

# **East Troy Lions Public Library Materials Selection Policy**

## **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 needs and expectations of the community. The goal of this policy is to provide all individuals in the community with carefully selected books and other materials to aid in the pursuit of education, information, and the creative use of leisure time.

## **Responsibility**

The final responsibility for material selection lies with the Library Director who operates within the framework of the policies determined by the East Troy Lions Public Library. The responsibility for initial selection of materials may be shared by members of the staff. Recommendations from the public are welcomed and given full consideration for acquisition.

## **Criteria for Selection of All Materials**

- Attention by critics and reviewers
- Popular appeal and/or patron demand
- Suitability of subject and style for intended audience
- Existing Library holdings
- Present and potential relevance to community needs
- Available budget

## **Gifts**

The library welcomes gifts of materials, with the understanding that they will be evaluated using the same criteria as those applied to purchased materials. If the gifts do not meet these criteria, the library reserves the right to dispose of them 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 volumes 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 and is authorized by the Board of Trustees.

Disposal of materials weeded from the collection is accomplished by the following.

- Materials can be offered to another library.
- Materials can be made available for Friends of the Library book sales.
- Materials may be destroyed or thrown away.

### **Intellectual Freedom**

Access to library materials is free of charge, in a variety of formats, and open to all patrons. The Library recognizes that many materials may be controversial and that any given item may offend some. Only individuals can determine what is most appropriate for their needs and can define what materials of information are consistent with their personal or family values. Individuals can apply those values to the use of library materials only for themselves. Parents and legal guardians have the responsibility for their children's use of library materials. The Library Board endorses the American Library Association's Intellectual Freedom policy.

### **Challenged Materials**

Although materials are carefully selected, there may arise differences of opinion regarding suitable materials. Individuals may request a reconsideration of selection review of library materials by submitting a written request for reconsideration. The Library Board will then schedule a meeting.

## Appendix A

### Procedures for Reconsideration Hearing

Any individual expressing an objection or concern about library material should receive respectful attention from staff.

1. Staff
  - Takes concern and offers options of:
    - Talking to the Director
    - Filling out Request for Reconsideration form
  - Notifies Director
2. Director
  - Promptly initiates contact with patron
  - Discusses situation
  - Notifies patron of need to file a form if not already completed
  - Provides copy of the form and of the Selection policy to patron
3. Director and Staff on receiving Request for Reconsideration form
  - Notifies Library Board of complaint
  - Review selection process
  - Check reviews and recommended list to determine recommendation by experts and critics
  - Reevaluate the material
  - Makes recommendation to the Library Board on removal, retention, or replacement of materials
  - Notify the complainant of the recommendation and that they can appeal the decision at a hearing before the Library Board of Trustees
4. Library Board
  - Review selection process
  - Read, view, or listen to challenged material
  - Check reviews and recommended lists provided by Director
  - Discuss challenge as a committee of the whole
  - The appeal shall be placed on the agenda of a meeting of the Library Board
  - The decision of the Library Board will be final

## Request for Reconsideration of Library Materials

Title \_\_\_\_\_

Book \_\_\_ Audio/Visual \_\_\_ Periodical \_\_\_ Other \_\_\_\_\_

Request Initiated By \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Do you represent an organization (Name) \_\_\_\_\_

Self \_\_\_\_\_ or Group (Names) \_\_\_\_\_

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 using this work?

\_\_\_\_\_  
\_\_\_\_\_

5. Did you review the entire work? Yes \_\_\_ No \_\_\_ What parts

\_\_\_\_\_

6. Are you aware of judgments of this work by literary critics? Yes \_\_\_ No \_\_\_

7. If age is a concern, for what age group would you recommend this work?

\_\_\_\_\_  
\_\_\_\_\_

8. What work would you recommend that would convey as valuable a picture and perspective of the subject treated?

\_\_\_\_\_

9. What would you like your library to do about this work?

\_\_\_\_\_