

# Selection and Reconsideration of Materials Policy

Background Information

The Pioneer Library System (the System) supports the intellectual freedom of all library users by supporting their freedom to access materials, seek information, and speak freely as guaranteed by the First Amendment[[1]](#footnote-1).

The System also supports the American Library Association’s *Freedom to Read Statement*[[2]](#footnote-2)and *Library Bill of Rights[[3]](#footnote-3)* when acquiring and managing collections.

Objective

The System’s collections are developed and managed to meet the majority of the cultural, informational, educational, and recreational needs of the System’s service area. The System’s staff builds and maintains a patron-oriented collection by anticipating and responding to needs and expectations.

Collection decisions are made in conjunction with the strategic initiatives of the System and member libraries.

Responsibility for Selection

System staff contributes to the development of patron and member library-oriented collections by:

* Interacting with patrons and member libraries with understanding, respect, and responsiveness;
* Handling all requests equitably;
* Working in partnership with one another to understand and respond to community needs;
* Understanding and responding to rapidly changing demographics, as well as societal and technological changes;
* Recognizing that materials of varying complexities and formats are necessary to satisfy diverse needs of library users;
* Balancing individual needs and broader community needs in determining the best allocation of collection budget for acquiring or providing access to materials and information;
* Seeking continuous improvement through ongoing measurement; and
* Reviewing the collection on a regular basis to identify areas of community interest that may need to be strengthened.

Selection Criteria

The following criteria will guide the selection of materials for System collections:

* Present and potential relevance to community needs;
* Suitability of physical form for library use;
* Suitability of subject and style for the intended audience;
* Cost;
* Importance as a document of the times;
* Relation to the existing collection and to other materials on the subject;
* Attention by critics and reviewers;
* Potential user appeal;
* Requests by library patrons; and
* Requests by member libraries.

Selection of Controversial Topics

A balanced collection attempts to represent all sides of controversial issues as far as availability of materials, space, and budget allow. Selection is based upon the criteria stated in this policy. The race, religion, nationality, or political views of an author or creator; offensive language; depictions or descriptions of violence or sexually explicit activity; controversial content of an item; or endorsement or disapproval by an individual or group in the community does not cause an item automatically to be included or excluded from the library’s collection.

System Collections and Acquisitions

System collections include, but are not limited to, the OWWL2Go (OverDrive) collection, the professional collection, and Book Discussion Kits.

The Collection & Resource Coordinator, in partnership with member libraries and System staff, will focus on collection acquisition and weeding for System collections. The Executive Director assumes responsibility for the oversight of all System collections.

Collection Maintenance and Weeding

The System continually withdraws items from its collections, basing its decisions on a number of factors, including publishing date, frequency of circulation, community interest, and availability of newer or more valid materials. Items dealing with local history are an exception, as are certain classics and award-winning children's books. Fiction that was once popular but no longer in demand and non-fiction books that are no longer useful are withdrawn from the collection.

Reconsideration of System Materials

Materials made available by the System present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The System also selects a wide variety of library materials that satisfy the diverse interests of our community. The System upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The System’s varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

Patrons who wish to request the withdrawal or reclassification of materials currently owned by the System are encouraged to discuss their concerns with the Executive Director. If the patron is not satisfied with the response to their request, the Executive Director will provide the patron with information and a form (Appendix A) to request formal reconsideration of the library resource.

All formal reconsiderations requests will be evaluated based on the criteria in this policy by the Executive Director, Collection & Resource Coordinator, and the Audit Committee of the System Board. A final determination will be developed and kept on file for a minimum of two years. A title will not be reviewed more than once in this two-year period.

*Amended: Date; Date  
Adopted: Date*

**Appendix A: Reconsideration of Material Form**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State/Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you represent yourself or an organization? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Resource on which you are commenting:

\_\_\_ Book (e-book) \_\_\_ Magazine \_\_\_ Audio Book \_\_\_ Digital Resource \_\_\_ Other

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

Author/Producer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. What brought this resource to your attention?

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3. Have you examined the entire resource? If not, what sections did you review?

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

4. What concerns you about the resource?

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5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

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6. What action are you requesting the System consider?

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1. “First Amendment”, Constitution Annotated, Library of Congress, <https://constitution.congress.gov/constitution/amendment-1/> [↑](#footnote-ref-1)
2. "The Freedom to Read Statement", American Library Association, July 26, 2006. <http://www.ala.org/advocacy/intfreedom/freedomreadstatement> [↑](#footnote-ref-2)
3. "Library Bill of Rights", American Library Association, June 30, 2006. <http://www.ala.org/advocacy/intfreedom/librarybill> [↑](#footnote-ref-3)