

## **MATERIALS SELECTION POLICY**

Board approved 11/04/2022

### **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

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 4, 2022.