**1. Policy Purpose:**

A. To guide the library director in selecting materials.

B. To inform the public about the principles upon which selections are made.

C. To assure continued growth of the collection appropriate to defined roles and goals.

D. To provide a means for the library to evaluate its selection process.

E. To respond to public complaints regarding the content of the library’s collection.

**2. Core Statement:**

**A. Purpose and Goals**

The mission of the library is to provide resources and services to: a) meet information needs and b) develop and sustain the intellectual vitality of all members of our community. Special emphasis is placed on featuring current high-demand, high-interest materials in a variety of formats for all ages; encouraging children of all ages to develop an interest in reading and learning; and supporting individuals of all ages in their lifelong pursuit of learning independent of any educational provider.

**B. Authority and Responsibility**

The authority and responsibility for the selection of library materials legally rests in the hands of the governing body of this library---the Board of Trustees. The board, in turn, delegates this responsibility to the library director, who is responsible for the development of the collection on a day-to-day basis. Any book or library material so selected shall be held to be selected by the library board.

**C. General Selection Principles**

Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the informational, recreational, or educational interests of the community. The selection of materials is characterized by flexibility, open-mindedness, and responsiveness to the changing needs of the citizens of the area. Individual items, which may be controversial or offensive to some patrons, may appropriately be selected if their inclusion will contribute to the range of viewpoints and effectiveness of the library collection as a whole.

Selection of materials by the library does not mean endorsement of the contents or view expressed in those materials. No materials will be excluded from consideration for the library’s collection because of the race, nationality, religion, gender, sexual orientation, political or social view of the material, the author, or the intended audience.

Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, booklists by recognized authorities, and the advice of competent people in specific subject areas also will be used.

**3. Resource Sharing**

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, the library participates in the MORE resource-sharing consortium which allows Glenwood City Public Library customers the ability to easily obtain materials that are beyond the scope of this library’s collection. Reciprocally, the library participates in interlibrary loan of materials as a lender to the greatest extent possible. To greater facilitate resource sharing among all Wisconsin libraries, the library participates in the statewide database of libraries’ holdings, called WISCAT, which allows library customers the opportunity to borrow materials outside of the MORE consortium.

**4. Gifts of Money and Materials**

Gifts of money or materials shall meet the same selection criteria as purchased materials. Gifts are accepted with the understanding that 1) the library retains unconditional ownership of any gift of money or materials; and 2) the library makes the final decision on acceptance, use, or disposition of money or materials. Materials such as used books presented to the library may or may not be accepted due to such factors as space considerations, staff availability to handle and process books, condition of materials, or failure of materials to meet selection standards. Materials accepted but not used for the collection will be discarded through library book sales or other means.

The library welcomes cash donations toward the purchase of memorial or commemorative books, such as to honor a birthday, anniversary, baptism, confirmation or as a memorial to honor someone’s memory. Library staff will select a title in accordance with the donor’s wishes regarding the subject specified. An identifying bookplate will be placed within each memorial or commemorative book. Donations are also gratefully accepted for the library’s memorial account, from which donations are used toward special library needs.

**5. Collection Maintenance**

The Board of Trustees recognizes that discarding materials from the collection is an important part of maintaining the library collection. An up-to-date, attractive, and useful collection is maintained by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, or no longer in demand. Weeding is the responsibility of the library director.

**6. Censorship**

The responsibility of the library is to serve the entire community. The library does not promote and will not censor any particular political, moral, philosophical, or religious conviction or opinion. The choice of library materials by users is an individual matter. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to materials by others. Responsibility for selecting the reading materials of children and adolescents rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children. Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from injury or theft.

**Re-evaluation Process**

The library supports intellectual freedom and has adopted the American Library Association’s Library Bill of Rights” statement and its interpretations as policy. Although materials are carefully selected, the library Board of Trustees recognizes that differences of opinion exist as to what materials are considered appropriate for the library’s collection. The Board of Trustees recognizes the right of individuals to question materials in the library’s collection. Members of the community may bring their concerns regarding any specific title or item in the library’s collection to the attention of the library director who will in turn provide a copy of the library’s collection development policy. Community members wishing to enter into a formal complaint process may initiate this by submitting to the director the form entitled “Request for Re-evaluation of Library Material.” The request must be received no less than 7 days before the day of the next board meeting in order for the request to be placed on the meeting agenda. All “Requests for Re-evaluation” will be reviewed by the Glenwood City Public Library Board of Trustees to determine if the questioned material meets the selection guidelines according to the library’s collection development policy. The board will provide a written statement of its collective decision to the person submitting the request within 14 days of the board meeting. A second opportunity for review by the board at their next regularly scheduled meeting to include public testimony from the requestor, other interested parties, and from the library director, may be arranged if the original requestor is dissatisfied with the first Board of Trustees decision. This second review, or appeal, must be submitted in writing to the library board president no less than 7 days before the day of the next board meeting. Any library material under re-evaluation shall remain in the library’s collection unless the board has determined that the questioned material does not meet selection guidelines according to the library’s collection development policy. If the library/library board is involved in litigation, any materials under consideration shall remain available to library customers until such time as a final court ruling is made.

**7. Specific Selection Criteria**

In addition to general selection principles, there are specific criteria to be considered when adding materials to the collection, as follows:

∙ Relationship to the existing collection and other material on the subject

∙ Availability of material elsewhere within an accessible local, regional or state network

∙ Popular demand/attention of critics, reviewers and public (materials may be made available for enlightenment and recreation even if not enduring in value, interest or accuracy)

∙ Contemporary significance or permanent value

∙ Accuracy and authoritativeness, effective expression, and creativity of the material

∙ Price, format, quality of workmanship for the intended audience, and ease of use

∙ Amount of physical preparation necessary for addition to the collection

In addition to the above-listed criteria, specific criteria for materials selection specific to differing age levels may apply, as follows:

**a. Adult Materials**

Both fiction and nonfiction books shall be selected to meet information and recreational needs. Community demand will play a strong role in determining emphasis upon the works of specific authors of fiction materials. The Glenwood City Public Library will attempt to provide an expanded collection in the areas of local and statewide history and travel, and materials written by local and Wisconsin authors. Various book formats shall be provided at a lesser extent to meet the needs of different segments of the community, including large print (primarily fiction), mass-market paperbacks (primarily fiction) and books on CD.

**b. Young Adult, Juvenile, and Easy Fiction/Nonfiction Materials**

The library will provide a separate fiction collection for young adults (approximately grade 7 and up), juveniles (approximately grades 3-6) and children from birth through approximately grade 3. In addition, a separate nonfiction collection for young children and juveniles will be maintained. Some attention will be given to popular titles; however, an emphasis on quality children’s literature will be maintained. When there is a demand for numerous titles within a popular series, resource sharing will be encouraged when possible to meet information needs. When selecting books for children, attention will be given to provide a balance of contemporary and historical books. An effort will be made to provide a well-rounded collection with multicultural literature. A small collection of books on CD in addition to magazines is maintained for both the young adult and juvenile reader. Additionally, a variety of thematic kits are provided for preschool through intermediate grade level children.

**c. Electronic Resources**

The library recognizes the increasing roles of technology in the lives of its community’s citizens, both for educational and recreational purposes. The library provides access to an on-line encyclopedia, Badger Link (a full-text database of magazines and newspapers), electronic books, and other electronic resources through its public computer workstations. A collection of educational and recreational videodiscs for all age levels is provided (except for the birth-to-three age level based on current research discouraging such viewing for very young children). Electronic subscriptions and other technology formats may be introduced as the public demand for such services and formats increases.

**8. Review of Collection Development Policy**

The Collection Development Policy of the Glenwood City Public Library will be reviewed no less than every five years by the Board of Trustees. As a guideline, the policy will be reviewed in the months before the succeeding year’s budget is set.

**GLENWOOD CITY PUBLIC LIBRARY**

**REQUEST FOR RE-EVALUATION OF A BOOK OR OTHER LIBRARY MATERIAL**

Today’s Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Author\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of medium (book, DVD/video, etc.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person making request\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone (home)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (business)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you representing a group or organization? \_\_\_\_\_yes \_\_\_\_\_\_no

If yes, what group or organization?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Have you read/heard/seen the material in its entirety? \_\_ yes \_\_ no

2. Is your objection to this material based upon personal exposure to it, reports you

have heard, or both?

3. What do you believe is the theme or purpose of the material?

4. What is your specific objection?

5. Do you believe the material has any merit or value? Please explain (use back if

necessary):

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Glenwood City Public Library Board of Trustees

Policy updated May 5, 2017

6. Are you aware of any literary or educational reviews of this material? \_\_yes \_\_no

If yes, please describe:

7. What action would you recommend be taken regarding the use of this material?

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_