

PARCHMENT COMMUNITY LIBRARY

BOARD OF TRUSTEES

MATERIALS SELECTION POLICY

1. The Parchment Community Library endorses the basic policies and principles as expressed in the American Library Association's Library Bill of Rights.

The library will attempt to collect materials in a variety of print and nonprint formats, as appropriate to the entire collection.

2. The ultimate responsibility of materials selection shall be with the discretion of the Director. The Director operates within the framework of policies determined by the Board of Trustees.

3. Selection policies:

A. **SELECTION.** Points considered in materials selection are literary, educational, informational, and recreational value; authority and effectiveness of presentation; qualities conducive to critical thought and understanding; and available funds and space. In the case of controversial questions, variety and balance of opinions are sought whenever available.

Materials which distort facts, intrude commercial messages unduly, or contain misleading statements are not added.

B. **EXCLUSIONS.** If an item is not chosen for the library collection, it has been excluded because it does not measure up to the library's standards, because the library already has adequate coverage in the subject, or because of budgetary limitations.

C. **TEXTBOOKS.** It is not the purpose of the collection to serve as an elementary, high school, or college library, but rather to supplement existing school libraries in our district.

D. **DUPLICATION.** Titles are added only if they meet the standards of selection and will be duplicated if there is sufficient demand, subject, of course, to budget limitation and to the timely or permanent value of the material.

E. **REPLACEMENTS.** Material withdrawn from the collection because of wear, damage, or loss is not automatically replaced. The decision for replacement is made with regard to several factors: the demand for the particular title or subject, the importance of the author and the significance the particular title holds among the

author's works, the possible availability of later and better material, either already in the collection or on the market, and whether the item is still in print.

F. GIFTS. Gifts of books and other materials will be evaluated as to their usefulness to the collection, and either added, sold through the Friends of the Library's used book sales, or donated to another institution. Donated materials become the property of the library and will not be returned to the donor.

Gifts of money will be gladly accepted with recommendation of subject areas in which to spend it, but final allocation rests with the discretion of the Director.

G. RELIGION. In the literature of religion, library selection must be broad, tolerant, without partisanship or propaganda, yet with authority, timeliness and good literary quality. Should religions groups wish to present books representing their faith, these books should be general and explanatory in nature, rather than doctrinal.

4. Procedure for handling challenged or questioned material:

Since opinions may differ in a democracy, the following procedures will be observed in recognizing those differences in an impartial and factual manner.

A. An informal verbal or written complaint may be made to the Library Director. The Library Director shall respond by discussing the complaint with the library user or by responding in writing to the complaint.

B. If there is no satisfactory resolution after Step A has been followed, the library user may fill out a complaint form (Appendix B). No further consideration of the complaint will be given if the form is not completed in full.

C. The complaint form is forwarded by the Library Director to the Board of Trustee's Material Selection Review Committee. The Library Director acknowledges receipt of the complaint form and outlines the procedure for the complainant in writing.

The Materials Selection Committee reads/views/listens to the questioned material keeping in mind the specific objections and the Materials Selection Policy. The Committee will present its opinion and recommendation to the Board of Trustees at an official meeting.

D. The Board of Trustees will take action on the Committee recommendation and will send a letter to the complainant stating their decision.

E. The complainant may request a public hearing subject to the Open Meetings Act and the Board of Trustees By-Laws rules for public comment.

F. The decision of the Board of Trustees is final.

5. Weeding and discarding of the items in the collection will be done regularly, on the basis of condition, amount of circulation and use, and relevance to the entire collection, keeping the previously listed materials selection guidelines in mind.

Approved April 10, 1984

Amended June 13, 1989

Amended December 10, 1991

Reviewed December 12, 2000

APPENDIX A: 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.

1. 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.

2. 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.

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

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

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

6. 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 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the ALA Council.

APPENDIX B: FORM FOR CHALLENGED OR QUESTIONED MATERIAL

PARCHMENT COMMUNITY LIBRARY

CHALLENGED OR QUESTIONED MATERIAL

Since opinions may differ in a democracy, the following procedures will be observed in recognizing those differences in an impartial and factual manner.

1. A citizen or citizens of the Parchment Community Library District wishing to register their criticism of library materials with the Board of Trustees must complete this form in full.
2. The form will be forwarded by the Library Director to the Board of Trustee's Material Selection Review Committee. The Committee will read/view/listen to the questioned material keeping in mind the specific objections and the Library's Materials Selection Policy. The Committee will present its opinion and recommendation to the Board of Trustees at an official meeting.
3. The Board of Trustees will take action on the Committee recommendation and will send a letter to the citizen stating the Board decision. The decision of the Board of Trustees is final.

Author of the book _____

Title of the book _____

How was the book brought to your attention? _____

Do you know what literary critics and reviewers think of this book?

Yes _____ No _____

Have you read the whole book? _____

What, in your opinion, is the theme of the book? _____

What is your objection to the book? Be specific; cite pages.

In what section of the library is the book shelved?

Adult _____ Young Adult _____ Juvenile _____

What do you feel might be the result of reading this book?

If the book were removed from the library, what book would you recommend to replace it?

Signature _____

Address _____

Telephone _____

Date submitted _____

Received by library staff:

Date _____ Initials _____

Reviewed by Board of Trustees: _____(Date)

Action and comments: