

West Bend Community Memorial Library

Materials Selection Policy

I. Objectives

West Bend Community Memorial Library acquires and makes available materials which inform, educate, entertain and enrich people's lives. Since it is not possible for any library to acquire all materials, it is necessary to employ a policy of selectivity in acquisitions. The Library provides, within its financial limitations, a collection of reliable materials embracing broad areas of knowledge. Included are works of enduring value as well as timely materials on current bestseller lists. Within the framework of these broad objectives, selection is based on community needs, from those expressed and those from community demographics and evidence of areas of interest. Allocation of the materials budget will also be determined by usage indicators, and objectives for development of the collection.

New formats shall be considered for the collection when, by industry report, and evidence from local requests that a significant portion of the community population has the necessary technology to make use of the format. Availability of the format, the cost per item, and the Library's ability to acquire and handle the items will also be factors in determining when a format will be collected. Similar considerations will influence the decision to delete a format from the Library's collection.

It is the Library's goal to provide a diverse West Bend community with library materials that reflect a wide range of views, expressions, opinions and interests. Specific acquisitions may include items that may be unorthodox or unpopular with the majority or controversial in nature. The Library's acquisition of these items does not constitute endorsement of their content but rather makes available its expression.

The Library provides free access to materials in a number of formats (print, media and electronic) to all patrons. Library users make their own choices as to what they will use based on individual interests and concerns. West Bend Community Memorial Library supports the right of each family to decide which items are appropriate for use by their children. Responsibility for a child's use of library materials lies with his or her parent or guardian. West Bend Community Memorial Library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights and the Freedom to View Statements. The Library subscribes to the Freedom to Read statement prepared by the American Library Association and the American Book Publishers Council.

Library Bill of Rights Statement

<http://www.ala.org/ala/aboutala/offices/oif/statementspols/statementsif/librarybillofrights.pdf>

Freedom to View Statement

http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftvstatement/ALA_print_layout_1_388472_388472.cfm

Freedom to Read Statement

<http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftstatement/freedomtoreadstatement.pdf>

II. Criteria for Selection

General criteria for selecting library materials are listed below. An item need not meet all of the criteria in order to be acceptable.

- the need for added material in subject areas
- availability of material through interlibrary loan
- physical limitations of the library building
- relevance to community needs
- budgetary considerations
- public demand, interest or need
- contemporary significance, popular interest or permanent value
- prominence, authority and/or competence of author, creator or publisher
- timeliness of material
- relation to existing collections
- statement of challenging, original, or alternative point of view
- authenticity of historical, regional or social setting
- the special needs of library patrons for materials in accessible formats

Each type of material must be considered in terms of its own merit and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the informational, recreational, or educational interests of the community.

While the Library works closely with the education programs within the area's education facilities, the Library does not have the resources to add textbooks to the collection.

All librarians have a professional responsibility to be inclusive, not exclusive, in developing collections. Efforts will be made to provide materials representing all viewpoints.

Tools used in selection include professional journals, trade journals, publishers' promotional materials, and reviews from reputable sources. Purchase suggestions from library patrons are welcome and are given serious consideration.

III. Responsibility for Selection

Selection of all materials shall be the responsibility of the professional librarians who operate within the framework of policies determined by the Library Board of Trustees, and based on the criteria cited above.

IV. Collection Maintenance, Replacement and Weeding

Professional library staff regularly review items in the collection to ensure that they continue to meet patrons' needs. Materials that are worn, obsolete, unused, old editions or unnecessarily duplicated are removed. It is the responsibility of professional staff to assess the need for replacing materials that are damaged, destroyed or lost. Items are not automatically replaced. Decisions are based on need, demand, budget and criteria for selection.

V. Gifts

West Bend Community Memorial Library accepts gifts of new or gently-used books, DVDs, and music or books on CD. Gifts shall meet the same selection criteria as purchased materials. The Library retains unconditional ownership of all donations and makes the final decision on acceptance, use, or disposition. The appraisal of the gift for tax purposes is the responsibility of the donor.

When the Library receives a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature or subject area of the materials to be purchased will be based upon the wishes of the donor. The Library staff in accordance with the needs and selection policies of the Library will make selection of specific titles.

Special collections and memorial collections will not be shelved as separate physical entities. Such collections will be accepted only with the understanding that they will be integrated into the general collections.

VI. Reconsideration of Library Materials

The Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval but solely on the basis of the objectives set forth in this policy.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library materials will be sequestered.

Responsibility for reading and the use of the Library by children rests with their parents or legal guardians. At no time will library staff act *in loco parentis*. Selection of library materials will not be inhibited by the possibility that they may come into the possession of children.

While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others.

Patrons requesting that an item be removed, relocated, labeled and/or restricted from the collection may complete a Reconsideration of Library Materials form.

VII. Procedures for Request for Reconsideration

Any individual expressing an objection to or concern about library material should receive respectful attention from the staff member first approached. The following steps will be used when dealing with an individual requesting an item be reconsidered.

1. A Request for Reconsideration Form should be obtained from the Library and filled out by the complainant. **Use one form per item.**
2. There are three possible steps to follow depending on the outcome of each step.
3. The first step is meeting with the Librarian or designee who is responsible for the collection.
4. If agreement is not reached in the first step, then the second step is a meeting with the Library Director and the Librarian.

5. If agreement is not reached in the second step, then the complainant is referred to the Library Board.
6. The Library Board's decision is final.

VIII. Previous Reconsideration Requests

Requests to reconsider materials, which have previously undergone the reconsideration process, will be referred to the Library Director. Repeated or redundant requests by an individual or a group to reconsider materials with differing title but similar content will be restricted as follows: If the Library Director concludes a request may be redundant, he/she will notify the complainant/complainants that the item(s) in question, having already undergone a thorough review and reconsideration process, will not be reevaluated.

In the event that a complainant charges a particular item is not protected under the First Amendment of the Constitution of the United States of America, the onus of proof rests with the complainant.

Approved by the Library Board July 7, 2009