

# 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 maintains a popular materials collection to meet the educational, recreational, and cultural needs of the library's service area. 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. All materials added to the collection shall be judged on the content as a whole, not by detached excerpts or portions thereof.

# Parchment Community Library Materials Selection Policy

## 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 development objectives and relation to the current collection
- Current and potential relevance to the needs of the communities within the Parchment Community Library District
- Reputation and significance of the author, title, subject, or publisher
- Skill, competence, and purpose of the author
- Literary and artistic merit
- Quality, accuracy, and reliability of the information
- Timeliness and/or publication date
- Suitability of subject, style, and reading level for the intended audience
- Cardholders' suggestions and requests
- Positive review in professional journals or other reliable reviewing sources
- Suitability of physical form for library use
- Space and budget limitations
- Availability through resource sharing

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.

# Parchment Community Library Materials Selection Policy

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.

## **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 2<sup>nd</sup> grade, the tween collection will contain materials which meet the needs of children in the 3<sup>rd</sup> through 5<sup>th</sup> grades, and the teen collection will contain materials suitable to the interests and reading levels of students in the 6<sup>th</sup> to 12<sup>th</sup> grades.

## **V. REQUESTS FOR RECONSIDERATION**

Any resident or property owner within the boundaries of the Parchment Community Library District may submit a Request for Reconsideration of an item in the Library's collection, in accordance with this policy. Formal requests for reconsideration, either written or in person, are a matter of public record.

Requestors must have read, heard, or viewed the entire work to have their challenge considered.

A requestor will be limited to no more than three (3) reconsideration requests per calendar year.

An informal verbal or written request for reconsideration may be made to the Library Director. The Library Director shall discuss the request with the resident or respond in writing.

# Parchment Community Library Materials Selection Policy

After discussing the request with the Library Director, the resident may fill out a Request for Reconsideration form. (Appendix D) No further consideration of the request will be given if the form is not completed in full.

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

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 within 75 days of receipt of the completed form.

The Board of Trustees will act upon the Committee recommendation and will send a letter to the resident stating their decision. The decision of the Board of Trustees is final.

Once a decision has been made on a reconsidered title, that title will not be eligible for reconsideration again for a period of three (3) years.

## **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. SMALL PRESS AND SELF-PUBLISHED WORKS**

When the Library is asked to add items to the collection that are published by a small press or self-published by the author, these titles are treated as a donation and are subject to the same selection criteria listed above.

## Parchment Community Library Materials Selection Policy

Small press or self-published items should have a professional review in resources such as Library Journal, School Library Journal, Booklist, Publisher's Weekly, Kirkus, or a local newspaper. In addition, demand for the title should be demonstrated by patron requests or its appearance in a bestseller list.

When submitting an item for evaluation, please include any reviews and author information.

If you choose to submit a copy of a title for our evaluation, we will not be able to return it in the event that it is not added to our collection. We will treat your item as a donation, and it may be given to the Friends of the Library for inclusion in their next book sale.

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

Amended March 26, 2024

# Parchment Community Library Materials Selection Policy

## **APPENDIX A: AMERICAN LIBRARY ASSOCIATION LIBRARY BILL OF RIGHTS**

### **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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

## Parchment Community Library Materials Selection Policy

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

# Parchment Community Library Materials Selection Policy

## **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 that can initially command only a small audience. The written word is the natural medium for

## Parchment Community Library Materials Selection Policy

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.*

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.

## Parchment Community Library Materials Selection Policy

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 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.*

## Parchment Community Library Materials Selection Policy

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.

---

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.

# Parchment Community Library Materials Selection Policy

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](#)

# Parchment Community Library Materials Selection Policy

## **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**

# Parchment Community Library Materials Selection Policy

## APPENDIX D: REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Your Name: \_\_\_\_\_

Library Barcode: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

**Note:** Only residents or property owners within the Parchment Community Library District may submit this form.

**I represent:**

\_\_\_ Myself

\_\_\_ An Organization: Name of Organization \_\_\_\_\_

Title: \_\_\_\_\_

Author: \_\_\_\_\_

**Format:**

\_\_\_ Book    \_\_\_ Digital    \_\_\_ DVD    \_\_\_ Audiobook

Have you read, viewed, or heard the entire work? Yes|No

How was this work brought to your attention?

For what age group is this work intended? \_\_\_\_\_

What do you believe is the theme and/or major intent of this work? \_\_\_\_\_

Have you read any professional reviews of this work? Yes|No

- If yes, please list the publications here:

What is your objection to this work? Please be specific, cite pages:

# Parchment Community Library Materials Selection Policy

**What is positive about the work?**

**In its place, what work of equal literary quality would you recommend the library purchase that would cover the same subject or content?**

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

**Date Received by library staff:    Initials\_\_\_\_\_**

**Date Reviewed by Materials Selection Committee:**

**Date Reviewed by Board of Trustees:**

**Actions and Comments:**