

Policy 1.2: Materials Selection

Approved by Board of Trustees 1/9/2025

Purpose

The purpose of the Iosco-Arenac District Library's Material Selection Policy ("Policy") is to set broad guidelines to assemble, preserve, organize, administer, and promote the use of a wide range of communication media and to inform the public about the principles upon which selections are made. These functions are undertaken to further the objectives of the Iosco-Arenac District Library ("Library").

Definitions

- A. **Library Materials** means cataloged books, magazines, DVDs, CDs, programs, items in the Library of Things, or other synonyms as they may occur in the Policy having the widest possible meaning. This statement of Policy applies to all Library Materials in the collection, including adult, young adult and juvenile.
 - a. However, this Policy and the term "Library Materials" does not apply to the following:
 - Any item available through databases or electronic services for which Iosco-Arenac District Library does not have direct control or authority for selection.
 - Any label placed on Library Materials.
 - The Library's Display of Library Materials.
 - Library Materials only available through interlibrary loan.
 - Items donated to the Library but not formally added to the collection.
- B. **Selection** refers to the decision to add, retain, or withdraw materials in the collection. It does not refer to reader guidance.

Goals of Materials Selection

- A. To meet the individuals' needs for information through maintenance of a well-balanced and broad collection of materials for information, reference, and research.
- B. To help individuals attain maximum self-development through life-long intellectual and cultural growth.
- C. To support the democratic process by providing materials for the education and enlightenment of the community.
- D. To assist individuals in their pursuit of occupational activity and practical affairs.
- E. To provide diverse recreational experience for individuals and groups.
- F. To assist institutions of formal education with services that will assist individual study.
- G. To maintain Michigan and local history collections.

Policy 1.2.1: Responsibility for Selection

The responsibility for selection lies with the professional staff at District Library Administrative Headquarters. Both the public and staff members may recommend materials for consideration. The ultimate responsibility for book selection, however, rests with the

District Director who operates within the framework of policies determined by the Library Board of Trustees. The District Director shall be responsible for ensuring that the funds budgeted for collection development are allocated appropriately depending upon the needs of the District and the fulfillment of the above Goals of Material Selection. The Director has final authority as to what collection an item is assigned as well as where it is placed within the library system.

Policy 1.2.2: Selection Policy

- A. Selection of Library Materials is based on the relationship of such work to the needs, interests and demands of the community. Basic to this Policy is the ***Library Bill of Rights*** to which this Library subscribes (Appendix A).
 - Selection is not made based on anticipated approval or disapproval by patrons or Library users, but solely on the merits of a work, without regard to the race, nationality, political or religious views, or sexual orientation or gender identity of the writer.
- B. Responsibility for the reading material of children rests with their parents or legal guardians. Selection shall not be inhibited solely by the possibility that books may inadvertently come into the possession of children.
 - The Library respects each individual parent's right to supervise his/her children's choice of reading materials. However, the Library does not have the right to act in loco parentis (in place of the parent). Therefore, a parent who chooses to restrict the materials his/her children select must accompany those children when they use the collection to impose those restrictions.
- C. Further, Library Materials will not be marked or identified to show approval or disapproval of contents, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft. The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further.
- D. It is the responsibility of the Library to provide circulating, reference and research materials for the public and students based on the services it is expected to perform.
- E. Specific Principles for Selection

The following principles, individually or collectively, will prevail in the selection of all Library Materials. The total collection will attempt to represent opposing points of view.

 - Contemporary significance or permanent value
 - Accuracy
 - Lack of bias, factual
 - Diversity of viewpoint
 - Portrays issues sensitively
 - Authority of author
 - Relation of work to existing collection
 - Price, format, and ease of use
 - Scarcity of information in subject area
 - Available shelf or storage space

- Availability of material through interlibrary loan
 - Popular demand: The Library will make an effort to have materials available which are in high demand by the public; however, selections by popular demand will still be guided by consideration of merit, use and the specific principles for selection.
 - Duplication of materials already in the collection, i.e., purchase of additional copies of materials, shall be governed by intrinsic or historical value, or immediate need
 - Collection objectives
 - Community relevance
 - Audience for material
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Policy 1.2.3: Gifts and Donations

Acceptance of gifts of Library Materials shall be governed by the same principles and criteria applied to the selection of items for purchase. The review, approval and acceptance of gifts will be processed pursuant to the Library's Gift Policy.

Policy 1.2.4: Challenges to Materials

No material shall be removed from the Library's collection until all steps in the following process have been completed.

- A. Library Materials can be subject to a request for reconsideration. Patrons ("Requester") who object to Library Materials will be sent to the District Library Director.
- B. If the Director determines that a resolution may be feasible, the Director will discuss the Library Materials in question with the Requester, attempting to resolve the concern to both the Requester's and Library's satisfaction.
- C. If the Requester wishes to carry the request further, the Director will provide the Requester with a copy of the Materials Selection Policy, including the Request for Reconsideration of Library Materials ("Request for Reconsideration").
- D. Once a completed, signed copy of the Request for Reconsideration is received, the Library Director shall decide the Request for Reconsideration, taking into consideration the Library's Materials Selection Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.
- E. The Library Director shall send the decision in writing to the complainant within seventy-five (75) days of the receipt of the completed Request for Reconsideration form. If the decision is that the questioned material should be removed from the collection, the Requester will be notified in writing by the Library Director and all copies of the item will be withdrawn. If the decision is that the questioned material is to be retained, the Requester will be notified in writing by the Library Director that the material will be retained.
- F. A written appeal of the Library Director's decision may be made by the Requester to the Chair of the Library Board within ten (10) business days after the written decision

is made by the Library Director. The Library Board will review any documentation it deems necessary to decide within sixty (60) days of receipt of the appeal.

- G. The Library Board serves as the final authority in cases involving retention or withdrawal of Library Materials.

Policy 1.2.5: Revision of this Policy

This Policy shall be reviewed and revised to be consistent with the objectives of the Library.