

MATERIALS SELECTION POLICY

The Hoyt Lakes Public Library provides materials and services to support the informational and educational needs of the citizens of Hoyt Lakes. Selection and purchase of library materials rests with the Library Director who may delegate some responsibilities to other staff members. Librarians have a professional responsibility to be inclusive, not exclusive, in collection development. Access to all materials legally obtainable should be assured to the user, and policies should not unjustly exclude materials even if they are offensive to the librarian or the user.

GENERAL PRINCIPLES

The Board of Trustees reaffirms its belief in the American Library Association's Library Bill of Rights, and the ALA's Freedom to Read Statement. (added as addendums to this policy)

The Library shall provide materials in all subject areas insofar as possible. Materials and programs will be provided that will meet the information, cultural, educational and recreational needs of the community.

CRITERIA FOR SELECTION

The following criteria will be considered in selecting all library materials:

1. Positive reviews or actual examination and evaluation
2. Popular demand
3. Best-seller status
4. Suggestions from the community
5. Local and regional interest due to authorship or subject matter
6. Need to strengthen a particular part of the collection, including the need to provide various opposing opinions on controversial subjects
7. Price
8. Importance of subject matter to the collection
9. Timeliness or permanence of the materials
10. Availability of materials in the system, in other libraries, or in print

The Hoyt Lakes Public Library does not attempt to acquire curriculum related materials or textbooks unless such materials serve the general public.

GIFT MATERIALS

The Library will accept gifts of books and other materials, but reserves the right to reject such gifts for inclusion in the collection based on the criteria above and condition of the gift material.

CENSORSHIP

The selection of library books and other materials is predicated on the library patron's right to read, listen to, and view what he wishes, as well as his freedom from censorship by others. Many materials are controversial, and any given item may offend some persons. This library will make selections based solely on the merits of the material in relation to the building of the collection and to serving the interests of the library's users, and not on the basis of anticipated approval or disapproval.

This library holds censorship to be a purely individual matter. While anyone is free to reject for himself books or other materials of which he does not approve, he cannot exercise this right of censorship to restrict the freedom of others.

PROCEDURES FOR RECONSIDERATION OF LIBRARY MATERIALS

The Board of Trustees recognizes the right and privilege of each person to select those materials he or she wishes from the library's collection. The Board further recognizes that no one is obliged to read or view what he or she does not like.

The Board of Trustees respects the right of a person to express his or her opinions, negative or positive, regarding materials purchased by the Library.

The Library will review any materials in its collection upon written request by a user. Such a request will be made on the form, "Statement of Concern About Library Resources." The Director's decision will be returned to the complainant within 30 days, with a copy to the Board of Trustees for its records.

If the complainant is not satisfied with the action taken, he or she may request a hearing at the next meeting of the Board of Trustees. They will make a determination in accordance with an in-depth review of the Materials Selection Policy. Full Board action will be final.

WITHDRAWAL OF MATERIALS

An important part of maintaining a library's collection is to systematically remove materials that are no longer useful or are out of date, in order to maintain relevant resources.

The same criteria used in selecting and acquiring materials will be used in weeding materials from the collection. The decision to withdraw materials shall be based on:

- the physical condition of the material
- use of the material, as determined by the last date of loan, or by the number of loans in the last five years
- age of the material as a misinformation factor, especially in the area of sciences

CONCLUSION

The Board of Trustees expresses its support for the staff 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 that are within the scope of this policy statement.

Revised and Approved by Library Board 2/19/13