

Materials Selection/Collection Development Policy

Approved by Library Board: 04/2008, 04/2012, 05/2015
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Materials Selection Policy

Since it is not possible for any library to acquire all materials, this policy is in place to guide, within physical space and financial constraints, the selection and deselection of materials to provide resources in areas of broad interest and need of the local community, as defined by the library's mission statement: *connecting people to the transformative power of knowledge by providing opportunities to explore, learn, create, and share.*

This selection policy recognizes the role of the Demmer Memorial Library within the larger Wisconsin Valley Library Service system. The library routinely uses other libraries within the system as a source of secondary, duplicate copies, or alternative formats of materials and thus extends the scope of the collection through shared resources.

The library selects material in accordance with guidelines stated by the American Library Association in its Library Bill of Rights, Freedom to Read and Freedom to View statements, which are considered to be part of this Book Selection Policy.

I. Selection Authority

- A. Authority for selection of materials is delegated by the library board of directors to the library director and the director's designated staff.
- B. Any library materials so selected shall be held to have been selected by the library board of directors within the framework of the policies adopted by said board.

II. Selection Standards

- A. The selection of materials is characterized by flexibility, open-mindedness, and responsiveness to the changing needs of the residents of Three Lakes. Materials are evaluated as complete works and not on the basis of a particular passage or passages, scenes, segments, or episodes.
- B. A work will not be excluded from the library's collection solely because it represents a particular aspect of life, because of frankness of expression, or because it is controversial. The library asserts its right and duty to maintain a representative selection of books on all subjects of interest to the community members of Three Lakes.
- C. All acquisitions, whether purchases or donated, are evaluated by the following standards. An item need not meet all of the criteria to be acceptable, nor will any single criterion be decisive.
- D. The following general criteria are used:
 - Present and future relevance to community needs;
 - Accuracy of information;
 - Suitability of subject, style and reading level for the intended audience;

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- Enduring value;
 - Reputation and/or significance of author, publisher, or producer;
 - Positive review in one or more appropriate professional journals;
 - Positive critics' and staff members' reviews;
 - Relationships to existing materials in the collection;
 - Price and availability;
 - Limited accessibility or not available from other lending sources;
 - Insufficient materials available on the same subject;
 - Author or illustrator is local;
 - Format is appropriate to library use and is not easily damaged;
 - Availability of contents, indexes, and bibliographic material for non-fiction/reference materials;
 - Author or producer is already represented in the collection
 - Objectivity;
 - Popularity with library patrons;
 - Literary quality.
- E. Reprints of older and/or out-of-print materials are subject to the above criteria.
- F. Contemporary and popular authors are to be included, as are those who have demonstrated enduring worth.
- G. Bestsellers are to be considered on the merits of the individual work.
- H. Parents and/or guardians of children under the age of 18 have primary responsibility over determining the appropriateness of any given material. Not all materials within the library can be considered age-appropriate for all users. The library will not be responsible at check out for determining the appropriateness of any material (book, audiobook, music CD, DVD, magazine, etc.) a child with their own library card chooses to view or check out and does not base selection on potential access to all materials.

III. Special Collections

In addition to the general criteria listed above, each of the library's special collections also has particular criteria to select appropriate materials.

- A. Reference Collection
1. Materials that provide facts and information in constant demand by those to be served by the library or by staff;
 2. Materials which can be updated must be current;

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3. Materials should not duplicate items already held unless the new item is more timely, easier to use and/or more comprehensive;
4. Academic and/or technical level should be within the range of users and staff.

B. Periodical Collection

1. This collection is intended to be more timely and more frequently updated than the non-fiction collection;
2. Most materials circulate; exceptions may include the most recent copies of all titles, special editions and issues, or newspapers, at the discretion of the library director;
3. Contributes to a balance and range of information;
4. Has high quality of writing and/or design;
5. Is within both budget and space constraints for the collection.

