

Board Packet

11.2.23 Board Meeting

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3 **Materials Selection Policy**
4 **Board approved 11/xx/2023**
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6 **Statement of Purpose and Intent For Policy**
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8 The vocation of a librarian requires a commitment to freedom of speech and the celebration of
9 diverse viewpoints unlike that found in any other occupation. The librarian curates and curtails
10 the collection of reading materials for an entire community in a sense, and in doing so, he or she
11 reinforces the bedrock principles on which this country was founded. According to the United
12 States Supreme Court, "Public libraries pursue the worthy missions of facilitating learning and
13 cultural enrichment." *United States v. Am. Library Ass'n. Inc.*, 539 U.S. 194, 203, 123 S. Ct.
14 2297, 156 L. Ed. 2d 221 (2003). To fulfill those worthy objectives, "public libraries must have
15 broad discretion to decide what material to provide to their patrons." *Id.* at 204.
16

17 This policy defines the Community Library Network's responsibility to establish and maintain a
18 balanced and diverse collection of materials that meet the informational, educational, and
19 recreational needs of our residents, and to openly afford the public access to discussion, debate,
20 and the dissemination of information and ideas.
21

22 **Objective and Scope of Policy**
23

24 This policy pertains only to the *initial selection and acquiring* of books/materials for the library's
25 collection, not removal of any pre-existing library materials. Policies regarding retainment,
26 removal, or relocation of pre-existing materials are entirely outside the scope of this policy and
27 no specific book or material was contemplated by or known to the Board during the enactment of
28 this policy, and it is entirely unknown what, if any, future books or materials could be subject to
29 this policy.
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31 **Responsibility**
32

33 The elected board of trustees ultimately guides the selection process through this policy. The
34 Library Director implements policies set by the board. Under the Director's guidance, selection
35 is delegated to professional collection development library staff who are qualified by education,
36 training and experience. All staff members and the general public are encouraged to recommend
37 materials for consideration. Suggestions are evaluated by the staff based on the Library's criteria
38 for selection.
39

40 **Definitions- As Used in this Policy**

41
42 Under this section "Harmful to minors" means that quality of any description, exhibition,
43 presentation, or representation, in whatever form, of nudity, sexual conduct, sexual excitement,
44 or sadomasochistic abuse, when the material or performance, taken as a whole or in part, has the
45 following characteristics:

46
47 (A) The average person eighteen (18) years of age or older applying contemporary
48 community standards would find that the material or performance has a predominant tendency to
49 appeal to a prurient interest in sex to minors;

50
51 (B) The average person eighteen (18) years of age or older applying contemporary
52 community standards would find that the material or performance depicts or describes nudity,
53 sexual conduct, sexual excitement, or sadomasochistic abuse in a manner that is patently
54 offensive to prevailing standards in the adult community with respect to what is suitable for
55 minors; and

56
57 (C) The material or performance lacks serious literary, scientific, medical, artistic, or
58 political value for minors.

59
60 "Minor" means any person under eighteen (18) years of age.

61
62 "Material" means any book, magazine, newspaper, pamphlet, poster, print, picture, figure, image,
63 description, motion picture, film, record, recording tape, CD-ROM disk, magnetic disk memory,
64 magnetic tape memory, video tape, or other media.

65
66 "Nudity" means a:

67
68 (A) Showing of the human male or female genitals, pubic area, or buttocks with less than a fully
69 opaque covering:

70
71 (B) Showing of the female breast with less than a fully opaque covering of any portion of the
72 female breast below the top of the nipple; or

73
74 (C) Depiction of covered male genitals in a discernibly turgid state.

75
76 "Performance" means any motion picture, film, video tape, played record, phonograph or tape,
77 preview, trailer, play, show, skit, dance, or other exhibition performed or presented to or before
78 an audience of one (1) or more, with or without consideration.

79
80 "Sadomasochistic abuse" means flagellation or torture by or upon a person clad in
81 undergarments, a mask, or bizarre costume, or the condition of being fettered, bound, or
82 otherwise physically restrained on the part of a person so clothed, or mutilation or physical
83 alteration of genitals by or upon a person;

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85 "Sexual conduct" means an act of masturbation, homosexuality, sexual intercourse, or physical
86 contact with a person's clothed or unclothed genitals, pubic area, buttocks, or female breast; and
87

88 "Sexual excitement" means the condition of the human male or female genitals when in a state of
89 sexual stimulation or arousal.
90

91 **Selection Process**

92

93 The Community Library Network seeks to purchase a wide range of materials that meet the
94 informational, educational, and recreational needs of our residents in a variety of acceptable
95 formats. The selection of materials is generally made by library staff based on clear and
96 unambiguous written policies that infuse our mission statement and accepted goals and priorities,
97 published reviews, recommendations from library users, availability of materials at other
98 libraries, an item's relation to the Library's existing collection, use analysis, space, price, and
99 staff judgment and expertise.
100

