

Parchment Community Library Materials Selection Policy

I. GENERAL STATEMENT OF PURPOSE

The Library and the Library Board of Trustees uphold the democratic right of all citizens to freely express their thoughts and ideas. We support the right of each individual to privately read, listen, and view the full range of published thought and ideas.

In support of these ideals the Parchment Community Library offers a collection of materials that is diverse and inclusive. The Library Board endorses the American Library Association's Library Bill of Rights (Appendix A), Freedom to Read (Appendix B) and Freedom to View (Appendix C) statements.

II. OBJECTIVES OF THE COLLECTION

The Library is responsible for providing materials to residents and taxpayers of all ages, backgrounds, and opinions. The library collection taken as a whole will be an unbiased and balanced source of information, representing as many viewpoints as possible. Subjects will be covered in sufficient depth and breadth to meet anticipated and expressed individual and community needs.

The collection is presented in various formats to serve a wide variety of needs:

- Current information on subjects of contemporary as well as continuing interest
- Information on the history of the City of Parchment (see also the Local History Collection Development Policy)
- Entertainment and recreation
- Materials to supplement both formal and self-guided education
- Materials which encourage and enhance personal and intellectual growth

The Library neither encourages nor discourages any particular viewpoint. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, political or social views of the author. Selection of materials by the Library does not mean endorsement of the contents or the views expressed in those materials.

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III. SELECTION

Authority for selection of materials is delegated by the Library Board to the Library Director and the Director's designated staff.

Factors considered when adding specific material to the Library collection include, but are not limited to:

- Collection objectives
- Present collection composition
- Current or historical significance of author or subject
- Timeliness
- Public interest
- Level of demand
- Audience for material
- Community relevance
- Diversity of viewpoint
- Effective expression
- Accuracy of content
- Nature of media and technical quality of production, and its appropriateness for library lending
- Positive review in one or more appropriate professional journals
- Positive critics' and staff members' reviews
- Budget limitations

Sites selected from the Internet and linked from the Library's homepage are subject to the same selection criteria as other materials.

The Board of Trustees recognizes that full information on issues of public concern may require access to information sources which exemplify those concerns. Individual items, which in and of themselves may be controversial or offensive to some patrons or staff, may appropriately be selected if their inclusion will contribute to the balance and effectiveness of the Library collection as a whole.

The Library encourages public suggestion of items and subjects to be considered for the collection. Serious consideration will be given to purchasing patron-requested materials when these requests meet collection objectives. Remaining requests may be met through resource sharing with other libraries, electronic retrieval or other means.

Gift items are subject to the same selection criteria used for purchased materials.

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IV. ACCESS

The Board of Trustees considers reading, listening, and viewing to be individual, private matters. The Board believes that full, confidential, and unrestricted access to information is essential for patrons to exercise their constitutional rights. While anyone is free to select or reject materials for themselves or their own minor child(ren), the freedom of others to read or inquire will not be restricted. Only parents and guardians have the right and responsibility to guide and direct the reading, listening and viewing choices of their own minor child(ren). The Library does not stand in the place of parents (in loco parentis).

The Library collection will be organized, marked, and maintained to help people find the materials they want. Any labeling, sequestering, or alteration of materials because of controversy surrounding the author or the subject matter will not be sanctioned. In general, the children's collection will contain materials which meet the needs of children from birth through 2nd grade, the tween collection will contain materials which meet the needs of children in the 3rd through 5th grades, and the teen collection will contain materials suitable to the interests and reading levels of students in the 6th to 12th grades.

V. COLLECTION REVIEW PROCEDURE

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.

After discussing the complaint with the Library Director, the patron may fill out a complaint form (Appendix D) if the patron wishes. No further consideration of the complaint will be given if the form is not completed in full.

The complaint form will be forwarded by the Library Director to the Board of Trustee's Material Selection Review Committee within seven (7) days. The Library Director will acknowledge in writing the receipt of the complaint form and outline the procedure for the patron.

The Materials Selection Committee will review the questioned material to ascertain that the selection criteria and principles stated in Sections I through IV were applied in the selection process. The Committee will present its opinion and recommendation to the Board of Trustees at the next official meeting.

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

Persons still wishing to express concerns to the Board about materials in the collection will be heard during a regular meeting under the agenda item "Public Comment" or at another time designated by the Board for public expression.

VI. COLLECTION MAINTENANCE

Weeding and discarding of items within the library's collection will be done regularly by library staff, supervised by the Library Director. Worn, dated, unused or damaged items will be withdrawn from the collection.

The decision to replace a withdrawn item will be guided by whether or not:

- the item is still available for purchase;
- a newer item or different format might better serve the same purpose;
- there remains sufficient need to replace that item;
- the item has historical value;
- another networking agency could better provide that or a comparable item.