C. Children's Collection

1. It is the library's belief that the parent must assume responsibility for the selection of materials for his/her child. The library will not be responsible at check out for determining the appropriateness of any material (book, audiobook, music CD, DVD, magazine, etc.) a child with their own library card chooses to view or check out.
2. This collection is primarily a circulating collection, including certain selected kits and other educational toys.
3. The collection shall include materials for recreational reading, interactive materials, and materials that will satisfy a child's natural curiosity and widen his/her interests.
4. Special attention will be paid to the author/illustrator for his/her recognition in the field of Children's Literature.
5. Physical qualities of a book (binding, paper and size of print) will also be a determining factor in selection.

D. Audiovisual Collection and New Technologies

1. To the extent that it is feasible, the library will provide access to materials in multiple formats and in new formats utilizing new technologies as they become available.
2. When selecting audio visual materials the library will consider the criteria stated in Section II. Selection Standards as well as the following criteria:
 - i. Video
 - a. Has won or been nominated for an appropriate prize such as an Academy Award;

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- b. Is significant in film history;
- c. Cast or director is particularly important;
- d. Is suitable for its intended audience;
- e. Has received favorable reviews;
- f. Patron demand and anticipated frequency of use;
- g. Reputation of maker and distributor;
- h. Titles with lasting appeal or significance;
- i. Is of local interest.

ii. Audio

- a. Has won an appropriate award, such as a Grammy award;
- b. Is listed on standards charts, such as Billboard;
- c. Has received favorable reviews
- d. High production or performance quality;
- e. Patron demand and anticipated frequency of use;
- f. Reputation of maker and distributor;
- g. Title with lasting appeal or significance;
- h. Is of local interest.

E. Special Items

1. Within the library's collection, there may be special use items that do not fall within traditional categories of library materials. These items may be purchased to meet a specific need, or may be acquired through donations, solicited or unsolicited (see Gifts Policy). The library director and staff will evaluate the opportunities and constraints of maintaining special use items using the following criteria:

- Item is in demand within the community, but may not be readily accessible due to factor such as cost, intermittent need, personal expertise, etc.
- The library director and staff determine they can verify and maintain the condition of special items before, during, or after use;
- Item will add value to or otherwise enhance a personal or group experience;
- Item increases the effectiveness of an individual or a group in reaching personal development goals;
- Item provides a technological resource that allows a person or group to evaluate the usefulness of the technology without requiring purchase.

IV. Gift Policy

- A. The library does not accept materials for permanent use which are not given as outright gifts.

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B. Donation of Materials

1. All gifts are subject to evaluation by the general and specific criteria listed in this policy for the relevant collections. Donors are informed that any gifts to the library may or may not be added to the collection. Any item not added will be evaluated for appropriateness and condition and may be sold in the library used book sale or distributed to other used book outlets.

C. Cash Donations and Memorials

1. When the library receives a cash gift for the purchase of materials, whether as a memorial or any other purpose, the general nature or subject area of the materials to be purchased will be based on the wishes of the donor. The library staff will make the final selection of titles in accordance with the needs and selection policies of the library.

V. Collection Maintenance

- A. The deselection of materials is characterized by the need to maintain a relevant, vibrant collection, as indicated by regular circulation and/or use by library patrons, and by limitations on collection size caused by space constraints, changes in preferred media formats, and the ability of the staff and volunteers to manage day-to-day upkeep of the collection as a whole.
- B. Based on the character of the current collection and the intended audience and physical constraints, the library does not seek to be an archive for materials that may retain historical interest after losing current relevance.
- C. A work will not be deselected from the library's collection solely because it represents a particular aspect of life, because of frankness of expression, or because it is controversial. If the appropriateness of a work is questioned, it should be submitted to the library director as a written Request for Reconsideration.
- D. All items considered for deselection ("weeding"), whether purchased or donated, are evaluated by the following standards. As with selection, an item need not be subject to all criteria, nor will any single criterion be decisive. Criteria may apply differently to materials within different collections.
- E. Deselection criteria:
 1. For all materials:
 - Poor physical condition which cannot be mended
 - Loss of popularity/user interest (as may be indicated by circulation statistics)
 - Format of material is no longer in demand or obsolete