101 The Community Library Network uses several criteria to determine the addition of an item,
102 whether purchased, requested, or donated.
103

- 104 • Authority and competency of presentation, author, or publisher
- 105
- 106 • Favorable reviews and inclusion in, but not limited to, reputable sources such as
107 professional or trade journals
- 108
- 109 • Relation to existing collection
- 110
- 111 • Adequate standards of quality and durability in content, format, and physical appearance
- 112
- 113 • Current usefulness or lasting value (e.g. time-tested classics)
- 114
- 115 • Popularity and user demand, including hold demand counts on materials selected by other
116 libraries in our consortium (CIN) that do not conflict with CLN policy
- 117
- 118 • Availability of materials through other libraries (Interlibrary Loan) or electronic
119 resources
- 120
- 121 • Space requirements
- 122
- 123 • Representation of trends, subjects, or genres of local or national interest
- 124
- 125 • Price:
- 126
- 127 • Format
- 128
- 129 • Appropriateness of subject and style for intended library users. For purposes of this
130 criteria, "appropriateness" means a determination of whether such content is, in the
131 opinion of the Board or Library staff, "harmful to minors" as that term is specifically
132 defined in this Policy.

133 **Gifts**

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135 The Community Library Network welcomes donated books and other materials that are in good
136 condition. Donated items may be used or disposed of in any way deemed appropriate and no
137 conditions by donors can be made on materials donated. Donations are evaluated using same
138 criteria as purchased items. A receipt may be given to donors if requested with a number of items
139 donated but no assessment of value will be made by library staff.

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142 **Review of Policy**

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144 This policy will be reviewed and revised every three years or updated as necessary. Approved
145 by the Community Library Network Board of Trustees, November xx, 2023.

MATERIALS SELECTION POLICY

Board Draft proposed by Trustee Hanley: 11-2-2023

Objective Statement of Purpose and Intent for Policy

The vocation of a librarian requires a commitment to freedom of speech and the celebration of diverse viewpoints unlike that found in any other occupation. The librarian curates and curtails the collection of reading materials for an entire community in a sense, and in doing so, he or she reinforces the bedrock principles on which this country was founded. According to the United States Supreme Court, "Public libraries pursue the worthy missions of facilitating learning and cultural enrichment." *United States v. Am. Library Ass'n, Inc.*, 539 U.S. 194, 203, 123 S. Ct. 2297, 156 L. Ed. 2d 221 (2003). To fulfill those worthy objectives, "public libraries must have broad discretion to decide what material to provide to their patrons." *Id.* at 204.

This policy defines the Community Library Network's responsibility to establish and maintain a balanced and diverse collection of materials that meet the informational, educational, and recreational needs of our residents, and to openly afford the public access to discussion, debate, and the dissemination of information and ideas.

Objective and Scope of Policy

This policy pertains only to the *initial selection and acquiring* of books/materials for the library's collection, not removal of any pre-existing library materials. Policies regarding retainment, removal, or relocation of pre-existing materials are entirely outside the scope of this policy and no specific book or material was contemplated by or known to the Board during the enactment of this policy, and it is entirely unknown what, if any, future books or materials could be subject to this policy.

Responsibility

The elected board of trustees ultimately guides the selection process through this policy. The Library Director implements policies set by the board. Under the Director's guidance, selection is delegated to professional collection development library staff who are qualified by education, training and experience. All staff members and the general public are encouraged to recommend materials for consideration. Suggestions are evaluated by the staff based on the Library's criteria for selection.

~~The responsibility for the selection of library materials rests ultimately with the Library Director. The elected board of trustees guides the selection process through this policy. Under the Director's guidance, selection is delegated to professional collection development library staff who are qualified by education, training and experience. All staff members and the general public are encouraged to~~

recommend materials for consideration. Suggestions are evaluated by the staff based on the Library's criteria for selection.

Intellectual Freedom

The choice of library materials is an individual matter and, while anyone is free to reject for his or herself materials of which they do not approve, he/she cannot exercise censorship to restrict the freedom of use and access to others. The responsibility for use of library materials by minors rests with their parents or legal guardians.

The Community Library Network seeks to provide a balanced collection representing a wide range of viewpoints, including controversial issues that may be objectionable to some individuals. The purchase of controversial items does not constitute endorsement of the views expressed.

The freedom to read, along with the freedom to hear and to view, is protected by the First Amendment to the Constitution of the United States. The District subscribes to the [Freedom to Read Statement](#) and the [Library Bill of Rights](#) adopted by the American Library Association. These documents are an integral part of this policy and are attached.

