

## **Materials Selection Policy**

### **Purpose**

The Worth Public Library District furnishes a variety of materials to meet the informational, educational, cultural, and recreational needs of the members of the community. All formats are considered when selecting materials; it is the policy of the Library to provide materials in whatever media best meets the needs of the community.

This Materials Selection Policy guides the individuals who choose materials to be added to and withdrawn from the Library's collection. This policy also informs the public about the principles upon which selections are made.

### **Responsibility**

The Worth Public Library District's Board of Trustees delegates to the Administrative Librarian and Department Heads the responsibility for the selection, acquisition, processing, care and weeding of all materials in the Library's collection, according to the following guidelines, the American Library Association's Library Bill of Rights, and the Intellectual Freedom Roundtable's Freedom to Read Statement.

### **Guidelines for Selection**

1. The Library selects, acquires, processes, and makes available a collection of materials in a variety of formats which meet the educational, informational, occupational, cultural, and recreational needs of the residents of the Worth Public Library District.
2. The Library selects items which have received generally favorable reviews in library selection media. These media include: major magazines and newspapers, specialized periodicals which routinely cover subjects of a technical nature or specialized interests and lists of materials suitable for public libraries prepared by reputable authorities.
3. In the absence of such recommendations, the Library may select materials on the basis of the reputation of the author or publisher, authenticity, significance, timeliness, accuracy, literary excellence, documentation, or potential usefulness.
4. Expected or actual demand are criteria for selection of materials that are not otherwise generally considered.
5. The Library may choose not to select items for the collection under one of more of the following conditions:
  - a. Existing materials in the collection provide sufficient coverage of the area in question.

- b. The material is in unsuitable or inappropriate format.
  - c. The material requires undue expense to obtain or to maintain in relation to expected demand.
  - d. The material fails substantially to meet the guidelines outlined above.
6. The Library will not exclude items on the basis of race, creed, color, nationality, sexual orientation, or the expressed political or social views of the author.
  7. Materials that have not been selected for the library's collection may be accessed through interlibrary loan or similar cooperative arrangement.

### **Withdrawal of Materials (Weeding)**

Routine removal of materials from the collection will take into account the following factors:

1. The physical condition of the item.
2. Materials in the collection which supersede the item or which otherwise provide similar or better coverage of the area in question;
3. Materials which contain outdated or otherwise inaccurate information and which has no other redeeming value;
4. The actual use of an item based on circulation or similar measure.

### **Gifts and Recognition of Donors**

The Library accepts gifts of books and other materials with the understanding that it reserves the right to use or to dispose of such gifts as it sees fit. Guidelines for the selection of gift materials are the same as those for materials purchased.

The Library welcomes gifts of money for the purchase of materials on the condition that the use of the gift can conform to routine administrative procedures and does not conflict with Library policies.

The Library recognizes donors of monetary gifts for materials through the use of bookplates or similar labels placed in materials purchased with donated funds. Donors may also be recognized in Library publications.

Donated materials or materials purchased with donated funds are withdrawn according to the same guidelines as other materials.

### **Challenged Materials**

Library patrons are encouraged to bring their concerns regarding any material in the Library's collection to the attention of the Administrative Librarian through the formal complaint process

or informal discussion of the Materials Selection Policy of the Worth Public Library District with the Administrative Librarian or Department Head. Individuals wishing to use the formal complaint process may request a "Reconsideration of Library Materials Form" at the Circulation Desk. The formal complaint process is as follows:

1. On receipt of a completed "Reconsideration of Library Materials" form, the Administrative Librarian and other Library personnel will review the material using the guidelines set for selection and withdrawal of material.
2. The Administrative Librarian informs the Board of Trustees of the material being challenged at the next regularly scheduled meeting of the Board.
3. The Administrative Librarian will send a written response within thirty working days of the receipt of the complaint. Notification that upon written request an appeal may be made, in writing, to the Board of Trustees will be included with the response.
4. An appeal of the Administrative Librarian's decision may be made, in writing, to the Board of Trustees.
5. At the next regularly scheduled Board meeting, following receipt of the written appeal, the Board of Trustees will evaluate the material on the basis of the selection criteria set forth in this policy.
6. The final decision in all such cases shall be made by a two-thirds majority vote by the entire Board of Trustees. In the case of absence, any Trustee may register his/her vote in accordance with the Remote Attendance Policy.
7. A decision by the Board of Trustees to keep challenged material in the collection will stand unless a subsequent judicial decision to remove the material from the collection is rendered.

Approved: July 8, 2008; Reviewed and approved January 11, 2011; Reviewed and approved February 10, 2015; Reviewed and approved May 8, 2018

Thomas Lee Miller

President, Board of Trustees

## **Freedom to Read Statement\***

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. 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.
3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

\*This contains selections from the Freedom to Read Statement. The whole statement may be found in the Intellectual Freedom Manual.

## **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.

Adopted June 19, 1939, by the ALA Council: amended October 14, 1944; June 18, 1948; February 2, 196a; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996

## **Reconsideration of Library Materials Form**

If you wish the Worth Public Library District to reconsider any material which is in our collection please complete this form and submit it to the Administrative Librarian. The back of the form and/or extra sheets of paper may be used.

1. What is the title, author, publisher, and date of publication?
  
2. How was the material brought to your attention?
  
3. Have you read, listened to, or viewed the entire material?
  
4. What do you approve of in the material? Please be as specific as possible as to pages, paragraphs, tracks, or other identifying designations. (Use back of form or another page if necessary.)
  
5. What do you object to about the material? Please be as specific as possible as to pages, paragraphs, tracks, or other identifying designations. (Use back of form or another page if necessary.)
  
6. Are you representing yourself or a group?
  
7. Please provide your name, address, and phone number.
  
8. Would you like to recommend material that will convey a valuable perspective on the same theme?

Following receipt of your completed form, Library personnel will review the material in question. Written notification of the decision will be sent to you within thirty (30) working days. Following this, you may request that the Worth Public Library District Board of Trustees review the decision to retain or to withdraw the material.

The Worth Public Library District will keep the information provided by you in this "Reconsideration of Library Materials" form strictly confidential.