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- Item is widely available through other lending sources
 - Author or producer is widely represented in collection
2. For fiction titles:
 - Materials purchased more than five years prior to the current calendar year (5 + current) with low circulation count or inactive circulation statistics;
 - Duplicate titles
 3. For non-fiction or reference titles:
 - Obsolete, out-of-date, invalid, inaccurate, or incomplete information
 - Redundancy or duplication of information or materials
 - Availability of information in more up-to-date formats
 4. For series collections
 - Individual titles in a non-fiction or fiction series will be removed from the collection per the deselection criteria above if the integrity of the series does not require the volumes be retained as a whole.
- F. Materials that are weeded from the collection shall no longer be considered library property and may be used in library used book sales. Any items not being used for the book sale will be properly discarded.
- G. Special consideration will be given to special donation books. Deselection of books given as a memorial will be considered on an individual basis. Records of titles of materials donated in memorandum are retained for 10 years, even after the book has been removed from the collection.

VI. Requests for reconsideration of Library Materials

- A. The Edward U. Demmer Memorial Library Board members and staff support intellectual freedom and subscribe to the principles of the American Library Association's Library Bill of Rights and its statements on Freedom to Read and Freedom to View. The library staff applies the selection criteria described in this Materials Selection Policy and thus endeavors to provide books and other materials that reflect the diversity of viewpoints within the community. Library patrons may nominate books or other materials to be either added to or removed from the collection. When a request for reconsideration is made by a patron, this procedure is followed:
1. The director explains the selection policy to the patron. If the patron wishes, he or she may then submit a written Request for Reconsideration of Library Materials to the library director. During this time the material in question will not be removed from the collection. Copies of materials in question may be

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- checked out as evaluation copies for use of the library board, or the library director.
2. The completed form is then reviewed by the library board of trustees at the next monthly meeting. The trustees will then assemble a Reconsideration Committee. This committee will consist of two members of the library board, the director, one staff member, and two members of the community selected jointly by the library board and the library director.
 3. In reviewing the request for reconsideration, the Reconsideration Committee employees the selection criteria (described above in this document) and considers other appropriate information, including professional reviews and recommendations, comments from the library staff and comments from the requester.
 4. Within thirty (30) days the Reconsideration Committee will recommend an action to the library board of directors, who will reach a decision and inform the requester and the committee in writing of that decision.
 5. Should the requester wish to appeal this decision, he or she may make a final appeal in writing directly to the library board of trustees, which will schedule and conduct a public hearing within thirty days of the final written appeal in order to reach a final decision.

VII. Appendices

- A. Library Bill of Rights
- B. ALA Freedom to Read Statement
- C. ALA Freedom to View Statement
- D. Request for reconsideration of materials form

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Appendix A: Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939. Amended October 14, 1944, June 18, 1948, February 2, 1961, June 27, 1967, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

<http://www.ala.org/advocacy/intfreedom/librarybill>

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Appendix B: Freedom To Read

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

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The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

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Appendix C: Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the [First Amendment to the Constitution of the United States](#). In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

<http://www.ala.org/vrt/professionalresources/vrtresources/freedomtoview>

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Appendix D: Request for Reconsideration of Library Materials

If you have an objection to library material(s), please complete this form, indicating as clearly and legibly as possible the nature of your concern. Please attach additional pages if you need additional space for your answers. Once completed, this form becomes a matter of public record: (Wisconsin Statutes 19.32).

Title:
Author:
Publisher
Format (book, movie, recoring, etc.)
Call Number or location in the library:

What brought this to your attention?

Have you read/viewed/listened to the entire work? (circle) Yes / No
If no, then which parts have you reviewed?

To what part of the work do you object? (Please be specific, example: cite pages)

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Three horizontal lines for text entry.

Do you feel there is any good in this work?

Five horizontal lines for text entry.

Are you familiar with any professional reviews of this material?

Four horizontal lines for text entry.

What action would you recommend the library take in regards to this material?

Two horizontal lines for text entry.

Form fields for Name, Address, City, State, Zip, Phone, Email address, Signature, and Date.