Definitions- As Used in this Policy

Under this section "Harmful to minors" means that quality of any description, exhibition, presentation, or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when the material or performance, taken as a whole or in part, has the following characteristics:

(A) The average person eighteen (18) years of age or older applying contemporary community standards would find that the material or performance has a predominant tendency to appeal to a prurient interest in sex to minors;

(B) The average person eighteen (18) years of age or older applying contemporary community standards would find that the material or performance depicts or describes nudity, sexual conduct, sexual excitement, or sadomasochistic abuse in a manner that is patently offensive to prevailing standards in the adult community with respect to what is suitable for minors; and

(C) The material or performance lacks serious literary, scientific, medical, artistic, or political value for minors.

"Minor" means any person under eighteen (18) years of age.

"Material" means any book, magazine, newspaper, pamphlet, poster, print, picture, figure, image, description, motion picture, film, record, recording tape, CD-ROM disk, magnetic disk memory, magnetic tape memory, video tape, or other media.

Nudity" means a:

(A) Showing of the human male or female genitals, pubic area, or buttocks with less than a fully opaque covering;

(B) Showing of the female breast with less than a fully opaque covering of any portion of the female breast below the top of the nipple; or

(C) Depiction of covered male genitals in a discernibly turgid state.

"Performance" means any motion picture, film, video tape, played record, phonograph or tape, preview, trailer, play, show, skit, dance, or other exhibition performed or presented to or before an audience of one

(1) or more, with or without consideration.

"Sodomasochistic abuse" means flagellation or torture by or upon a person clad in undergarments, a mask, or bizarre costume, or the condition of being fettered, bound, or otherwise physically restrained on the part of a person so clothed, or mutilation or physical alteration of genitals by or upon a person;

"Sexual conduct" means an act of masturbation, homosexuality, sexual intercourse, or physical contact with a person's clothed or unclothed genitals, pubic area, buttocks, or female breast; and

"Sexual excitement" means the condition of the human male or female genitals when in a state of sexual stimulation or arousal.

Selection Process

The Community Library Network seeks to purchase a wide range of materials that meet the informational, educational, and recreational needs of our residents in a variety of acceptable formats. The selection of materials is generally made by library staff based on clear and unambiguous written policies that infuse our mission statement and accepted goals and priorities, published reviews, recommendations from library users, availability of materials at other libraries, an item's relation to the Library's existing collection, use analysis, space, price, and staff judgment and expertise.

The Community Library Network uses several criteria to determine the addition of an item whether purchased, requested, or donated.

- Authority and competency of presentation, author, or publisher
- Favorable reviews and inclusion in, but not limited to, reputable resources such as professional or trade journals
- Relation to existing collection
- Adequate standards of quality and durability in content, format, and physical appearance
- Current usefulness or lasting value (e.g. time-tested classics)
- Popularity and user demand, including hold demand counts on materials selected by other libraries in our consortium (CIN) that do not conflict with CLN policy
- Availability of materials through other libraries (Interlibrary Loan) or electronic resources
- Space requirements
- Appropriateness of subject and style for intended library users
- Representation of trends, subjects, or genres of local or national interest
- Price
- Format
- Appropriateness of subject and style for intended library users. For purposes of this criteria, "appropriateness" means a determination of whether such content is, in the opinion of the Board or Library staff, "harmful to minors" as that term is specifically defined in this Policy.

Forms of expression that are unprotected by the First Amendment will not knowingly be included in the collection. Unprotected materials are those that have been declared obscene by a U.S. Court of Law. Materials for minors under the age of eighteen (18) that violate Idaho Codes 18-1513, 18-1514, and 18-1515 will be excluded from the juvenile and young adult collections.

Withdrawal of Materials (Weeding)

The Community Library Network attempts to keep its entire collection in a condition that is attractive and inviting to the user. The Collection Development Librarian and other staff use the CREW (Continuous Review and Evaluation for Weeding) method to keep the collection weeded. Criteria for selecting materials for withdrawal include:

- Damage and poor condition
- Copies in excess of demand
- Obsolete information or format
- Lack of use or space
- Availability from other sources
- Community relevance

Gifts

The Community Library Network welcomes donated books and other materials that are in good condition. Donated items may be used or disposed of in any way deemed appropriate and no conditions by donors can be made on materials donated. Donations are evaluated using same criteria as purchased items. A receipt may be given to donors if requested with a number of items donated but no assessment of value will be made by library staff.

Reconsideration of Material

If a library patron concludes that a specific item does not meet the guidelines set forth in this policy, they may fill out a Citizen's Request for Reconsideration of Material form. The completed form will be given to the District Director who will review the form for evaluation and recommendations. The Community Library Network is a member of the Cooperative Information Network (CIN) consortium, sharing and receiving materials from the other member libraries.

Requests for reconsideration are only accepted from Community Library Network residents for Community Library Network owned materials. A review team of library staff will be selected to review the item fully using the material selection policy as a guide and evaluating the work as a whole. A decision will be submitted to the library user. If the patron is not satisfied with the decision, they may appeal the decision to the board of trustees in writing within 10 business days. The board will evaluate whether staff appropriately used the selection policy as a guide during the review process. The patron will be notified of the outcome. The board's decision is final. The item in question will not be removed from the shelf during the reconsideration process. An item will be evaluated for reconsideration only once in a 3-year period unless sufficient new compelling evidence is introduced.

