

Request for Reconsideration of Library Materials

Your Information

Request initiated by _____

Address _____

Phone _____

Email _____

Item Information

Type of Material (Circle one)

Book Music CD Periodical Audiobook DVD Other _____

Title _____

Author _____

Publisher _____ Publication Year _____

Reason for Reconsideration

How did this item come to your attention?

Did you read, view, or listen to the entire work? If not, what parts did you read, view, or listen to?

What specific concerns do you have about this item? Please provide specific examples and page numbers from the text that support your concern (where applicable).

Have you read any professional reviews about the item? If so, please list them here.

Are there other resources you suggest that provide additional information and/or other viewpoints on this topic?

Have you reviewed the library's Collection Development Policy? If so, how do you feel that this item does not follow the policy?

What action do you propose the library consider concerning this item?

What other comments do you have about this item?

Signature_____

Date_____

Collection Development Policy

Approved March 2022 by the Board of Trustees

Library Vision Statement

The vision of the Indian Valley Public Library is to inspire lifelong learning for all.

Library Mission Statement

The mission of the Indian Valley Public Library is to:

- Build and serve the community;
- Enrich lives and minds by inspiring curiosity and advancing literacy; and
- Provide innovative collections, programs and services.

Purpose

The Indian Valley Public Library provides a balanced and broad collection of materials in appropriate and varied formats to meet the educational, informational and recreational needs of the community. Qualified staff makes informed selection, replacement and withdrawal decisions as space and financial considerations allow in order to maintain a current and balanced collection.

Intellectual Freedom Statement

The Indian Valley Public Library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The library Board of Trustees affirms the American Library Association's Library Bill of Rights, Freedom to View, and Freedom to Read policy statements (see attached) in support of acquiring and managing collections.

Responsibility

The Library Director is responsible to the Board of Trustees for the selection of materials and development of the collection. Collection management, including decisions about selection, gifts and weeding*, is done by librarians with an ALA-accredited master's degree in library science, or by qualified staff under their supervision.

*Weeding in this context is defined as the process of evaluating a book to determine if it will be retained, relocated, or replaced.

Guidelines

1. Selection:

- Criteria: Literary merit; enduring value; accuracy; authoritativeness; social significance; importance of subject matter to the collection; timeliness; popular demand; cost; scarcity of material on the subject and availability elsewhere; quality and suitability of the format; other considerations may

be applicable in specific subject areas. Selectors should choose materials that build a well-rounded collection reflecting various viewpoints and opinions. While the library does endeavor to support school curricula, textbooks are not collected.

- Tools: Professional journals; trade journals; subject bibliographies; publishers' catalogs and promotional materials; reviews from reputable sources; list of recommended titles; and sales representatives for specific materials. Purchase suggestions from patrons will be considered.
2. **Replacement:** items damaged beyond reasonable repair, as well as items lost or stolen, are evaluated for withdrawal or replacement. An item will be replaced if it is available, affordable, not out-of-date, and if it meets any one or more of the following criteria:
- It is considered part of a core collection, or
 - It is in steady demand, or
 - It is the best source for information on a relevant topic

Items not meeting the above criteria will be withdrawn.

3. **Withdrawal/Weeding:** On a regular basis, library staff evaluates the library's collections based on general wear and tear as well as on circulation statistics. Items that are worn out are evaluated for potential replacement according to the criteria in the preceding paragraph. Item not meeting those criteria are weeded in order to make room for other materials. The library reserves the right to dispose of weeded items in any manner deemed cost-effective by library staff, including selling, recycling or giving them away.

4. **Multiple Copies:** While the library does not have the budgetary resources to buy multiple copies of every title it owns, it does buy multiple copies of titles that have high patron demand. Titles with reserves or with broad popular appeal are generally ordered in duplicate. For titles with many reserves additional copies are ordered.

5. **Format:**

- Materials should be purchased in a variety of formats for library patron use.
- Multimedia formats are considered and collections established when a significant portion of the community has access to the necessary technology to make use of the format.

Gift Materials

The Indian Valley Public Library accepts donations of books and other materials. Donated materials may be added to the collection in accordance with the library's selection guidelines. Materials not added to the collection may be sold in used book sales to generate funds for the library, or shared with other local organizations.

The library also accepts monetary donations for the purchase of materials for the collection (a gift book or memoriam). The library's selection guidelines apply to any materials purchased with these funds.

Because of limitations of space, money and staff, the library reserves the right to accept or discard, at its discretion, any donated materials.

Selection of Materials on Controversial Topics

A balanced collection attempts to represent all sides of controversial issues as far as availability of materials, space and budget allow. Selection is based upon the criteria stated in this policy. The race, religion, nationality, or political views of an author or creator; offensive language; depictions or descriptions of violence or sexually explicit activity; controversial content of an item; or endorsement or disapproval by an individual or group in the community does not cause an item automatically to be included or excluded from the collection.

All public libraries contain materials that some patrons may find objectionable. Libraries may omit from the collection materials that some patrons feel are important. In either case, the library has procedures that patrons may use in requesting the reconsideration of materials.

Reconsideration

The Indian Valley Public Library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association (see attached). Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The library also selects a wide variety of library materials that satisfy the diverse interests of our community. The library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

Patrons with an objection or complaint about an item in, or not in, the library's collection and who wishes to request the withdrawal or reclassification of materials currently owned by the library, such as books, journals, films, videos, music, and databases; displays; programs; or other services should follow the steps outlined below:

1. The librarian will share a copy of this policy, which has been approved by the Board of Trustees, and explain the process of library selection.
2. If the patron wishes the library to review formally its selection of an item, the librarian will provide a Request for Reconsideration form to complete and submit.
3. Once the form has been submitted, the department supervisor will review the appropriateness of the item in light of the library's Collection Development Policy and professional reviews. The Director will notify the patron of the library's decision about the item in writing.
4. If the patron is not satisfied with this decision, he or she may appeal the decision by submitting a written response to the Board of Trustees.
5. The appeal will then be added to the agenda of a Board of Trustees meeting and the patron will be notified of where and when this meeting will take place.

6. The decision of the Board is final. Once a decision has been made, the board will not reconsider the same title for at least three years.