

COLLECTION DEVELOPMENT POLICY

Selection and Withdrawal of Library Material

Purpose

The Carleton A. Friday Memorial Library strives to inform, enlighten, and empower every person in our community. The Library and the Library Board of Trustees uphold the democratic right of all Americans to freely express their thoughts and ideas, both popular and unpopular. 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 Carleton A. Friday Memorial Public Library offers a collection of materials that is diverse, inclusive and protected by the First Amendment of the United States Constitution. The Library Board endorses the American Library Association's *Library Bill of Rights*, the *Freedom to Read Statement*, and *Freedom to View Statement* and all interpretations pertinent to the selection and use of library materials.

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 diverse 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 to provide individual access to information and materials in various formats to serve a wide variety of needs:

- To enhance humanity and the enjoyment of life according to the full exercise of free choice
- To assist in developing the skills and abilities needed for economic success
- To develop the social awareness and knowledge needed for self-government and successful participation in a diverse community
- To encourage and enhance personal, artistic, 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.

The Board recognizes that library resources are not unlimited. Selection of materials must be consistent with budget allocations. Resource sharing with other libraries such as inter-library loan, electronic and other methods of information access, are valid and necessary ways of meeting patron needs.

Selection

The responsibility for the collection rests with the Library Director under the authority of the Library Board of Trustees. Direct selection of library materials is delegated to staff members qualified for this duty by education, training, interest and job classification.

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

Reviews are the major source of information about new materials. Major sources of reviews are *Booklist*, *Library Journal*, and the *New York Times Book Review*. The lack of review or an unfavorable review shall not be the sole reason for selection or rejecting a title which is in demand. Consideration is, therefore, given to requests of library patrons and to books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

The nature of the media and the technical quality of production are additional factors to be considered in selecting audio, video, electronic, and other non-print formats.

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.

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

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.

Constitutional Protection

The Library Board considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution and the Wisconsin State Constitution.

If a court having jurisdiction over the Carleton A. Memorial Library decides that any material in the collection is not constitutionally protected, such material will be removed. Material under court

consideration will remain available to patrons until a final court ruling is made after all appeals are exhausted.

Collection Review Procedure

The Library Board of Trustees recognizes the right of individuals to question the inclusion of materials in the library collection. The Library will give serious consideration to each patron's opinion.

Individuals questioning material in the library collection may ask Library staff about such material. The staff person in charge of the library at the time will discuss these concerns and give the patron a copy of this policy.

Individuals still questioning library materials may state their opinion in writing on a form provided by the Library. The form will be sent to the Library Director who will refer it to an appointed Materials Selection Review Committee. The Review Committee, designated on a case-by-case basis, will review the material in question and the patron's concern, and provide a recommendation based on the judgment of the members of the committee as to whether the material was appropriately selected and made accessible under this policy.

The Library Director will review the recommendation, make the final decision, and reply to the individual in writing. The Library Board will be informed at the next public meeting.

Persons still wishing to express concerns to the Board about materials in the collection shall inform the Library Director at least 72 hours in advance of a regularly scheduled Library Board meeting and will be placed on the agenda or at another time designated by the Board for public expression. The Board, after receiving testimony from the public and from the Library Director, will decide whether the actions taken followed library policies.

Withdrawal of Materials

The Board of Trustees recognizes that withdrawing materials from the collection is an important part of maintaining the library collection. Withdrawal of library materials is vested in the Library Director who may authorize qualified staff to assist. The withdrawal policy of the Library shall include the same factors as the selection policy and is not intended to sanction removal of library materials based upon any controversy. Such materials will be deemed to have been withdrawn by the Board of Trustees.

Policy Review

This Policy for the Selection and Withdrawal of Materials will be periodically reviewed and revised or reaffirmed by the Library Board.

MATERIALS AND DONATIONS

The Library welcomes donations of books and other materials and accepts monetary contributions toward the purchase of materials. The Library reserves the right to decide the disposition of all gifts received. Gifts accepted for addition to the Library's collection become the property of The Carleton A. Friday Memorial Library and will be placed where most appropriate. Material not utilized in the Library's collection will be transferred to the [Friends of Friday Memorial Library](#), a non-profit organization, for use in their book sales. The proceeds from the Friends of the Library book sales are donated to the Library in support of our mission, programs, and to enhance the Library's collections.

PURCHASING GUIDELINES FOR AUTHORS AND PUBLISHERS

The Carleton A. Friday Memorial Library is happy to consider recently published books and other items for our collection. We receive many inquiries from authors, publishers, and publisher's representatives and have created these guidelines to help you.

The Library routinely acquires books published by commercial publishers that fit the Library's collection development plan and meet our selection criteria. We also may acquire self-published books when they include unique local content, fit the scope of the Library's collection plan and meet our selection criteria.

Having your book receive an independent, positive review in one or more of the major review journals (such as Library Journal, School Library Journal, Kirkus Reviews, Booklist and Publisher's Weekly) is the best way to bring a title to our attention. We are more likely to consider adding a self-published book to our collection if it has been reviewed in a major review journal. Paid reviews are not considered.

Unfortunately, we cannot notify you if your book is not selected because of the number of submissions we receive.