Review of Policy

This policy will be reviewed and revised every three years or updated as necessary. Approved by the Community Library Network Board of Trustees, November xx, 2022 2023.

MATERIALS SELECTION POLICY

Board Draft proposed by Trustee Hanley: 11-2-2023
(Edits in purple proposed by Trustee Plass)

Objective Statement of Purpose and Intent for Policy

The vocation of a librarian requires a commitment to freedom of speech and the celebration of diverse viewpoints unlike that found in any other occupation. The librarian curates and curtails the collection of reading materials for an entire community in a sense, and in doing so, he or she reinforces the bedrock principles on which this country was founded. According to the United States Supreme Court, "Public libraries pursue the worthy missions of facilitating learning and cultural enrichment." *United States v. Am. Library Ass'n, Inc.*, 539 U.S. 194, 203, 123 S. Ct. 2297, 156 L. Ed. 2d 221 (2003). To fulfill those worthy objectives, "public libraries must have broad discretion to decide what material to provide to their patrons." *Id.* at 204.

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Responsibility

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- (B) The average person eighteen (18) years of age or older applying contemporary community standards would find that the material or performance depicts or describes nudity, sexual conduct, sexual excitement, or sadomasochistic abuse in a manner that is patently offensive to prevailing standards in the adult community with respect to what is suitable for minors; and
- (C) The material or performance lacks serious literary, scientific, medical, artistic, or political value for minors.

"Minor" means any person under eighteen (18) years of age.

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- (A) Showing of the human male or female genitals, pubic area, or buttocks with less than a fully opaque covering;
- (B) Showing of the female breast with less than a fully opaque covering of any portion of the female breast below the top of the nipple; or
- (C) Depiction of covered male genitals in a discernibly turgid state.

"Performance" means any motion picture, film, video tape, played record, phonograph or tape, preview, trailer, play, show, skit, dance, or other exhibition performed or presented to or before an audience of one (1) or more, with or without consideration.

"Sadomasochistic abuse" means flagellation or torture by or upon a person clad in undergarments, a mask, or bizarre costume, or the condition of being fettered, bound, or otherwise physically restrained on the part of a person so clothed, or mutilation or physical alteration of genitals by or upon a person;

"Sexual conduct" means an act of masturbation, homosexuality, sexual intercourse, or physical contact with a person's clothed or unclothed genitals, pubic area, buttocks, or female breast; and

"Sexual excitement" means the condition of the human male or female genitals when in a state of sexual stimulation or arousal.

Selection Process

The Community Library Network seeks to purchase a wide range of materials that meet the informational, educational, and recreational needs of our residents in a variety of acceptable formats. The selection of materials is generally made by library staff based on clear and unambiguous written policies that infuse our mission statement and accepted goals and priorities, published reviews, recommendations from library users, availability of materials at other libraries, an item's relation to the Library's existing collection, use analysis, space, price, and staff judgment and expertise.

Books and material with content that is "harmful to minors" as defined in this policy, are to be excluded from selection and acquisition for the library's collection.

The Community Library Network uses several criteria to determine the addition of an item whether purchased, requested, or donated.

- Authority and competency of presentation, author, or publisher
- Favorable reviews and inclusion in, but not limited to, reputable resources such as professional or trade journals
- Relation to existing collection
- Adequate standards of quality and durability in content, format, and physical appearance
- Current usefulness or lasting value (e.g. time-tested classics)
- Popularity and user demand, including hold demand counts on materials selected by other libraries in our consortium (CIN) that do not conflict with CLN policy
- Availability of materials through other libraries (Interlibrary Loan) or electronic resources
- Space requirements
- Appropriateness of subject and style for intended library users
- Representation of trends, subjects, or genres of local or national interest
- Price
- Format
- Appropriateness of subject and style for intended library users. For purposes of this criteria, "appropriateness" means a determination of whether such content is, in the opinion of the Board or Library staff, "harmful to minors" as that term is specifically defined in this Policy.

~~Forms of expression that are unprotected by the First Amendment will not knowingly be included in the collection. Unprotected materials are those that have been declared obscene by a U.S. Court of Law. Materials for minors under the age of eighteen (18) that violate Idaho Codes 18-1513, 18-1514, and 18-~~

1515 will be excluded from the juvenile and young adult collections.

