



## **Materials Selection Policy**

**Purpose:** To provide guidance for the library staff in their selection of materials, to maintain and develop the collection, and to inform the public about the principles upon which selections are made.

### **Definitions**

“Materials” include, print and electronic books, World Wide Web resources, magazines, newspapers, as well as audiovisual materials, electronic devices, toys, and other items as acquired.

“Selection” refers to the decision that must be made to either add items to the collection or to retain material already in the collection.

### **Library Bill of Rights**

The Library Board reaffirms its belief in the American Library Association’s “Library Bill of Rights”, the American Film and Video Association’s “Freedom to View”, and the American Library Association’s “Freedom to Read”. (See appendix)

### **General Principles**

The Library staff shall make every attempt to provide high quality materials in all subject areas to enlighten and connect the community through diverse resources which encourage the love of reading and satisfy personal curiosity. Emphasis will be placed upon areas of local and regional interest but not to the exclusion of materials on other subjects.

As a general practice, the staff will seek out works of known quality using professional review sources. However, we will also make a conscious effort to acquire the works of emerging writers to add vigor and interest to our collection. This is especially true in the case of works by local and regional authors.

The staff may choose to make available items of high popular demand even if they are not of enduring value, interest or accuracy. A representative sampling of experimental or short-lived material may also be purchased.

The staff will attempt to provide the best materials available expressing opinions from all sides of a controversial issue, and shall make every effort to not influence public opinion by providing materials setting forth only one viewpoint. Suggestions and requests from the staff members and members of the public will be considered.

### **Children’s Materials**

These same criteria will apply to materials for young adults and children.



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The staff will attempt to provide the best children's materials available in terms of writing, illustration, audio/video and musical production.

The staff will not acquire curriculum related materials or textbooks unless such materials serve the general public.

Censorship, if any, of children's reading, listening or viewing is and shall remain a parental right and responsibility. Children and young adults will not be restricted by the staff from using or checking out any part of the library collection.

### **Gifts**

The Library welcomes gift books and other materials, but reserves the right, at the discretion of the Director or designated staff, to reject any gifts for inclusion in the collection based on the principles above and the condition of the gift material. The staff will provide receipts for donated items upon request of the donor, but will not appraise the value of gifts.

### **Evaluation and Management of the Collection**

The staff will maintain a program of regular review and weeding of the collection to ensure it remains fresh and useful to the community, and to accommodate the flow of newly acquired materials. Materials will be withdrawn if they show wear or damage, the content becomes dated or obsolete, a newer edition is available, or the item ceases to circulate. Withdrawn materials shall be disposed of in the manner staff determines is most appropriate, which may include donation to another organization, sale to the public, recycling or discarding as waste.

### **Request for Reconsideration**

The Library Board recognizes the right and privilege of each person to select from the library's collection. Every patron is free to read or view, what they choose, from the collection.

The Library Board respects the right of patrons to express their opinions regarding materials in the library's collection.

The Library Director will review any materials in its collection upon written request by a patron. Such requests will be made on the form, "Request for Reconsideration (*See attached form at end of this policy,*) which will be submitted to the Library Director. The Director will discuss the request with staff members involved in the material's selection. Their recommendations and the Director's decision will be returned to the complainant, with a copy to the Library Board for its records.



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If the complainant is not satisfied with the action taken, he or she may request a hearing at the next meeting of the Library Board. The Board will make a determination in accordance with an in-depth review of the entire materials selection policy statement.

### **Conclusion**

The Library Board expresses its support for the staff members who are responsible for the selection of library materials. The Board delegates to them the authority to purchase for inclusion in the library's collection those materials which are considered essential, useful, or within the scope of this policy statement.

The Grand Marais Library Board reviews all policies within a five year timeline or as deemed necessary.



## Materials Selection Policy

### Request for Reconsideration

The Grand Marais Library Board has authorized use of this form in accordance with its written Materials Selection Policy and administrative procedures. Please return the completed form to the director of the Grand Marais Public Library. Thank you for your concern. (Grand Marais Public Library, PO Box 280, Grand Marais, MN 55604, 218 387-1140)

Title of resource, program, or exhibit \_\_\_\_\_

Name of author, performer, or exhibitor \_\_\_\_\_

Your Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Do you represent yourself? \_\_\_\_\_ Organization? (name) \_\_\_\_\_

1. Please describe in specific terms what concerns you about this resource, program, or exhibit. (Use other side or additional pages if necessary.)
2. Have you examined the entire resource or viewed the entire program or exhibit?
3. What is your suggested action?

#### Optional

4. Are there resources you suggest to provide additional information and/or other viewpoints on this topic? (Use other side or additional pages if necessary.)