

GENERAL GUIDELINES

- Because the Library serves a public embracing a wide range of ages, educational backgrounds, and reading skill, it will always seek to select materials of varying complexity. Further, it shall be the aim of the Library to serve all patrons regardless of age, physical, social, economic, ethnic, or educational status.
- In selecting materials for the collections, the Library will pay due regard to the special, commercial, industrial, cultural, and civic enterprises of the community.
- The Library does not attempt to acquire textbooks or other curriculum-related materials except as such materials also serve the general public.
- Responsibility for children's use of materials rests with their parents, guardians, or legal custodians. Selection of materials will not be inhibited by the possibility that they may inadvertently come into the possession of children.
- The Library recognizes that many materials are controversial and that any given item may offend some patrons. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to building the collections and to serving the interests of readers.
- Library materials will not be marked or identified to show approval or disapproval of the contents, and no material will be sequestered except for the express purpose of protecting it from damage.

RESPONSIBILITY FOR MATERIALS SELECTION

Final responsibility for materials selection lies with the Library Director who operates within the framework of policies and objectives determined by the Library Board.

The Library Director will delegate to staff members authority to interpret and guide the application of the policy in making day-to-day selections. Unusual problems will be referred to the Director for resolution.

All staff members selecting library materials will be expected to apply their professional knowledge and experience in making decisions.

SELECTION CRITERIA

Within the limits of space and budget, the following shall be considered in the selection of all library materials.

- Accuracy of material
- Currency of information
- Authority/reputation of the author
- Usefulness/relevance to user needs
- Format
- Historical significance
- Lasting value

- Visual appearance and appeal
- Technical/Physical quality (literary and artistic)
- Age appropriateness
- Scope of coverage
- Treatment of subject matter
- Variety of existing material on subject matter
- Popular appeal and demand
- Reputation of the publisher

SELECTION PROCESS

The librarian will use selection aids such as basic and current general lists, special bibliographies for subject materials, book reviewing journals, and other selection tools appropriate to the materials to be selected. Patrons' requests will be given special consideration. The Library's present resources and acquaintance with the preferences of local readers will also be given special consideration.

DESELECTION (WEEDING) OF LIBRARY MATERIALS

Weeding or discarding of library materials is an on-going process. This regular evaluation of the collection enhances the reputation of the Library as a public service agency that offers accurate, timely information to its patrons. It also ensures the orderly maintenance of a quality collection.

The Library will make every attempt to replace lost or damaged materials, provided that there is still demand for the item and that the item is still available.

Materials that are out-dated, worn or damaged, or no longer in demand will be discarded. Local history materials and classic pieces of literature are an exception.

The professional tools Children's Catalog for Public Libraries, and Public Library Core Collection Nonfiction and Fiction Collection are used in the weeding process. The Library used the Crew Manual from the State Library of Iowa as its general system for withdrawing materials.

The following criteria are also considered:

- Condition of the book
- Validity of the book's contents
- Demand
- Cost comparison – mending/replacing vs. withdrawing.
- Historical value
- Literary Significance

The weeded materials are sold, traded, destroyed, or disposed of in any way the Director and Library Board deem appropriate.

GIFTS AND MEMORIALS

As a general rule, the Carroll Public Library will accept gifts only if there is no condition imposed on their use, location, rebinding or disposal. Special gifts or collections will not be accepted with restrictions which necessitate special shelving, or which prevent integration of the gift into the general

collection. In deciding whether or not a specific gift item will be added to the Library's collection, the same standards are applied as are used in the selection of an item for purchase.

It is preferable to have money donated to the Library for memorial books or audiovisual items with a subject field specified rather than with a specific title stated. All titles of memorial items should be cleared with the Library Director in advance so that there will be no misunderstandings with regard to its acceptance. If the patron so desires, the Library will be happy to order the desired item and the patron will be billed at the wholesale price. Memorial items will be labeled with appropriate names. Beginning July 1, 2004, a record of memorial items will be created and made available to the public.

RECONSIDERATION OF LIBRARY MATERIALS

It is the intent of this policy to provide for our library patrons and the Carroll Public Library, a process for reconsideration of library materials. The goal of this process is to provide fair and equal service to every individual. It is also the intent of this policy to provide a guideline for processing written concerns library patrons may have regarding materials in the library's collection.

Library users have individual needs and wants. Therefore, no one person can exercise censorship to restrict access of the material to others. Individuals are responsible for choosing their own materials. Parents or legal guardians are responsible for the selection of materials for children.

The Carroll Public Library supports and endorses the Intellectual Freedom Statements of the Iowa Library Association <http://www.iowalibraryassociation.org/> and the American Library Association www.ala.org

Patrons wishing reconsideration of library materials:

- Must be a resident of the Carroll Public Library's circulation area (Carroll, rural Carroll County, or a resident of a contracting city – Arcadia, Breda, Dedham, Halbur, Lidderdale, Templeton, or Willey).
- Have a Carroll Public Library card in good standing.
- Complete a "Request for Reconsideration of Library Materials" form.
- Be furnished with published reviews of the material when possible.
- Patrons can request to have two materials reconsidered within a calendar year.

Requests for reconsideration must be requested through the Library Director. These forms will be reviewed by the Library Director. The Director can maintain the current status of the material or change the location of the material. The Director will respond in writing to the Request for Reconsideration within 30 days.

If the individual still seeks further action, they may request a hearing before the Library Board of Trustees. The Board will decide by majority vote using Robert's Rules of Order as to the validity of the request for reconsideration. Each Board member must have read the materials in question.

The Board will maintain the current status of the material, change the location of the material, or remove the material from circulation.

During deliberation, the item in question will maintain its current status. Library materials can be reconsidered once within a calendar year.

The Library Board will meet and then notify the patron, in writing, of its findings.

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