Withdrawal of Materials (Weeding)

The Community Library Network attempts to keep its entire collection in a condition that is attractive and inviting to the user. The Collection Development Librarian and other staff use the CREW (Continuous Review and Evaluation for Weeding) method to keep the collection weeded. Criteria for selecting materials for withdrawal include:

- Damage and poor condition
- Copies in excess of demand
- Obsolete information or format
- Lack of use or space
- Availability from other sources
- Community relevance

Gifts

The Community Library Network welcomes donated books and other materials that are in good condition. Donated items may be used or disposed of in any way deemed appropriate and no conditions by donors can be made on materials donated. Donations are evaluated using same criteria as purchased items. A receipt may be given to donors if requested with a number of items donated but no assessment of value will be made by library staff.

Reconsideration of Material

If a library patron concludes that a specific item does not meet the guidelines set forth in this policy, they may fill out a Citizen's Request for Reconsideration of Material form. The completed form will be given to the District Director who will review the form for evaluation and recommendations. The Community Library Network is a member of the Cooperative Information Network (CIN) consortium, sharing and receiving materials from the other member libraries.

Requests for reconsideration are only accepted from Community Library Network residents for Community Library Network owned materials. A review team of library staff will be selected to review the item fully using the material selection policy as a guide and evaluating the work as a whole. A decision will be submitted to the library user. If the patron is not satisfied with the decision, they may appeal the decision to the board of trustees in writing within 10 business days. The board will evaluate whether staff appropriately used the selection policy as a guide during the review process. The patron will be notified of the outcome. The board's decision is final. The item in question will not be removed from the shelf during the reconsideration process. An item will be evaluated for reconsideration only once in a 3-year period unless sufficient new compelling evidence is introduced.

Review of Policy

This policy will be reviewed and revised every three years or updated as necessary. Approved by the Community Library Network Board of Trustees, November xx, 2022 2023.

Materials Withdraw and Reconsideration Policy

Board approved 11/xx/2023

This policy defines the Community Library Network's review criteria and disposition process for material to be removed from the collection.

Withdraw of Materials (Weeding)

The Community Library Network attempts to keep its entire collection in a condition that is attractive and inviting to the user. The Collection Development Librarian and other staff will use CREW (Continuous Review and Evaluation for Weeding) method to keep the collection weeded. Criteria for selecting materials for withdrawal or relocation include:

- Damage and poor condition
- Copies in excess of demand
- Obsolete information or format
- Lack of use or space
- Availability from other sources
- Community relevance
- Materials inappropriate for minors

Disposition of Materials

Material which has been selected for removal from the collection during the weeding process will be relocated or disposed of using one of the following options:

- Dispose of
- Donate to Twice Told Tales
- If material is inappropriate for minors, but produced for adults, move to adult collection area
- If material is inappropriate for minors, but not produced for adults, move to a library location (other than the regular adult collection area) not accessible to minors and only made available to adults

Reconsideration of Material

If a library patron concludes that a specific item does not meet the guidelines set forth in this policy, they may fill out a Library Patron's Request for Reconsideration of Material form: The completed form will be submitted to the Library Director who will review the form for evaluation and recommendations. The Community Library Network is a member of the Cooperative Information Network (CIN) consortium, sharing and receiving material from the other member libraries. Requests for reconsideration are only accepted from Community Library Network residents for Community Library Network owned materials. A review team of library staff will be selected to review the item fully using the material selection policy. The decision will be submitted to the library user within 30 days. If the patron is not satisfied with the decision, they may appeal the decision to the board-appointed Community Review Panel in writing within 10 business days. The board will evaluate whether staff appropriately used the selection policy as a guide during the review process. The patron will be notified of the outcome. The board's decision is final. The

38 item in question will not be removed from the shelf during the reconsideration process (except, as
39 necessary, for examination during this process). An item will be evaluated for reconsideration only once
40 in a 3-year period unless sufficient new compelling evidence is introduced.

41 **Review of Policy**

42 This policy will be reviewed and revised every three years or updated as necessary. Approved by the
43 Community Library Network board of Trustees, November xx, 2023.



MATERIALS SELECTION POLICY

MATERIALS WITHDRAW AND RECONSIDERATION POLICY

Board Draft proposed by Trustee Hanley: 11-2-2023

This policy defines the Community Library Network's review criteria and disposition process for material to be removed from the collection.

Objective

This policy defines the Community Library Network's responsibility to establish and maintain a balanced and diverse collection of materials that meet the informational, educational, and recreational needs of our residents.

Responsibility

The responsibility for the selection of library materials rests ultimately with the Library Director. The elected board of trustees guides the selection process through this policy. Under the Director's guidance, selection is delegated to professional collection development library staff who are qualified by education, training and experience. All staff members and the general public are encouraged to recommend materials for consideration. Suggestions are evaluated by the staff based on the Library's criteria for selection.