VII. LOCAL AUTHORS

Local authors are defined as residents of the southwest Michigan region. The Parchment Community Library wishes to support the efforts of local authors by including their works in its collection. However, these works must meet the Library's selection criteria as described in this policy.

How to submit your work

Send a copy of your published work to:
Parchment Community Library
401 S Riverview Dr.
Parchment, MI 49004

Please include:

- Name
- Address

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- Telephone number(s)
- Email address
- Title of book
- Vendor/Publisher information
- Professional reviews or critiques
- Information on pricing, including discounts and shipping fees

We will acknowledge receipt of your work within 30 days. We carefully evaluate all new books using the selection criteria in the Library's Material Selection Policy.

Works not accepted for the collection will not be returned to the author.

You will receive notification regarding the Library's decision within 90 days. Acceptance of a copy of your work for the collection does not guarantee that we will buy additional copies. If we buy more copies, they may not be purchased directly from you.

Some works, especially works of non-fiction, may not be considered without accompanying professional reviews. The Library relies in part on professional reviews when making selection decisions, and it is up to local authors to solicit reviews for their works. You may resubmit your work if professional reviews appear at a later time.

Library promotion of your work

The Library may choose to promote the book(s) of a local author, such as booking a reading or including the book(s) in a display or list.

The Library does not schedule authors for an event unless their works are in the Library's collection. Inclusion of an author's book in the Library's collection does not guarantee the author's participation in library events.

The Library bears no obligation for marketing an author's work. Authors are fully responsible for promoting their work.

Professional review sources

For best results, select review sources that target your specific market in terms of genre and intended audience. Market guides such as Writer's Market can assist with your research. Be

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certain to read and follow the specific guidelines for each source before submitting your work for review.

Approved April 10, 1984

Amended June 13, 1989

Amended December 10, 1991

Reviewed December 12, 2000

Amended February 24, 2009

Amended March 27, 2012

Reviewed May 26, 2015

Amended September 25, 2018

Amended September 27, 2021

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APPENDIX A: AMERICAN LIBRARY ASSOCIATION LIBRARY BILL OF RIGHTS

Library Bill of Rights

- I. The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.
- II. 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.
- III. 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.
- IV. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- V. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- VI. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VII. 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, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

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APPENDIX B: AMERICAN LIBRARY ASSOCIATION FREEDOM TO READ STATEMENT

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression

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that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

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.*

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Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

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.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

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.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

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.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

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*

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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.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

- 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.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

[American Library Association](#)
[Association of American Publishers](#)

Subsequently endorsed by:

[American Booksellers Foundation for Free Expression](#)
[The Association of American University Presses, Inc.](#)
[The Children's Book Council](#)
[Freedom to Read Foundation](#)
[National Association of College Stores](#)
[National Coalition Against Censorship](#)
[National Council of Teachers of English](#)
[The Thomas Jefferson Center for the Protection of Free Expression](#)

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APPENDIX C: AMERICAN LIBRARY ASSOCIATION FREEDOM TO VIEW STATEMENT

Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed by the ALA Council January 10, 1990

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APPENDIX D: FORM FOR CHALLENGED OR QUESTIONED MATERIAL

An informal verbal or written complaint must first be made to the Library Director before submitting this form.

Anyone wishing to register criticism of library materials with the Board of Trustees must complete this form in full.

The completed complaint form will be forwarded by the Library Director to the Board of Trustee's Material Selection Review Committee within seven (7) days. The Library Director will acknowledge in writing the receipt of the complaint form and outline the procedure for the patron.

The Materials Selection Committee will review the questioned material to ascertain that the selection criteria and principles stated in Sections I through IV were applied in the selection process. The Committee will present its opinion and recommendation to the Board of Trustees at the next official meeting.

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

Persons still wishing to express concerns to the Board about materials in the collection will be heard during a regular meeting under the agenda item "Public Comment" or at another time designated by the Board for public expression.

Media: Book___ Magazine___ CD___ Audiobook___ Movie___

Title of the work _____

Author of the work _____

In what section of the library is the work shelved? Adult__ Teen __ Children __ Digital __

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How was the work brought to your attention? _____

Do you know what literary critics and reviewers think of this work? Yes ___ No ___

Have you read / viewed / listened to the whole work? Yes ___ No ___

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

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

What is positive about the work?

What do you feel might be the result of reading / viewing / listening to this work?

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In its place, what work would you recommend that would convey as valuable a perspective of the subject treated?

What resource(s) do you suggest to provide additional information on this topic?

Action requested:

Return it to the staff selection committee/department for reevaluation

Other. (Explain)

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Signature _____

Name (Print) _____

Address _____

Telephone _____

E-mail _____

Date submitted _____

Received by library staff:

Date _____ Initials _____

Reviewed by Board of Trustees: _____(Date)

Action and comments: