

## VIII. Materials Selection/Collection Development Policy

### A. Objectives

As the learning center of our community and the place people turn to for the discovery of ideas, the Forest Lodge Library works to provide carefully selected material in various formats to support our patrons' pursuit of education, information, research, pleasure and the creative use of time. A singular obligation of any public library is to reflect within its collection of resources differing points of view on all subjects, including controversial or debatable subjects. In developing and maintaining this collection we will value and consider balance, diversity and inclusivity.

This materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection. The Forest Lodge Public Library does not promulgate particular beliefs or views, nor does the selection of a resource express or imply endorsement of the viewpoint of the author or vendor. Comments from members of the community about the collection or individual resources frequently provide librarians with useful information about interests or needs that may not be adequately met by existing resources. The library welcomes expression of opinion by patrons but will be governed by this Materials Selection and Production Policy in making additions and deletions to the collection. Formal requests to have titles reconsidered are made by filling out the "Request for Reconsideration of Library Materials" form.

***For many years the Forest Lodge Library has displayed the slogan: FREE PEOPLE READ FREELY. The Forest Lodge Library supports intellectual freedom.*** The *Library Bill of Rights* and *The Freedom to Read Statement* have been endorsed by the Forest Lodge Public Library Board of Trustees and are integral parts of the policy.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

### B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Forest Lodge Public Library Board of Trustees. (see Trustee Essential 2-2: "*managing of library collections, including selecting all library material according to policies approved by the board, oversight of the cataloging and classification of library material, and the operation of automated systems*".) This responsibility may be shared with other members of the library staff; however, because the director must be available to answer the library board and the general public for actual selections made, the final selection for all materials shall be that of the library director.

### **C. Criteria for Selection**

The Forest Lodge Library serves all residents of and visitors to the Cable/Namakagon community, regardless of age, political or social views, gender (including gender expression), sexuality, race, ethnicity, or country of origin. The Library further recognizes its patrons may have diverse backgrounds, cultural heritages, interests, political views, and social values. The Forest Lodge Library works to build a collection to meet the needs of all members of this community.

The Library Board considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution. If a patron claims that a particular item is not constitutionally protected, the burden of proof rests with the patron.

Once an item has been added to the collection it will not be removed at the request of anyone who disagrees with the content or format unless it can be proved that it is in violation of Collections Policy.

Points considered, in no order of importance, in the selection of materials are:

- Popular appeal/demand
- Favorable reviews in standard library reviewing sources
- Patron recommendations or requests
- Appropriateness and relevancy of material to the library's users
- The whole of the work, not a portion taken out of context
- Existing library holdings
- Existing Northern Waters Library Network holdings
- Budget
- Artistic or scholarly merit of material

The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title that is in demand. Consideration is, therefore, given to requests from the library patrons and books discussed on public media.

### **D. Interlibrary Loan**

Interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Forest Lodge Public Library agrees to lend its materials to other libraries through the same

interlibrary loan network, and to ensure that current holdings are made available in the Northern Waters Library Network Catalog.

#### **E. Gifts and Donations to the Collection.**

Material donations are accepted with the understanding that the library has the authority to make whatever disposition of the materials deemed advisable, discarding them if conditions warrant.

- a. Special collections of gift books that are deemed usable may be integrated into the regular collection rather than kept together as a separate entity.
- b. Of the many items that individuals so generously give, most will not be added to collection because they are outdated, already owned or in poor physical condition. The Library Director is responsible for the evaluation, acceptance and disposition of donated items. Requirement of special housing or special handling of any item proposed as a gift may render it unacceptable.
- c. Gift and/or acknowledgement plates will be mounted in or on donated items if requested by the donor and at the discretion of the Library Director.
- d. Tax Receipts: Library staff will make no valuation regarding material donations excepting that they may provide a receipt of inventory of items donated. By law, the library is not allowed to appraise the value of donated materials.
- e. There may be times when material donations will not be accepted due to space constraints, national health emergencies or other pending issues.

#### **F. Deposit Materials**

Requests to have materials temporarily housed in the library, i.e., materials that are not outright gifts, will be considered on a case-by-case basis. Generally speaking, such requests will not be honored unless their benefit to the community, as determined by the library director, outweighs the extraordinary administrative procedures required to service them and they cannot be reasonably be made available to the community through any other source.

## **G. Weeding**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

Criteria for weeding materials may include:

1. Physical condition beyond repair
2. Obsolescence of information or presentation
3. Replacement by later edition or version
4. Excess number of duplicate copies
5. Lack of storage space for materials
6. Insufficient use

Items removed from the marketplace by authors or their estates or their publishers for what they currently consider to be questionable, controversial or racist content may inform the library's decision to retain these items in collection.

## **H. Potential Problems or Challenges**

The Forest Lodge Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy. Some materials may be offensive to individuals or groups because of individual perceptions of profanity, human sexuality, social, economic, and political ideas, religious viewpoints, the background of the author, or the kind of information provided. However, these items may be meaningful and significant to other users. The library's role is to provide materials which will allow individuals to freely examine issues and make their own decisions.

Parents or legal guardians are responsible for their children's library material selections. 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 damage or theft.

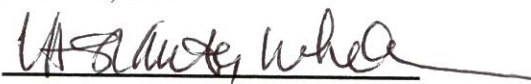
## **I. Challenged Materials**

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Request for Reconsideration of a Library Resource" form (sample follows) which is available in the Library. Each challenge will be reviewed by the Forest Lodge Library's Selection Committee (the Director and staff who assist with acquisition.)

Those wishing to submit a Request for Reconsideration of a Library Resource:

- Must be adult Forest Lodge Library cardholders and residents of the library's legal service area.
- Should pick up a "Request for Reconsideration" form from and return it to the Forest Lodge Library.
- Must have reviewed the Forest Lodge Library Collection Development Policy.
- Must have read, viewed, seen or heard the material in its entirety, not just as excerpted.
- Should understand that only one item/title may be challenged at a time. Items which have been reviewed within the prior three year period will not be reviewed again. Multiple requests may be submitted by the same resident, but the selection committee will determine which material will be reviewed first and will conduct only one review at a time.
- Should be advised that items will remain in collection throughout the review process.

Adopted: September 13, 2023

Board President:   
Laurie St. Aubin-Whelihan

To be reviewed annually.

Review dates: October 2024