Intellectual Freedom

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Selection Process

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- Current usefulness or lasting value
- Popularity and user demand, including hold demand counts on materials selected by other libraries in our consortium (CIN)
- Availability of materials through other libraries (Interlibrary Loan) or electronic resources
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Withdrawal of Materials (Weeding)

The Community Library Network attempts to keep its entire collection in a condition that is attractive and inviting to the user. The Collection Development Librarian and other staff use the CREW (Continuous Review and Evaluation for Weeding) method to keep the collection weeded. Criteria for selecting materials for withdrawal include:

- Damage and poor condition
- Copies in excess of demand
- Obsolete information or format
- Lack of use or space
- Availability from other sources
- Community relevance
- **Materials inappropriate for minors**

Disposition of Materials

Material which has been selected for removal from the collection during the weeding process will be relocated or disposed of using one of the following options:

- Dispose of
- Donate to Twice Told Tales
- If material is inappropriate for minors, but produced for adults, move to adult collection area
- If material is inappropriate for minors, but not produced for adults, move to a library location (other than the regular adult collection area) not accessible to minors and only made available to adults

Gifts

The Community Library Network welcomes donated books and other materials that are in good condition. Donated items may be used or disposed of in any way deemed appropriate and no conditions by donors can be made on materials donated. Donations are evaluated using same criteria as purchased items. A receipt may be given to donors if requested with a number of items donated but no assessment of value will be made by library staff.

Reconsideration of Material

If a library patron concludes that a specific item does not meet the guidelines set forth in this policy, they may fill out a Citizen's Request for Reconsideration of Material form. The completed form will be given submitted to the District Director who will review the form for evaluation and recommendations. The Community Library Network is a member of the Cooperative Information Network (CIN) consortium, sharing and receiving materials from the other member libraries. Requests for reconsideration are only accepted from Community Library Network residents for Community Library Network owned materials. A review team of library staff will be selected to review the item fully using the material selection policy as a guide and evaluating the work as a whole. A The decision will be submitted to the library user within 30 days. If the patron is not satisfied with the decision, they may appeal the decision to the board of trustees board-appointed Community Review Panel in writing within 10 business days. The board will evaluate whether staff appropriately used the selection policy as a guide during the review process. The patron will be notified of the outcome. The board's decision is final. The item in question will not be removed from the shelf during the reconsideration process (except, as necessary, for examination during this process). An item will be evaluated for reconsideration only once in a 3 year period unless sufficient new compelling evidence is introduced.

Review of Policy

This policy will be reviewed and revised every three years or updated as necessary. Approved by the Community Library Network Board of Trustees, November xx, 2022 2023.

MATERIALS SELECTION POLICY

MATERIALS WITHDRAW AND RECONSIDERATION POLICY

Board Draft proposed by Trustee Hanley: 11-2-2023
(Edits in purple proposed by Trustee Plass)

This policy defines the Community Library Network's review criteria and disposition process for material to be removed from the collection.

Objective

This policy defines the Community Library Network's responsibility to establish and maintain a balanced and diverse collection of materials that meet the informational, educational, and recreational needs of our residents.

Responsibility

The responsibility for the selection of library materials rests ultimately with the Library Director. The elected board of trustees guides the selection process through this policy. Under the Director's guidance, selection is delegated to professional collection development library staff who are qualified by education, training and experience. All staff members and the general public are encouraged to recommend materials for consideration. Suggestions are evaluated by the staff based on the Library's criteria for selection.

Intellectual Freedom

The choice of library materials is an individual matter and, while anyone is free to reject for his or herself materials of which they do not approve, he/she cannot exercise censorship to restrict the freedom of use and access to others. The responsibility for use of library materials by minors rests with their parents or legal guardians.

The Community Library Network seeks to provide a balanced collection representing a wide range of viewpoints, including controversial issues that may be objectionable to some individuals. The purchase of controversial items does not constitute endorsement of the views expressed.

The freedom to read, along with the freedom to hear and to view, is protected by the First

Amendment to the Constitution of the United States. The District subscribes to the [Freedom to Read Statement](#) and the [Library Bill of Rights](#) adopted by the American Library Association. These documents are an integral part of this policy and are attached.

Selection Process

The Community Library Network seeks to purchase a wide range of materials in a variety of acceptable formats. The selection of materials is generally made by library staff based on our mission statement and accepted goals and priorities, published reviews, recommendations from library users, availability of materials at other libraries, item's relation to existing collection, use analysis, space, price, and staff judgment and expertise.

The Community Library Network uses several criteria to determine the addition of an item whether purchased, requested, or donated.

- Authority and competency of presentation, author, or publisher
- Favorable reviews and inclusion in reputable resources such as professional or trade journals
- Relation to existing collection
- Adequate standards of quality and durability in content, format, and physical appearance
- Current usefulness or lasting value
- Popularity and user demand, including hold demand counts on materials selected by other libraries in our consortium (CIN)
- Availability of materials through other libraries (Interlibrary Loan) or electronic resources
- Space requirements
- Appropriateness of subject and style for intended library users
- Representation of trends, subjects, or genres of local or national interest
- Price
- Format
- Appropriateness of subject and style for intended library users. For purposes of this criteria, "appropriateness" means a determination of whether such content is, in the opinion of the Board or Library staff, "harmful to minors" as that term is specifically defined in this Policy.

Forms of expression that are unprotected by the First Amendment will not knowingly be included in the collection. Unprotected materials are those that have been declared obscene by a U.S. Court of Law. Materials for minors under the age of eighteen (18) that violate Idaho Codes 18-1513, 18-1514, and 18-1515 will be excluded from the juvenile and young adult collections.

Withdrawal of Materials (Weeding)

The Community Library Network attempts to keep its entire collection in a condition that is attractive and inviting to the user. The Collection Development Librarian and other staff use the CREW (Continuous Review and Evaluation for Weeding) method to keep the collection weeded. Criteria for selecting materials for withdrawal include:

- Damage and poor condition
- Copies in excess of demand
- Obsolete information or format
- Lack of use or space
- Availability from other sources

- Community relevance

Materials Inappropriate for Minors

Materials produced for minors under the age of eighteen (18) that violate Idaho Codes 18-1513, 18-1514, and 18-1515 will be removed from the juvenile and young adult collections.

Disposition of Materials

Material which has been selected for removal from the collection during the weeding process will be relocated or disposed of using one of the following options:

- Dispose of
- Donate to Twice Told Tales
- If material is inappropriate for minors, but produced for adults, move to adult collection area
- If material is inappropriate for minors, but not produced for adults, move to a library location (other than the regular adult collection area) not accessible to minors and only made available to adults

Gifts

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If a library patron concludes that a specific item does not meet the guidelines set forth in this policy, they may fill out a Citizen's Request for Reconsideration of Material form. The completed form will be ~~given~~ **submitted** to the District Director who will review the form for evaluation and recommendations. The Community Library Network is a member of the Cooperative Information Network (CIN) consortium, sharing and receiving materials from the other member libraries. Requests for reconsideration are only accepted from Community Library Network residents for Community Library Network owned materials. A review team of library staff will be selected to review the item fully using the material selection policy ~~as a guide and evaluating the work as a whole.~~ **A** The decision will be submitted to the library user **within 30 days**. If the patron is not satisfied with the decision, they may appeal the decision to the ~~board of trustees~~ **board-appointed Community Review Panel** in writing within 10 business days. The board will evaluate whether staff appropriately used the selection policy as a guide during the review process. The patron will be notified of the outcome. The board's decision is final. The item in question will not be removed from the shelf during the reconsideration process **(except, as necessary, for examination during this process)**. An item will be evaluated for reconsideration only once in a 3 year period unless sufficient new compelling evidence is introduced.

Review of Policy

This policy will be reviewed and revised every three years or updated as necessary. Approved by the Community Library Network Board of Trustees, November xx, ~~2022~~ **2023**.



Idaho Statutes

Idaho Statutes are updated to the website July 1 following the legislative session.

TITLE 18
CRIMES AND PUNISHMENTS
CHAPTER 15
CHILDREN AND VULNERABLE ADULTS

18-1513. OBSCENE MATERIALS – DISSEMINATION TO MINORS – POLICY. It is hereby declared to be the policy of the legislature to restrain the distribution, promotion, or dissemination of obscene material, or of material harmful to minors, or the performance of obscene performances, or performances harmful to minors. It is found that such materials and performances are a contributing factor to crime, to juvenile crime, and also a basic factor in impairing the ethical and moral development of our youth.

History:

[I.C., sec. 18-1513, as added by 1972, ch. 336, sec. 1, p. 873.]

How current is this law?



Idaho Statutes

Idaho Statutes are updated to the website July 1 following the legislative session.

TITLE 18
CRIMES AND PUNISHMENTS
CHAPTER 15

CHILDREN AND VULNERABLE ADULTS

18-1514. OBSCENE MATERIALS – DEFINITIONS. The following definitions are applicable to this act:

1. "Minor" means any person less than eighteen (18) years of age.
2. "Nudity" means the showing of the human male or female genitals, pubic area or buttocks with less than a full opaque covering, or the showing of the female breast with less than a full opaque covering of any portion thereof below the top of the nipple, or the depiction of covered male genitals in a discernibly turgid state.
3. "Sexual conduct" means any act of masturbation, homosexuality, sexual intercourse, or physical contact with a person's clothed or unclothed genitals, pubic area, buttocks or, if such person be a female, the breast.
4. "Sexual excitement" means the condition of human male or female genitals when in a state of sexual stimulation or arousal.
5. "Sado-masochistic abuse" means flagellation or torture by or upon a person who is nude or clad in undergarments, a mask or bizarre costume, or the condition of being fettered, bound or otherwise physically restrained on the part of one who is nude or so clothed.
6. "Harmful to minors" includes in its meaning one or both of the following:
 - (a) The quality of any material or of any performance or of any description or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse, when it:
 - (1) appeals to the prurient interest of minors as judged by the average person, applying contemporary community standards; and
 - (2) depicts or describes representations or descriptions of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse which are patently offensive to prevailing standards in the adult community with respect to what is suitable material for minors and includes, but is not limited to, patently offensive representations or descriptions of:
 - (i) intimate sexual acts, normal or perverted, actual or simulated; or
 - (ii) masturbation, excretory functions or lewd exhibition of the genitals or genital area. Nothing herein contained is intended to include or proscribe any matter which, when considered as a whole, and in context in which it is used, possesses serious literary, artistic, political or scientific value for minors, according to prevailing standards in the adult community, with respect to what is suitable for minors.
 - (b) The quality of any material or of any performance, or of any description or representation, in whatever form, which, as a whole, has the dominant effect of substantially arousing sexual desires in persons under the age of eighteen (18) years.

