notifies the Library Board of the complaint and makes a recommendation on the removal, retention, or replacement of the material.
- Notifies the complainant of the Library Board Meeting date & time that their request is to be considered.

4) Library Board:

- Review the Selection of Materials Process.
- Read or listen to the patron challenging the material.
- Listens to the recommendation provided by the Library Director.
- Discuss the challenge as a committee of the whole.
- A decision will be made by the Board and will be considered final.

Request for Reconsideration of Material

Name: _____
(Request initiated by)

Address: _____

Phone: _____ **Email:** _____

Do you represent: Yourself? _____ a Group? _____ An Organization? _____

What is the title of the material you want reconsidered?

Book? ___ Ebook? ___ Audio/Visual? ___ Magazine? ___ Other? _____

1.) What do you believe is the theme of this work?

2) To what in the work do you object? (Please be specific – cite pages)

**3) Are your objections based on: Religious Principles? ___ Political Beliefs? ___
Moral Teachings ?___ Other? ___**

4) What do you feel might be the result of reading/using this work?

5) Are you aware of reviews of this work by Critics or the Media? Yes ___ No ___

6) If age is a concern, for what age group would you recommend this work?

7) Is there a work you would recommend that would convey the same ideas and perspectives of the reconsidered work?

8) What action are you requesting that the Library Board consider as they review the requested material?