7. "Material" means anything tangible which is harmful to minors, whether derived through the medium of reading, observation or sound.

8. "Performance" means any play, motion picture, dance or other exhibition performed before an audience.

9. "Promote" means to manufacture, issue, sell, give, provide, deliver, publish, distribute, circulate, disseminate, present, exhibit or advertise, or to offer or agree to do the same.

10. "Knowingly" means having general knowledge of, or reason to know, or a belief or reasonable ground for belief which warrants further inspection or inquiry.

History:

[I.C., sec. 18-1514, as added by 1972, ch. 336, sec. 1, p. 874; am. 1976, ch. 81, sec. 15, p. 267.]

How current is this law?



Idaho Statutes

Idaho Statutes are updated to the website July 1 following the legislative session.

TITLE 18
CRIMES AND PUNISHMENTS
CHAPTER 15

CHILDREN AND VULNERABLE ADULTS

18-1515. DISSEMINATING MATERIAL HARMFUL TO MINORS — DEFINED — PENALTY. A person is guilty of disseminating material harmful to minors when:

1. He knowingly gives or makes available to a minor or promotes or possesses with intent to promote to minors, or he knowingly sells or loans to a minor for monetary consideration:

(a) Any picture, photograph, drawing, sculpture, motion picture film, or similar visual representation or image of a person or portion of the human body which depicts nudity, sexual conduct or sado-masochistic abuse and which is harmful to minors; or

(b) Any book, pamphlet, magazine, printed matter however reproduced, or sound recording which contains any matter enumerated in paragraph (a) hereof, or explicit and detailed verbal descriptions or narrative accounts of sexual excitement, sexual conduct or sado-masochistic abuse and which, taken as a whole, is harmful to minors; or

(c) Any other material harmful to minors.

2. With reference to a motion picture, show or other presentation which depicts nudity, sexual conduct or sado-masochistic abuse, and which is harmful to minors, he knowingly:

(a) Exhibits such motion picture, show or other presentation to a minor for a monetary consideration; or

(b) Sells to a minor an admission ticket or pass to premises whereon there is exhibited or to be exhibited such motion picture, show or other presentation; or

(c) Admits a minor for a monetary consideration to premises whereon there is exhibited or to be exhibited such motion picture, show or other presentation; or

(d) Exhibits such motion picture, show or other presentation to a minor not for a monetary consideration; or

(e) Gives without monetary consideration to a minor an admission ticket or pass to premises where there is exhibited or to be exhibited such motion picture, show, or other presentation.

Disseminating material harmful to minors is a misdemeanor punishable by confinement in the county jail not to exceed one (1) year, or by a fine not to exceed one thousand dollars (\$1,000), or by both such fine and jail sentence.

History:

[I.C., sec. 18-1515, as added by 1972, ch. 336, sec. 1, p. 875.]

How current is this law?



Idaho Statutes

Idaho Statutes are updated to the website July 1 following the legislative session.

TITLE 18
CRIMES AND PUNISHMENTS
CHAPTER 15

CHILDREN AND VULNERABLE ADULTS

18-1517. DISSEMINATING MATERIAL HARMFUL TO MINORS - DEFENSES. 1. In any prosecution for disseminating material harmful to minors, it is an affirmative defense that:

(a) The defendant had reasonable cause to believe that the minor involved was eighteen (18) years old or more, or such minor exhibited to the defendant a draft card, driver's license, birth certificate, or other official or apparently official document purporting to establish that the minor was eighteen (18) years of age or older.

(b) The minor involved was accompanied by his parent or legal guardian, or by an adult and the adult represented that he was the minor's parent or guardian or an adult and signed a written statement to that effect.

(c) The defendant was the parent or guardian of the minor involved.

(d) The defendant was a bona fide school, college, university, museum or public library, or was acting in his capacity as an employee of such an organization or a retail outlet affiliated with and serving the educational purposes of such an organization.

History:

[I.C., sec. 18-1517, as added by 1972, ch. 336, sec. 1, p. 876.]

How current is this law?