

Material Selection and Intellectual Freedom Policy

The mission of Peter White Public Library is to enrich the community through access to library services and cultural opportunities. In keeping with this mission, the collection responds to the diverse needs and interests, both immediate and future, of the community

The library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The library board affirms the American Library Association's Library Bill of Rights, Freedom to View, and Freedom to Read policy statements in support of acquiring and managing collections.

Purpose and Goal of the Material Selection Policy

Due to the large volume of publishing as well as limitations of the Library's budget and space, the Library utilizes a Material Selection Policy to provide a framework for the growth and development of its collection in support of its mission. The policy guides Library staff members in the selection and withdrawal of materials and informs the public about the principles upon which selections are made. The goal of the policy is to provide a useful, well-balanced, broad, and diverse collection of materials that reflects a wide range of views, expressions, opinions, and interests and meets the needs of the community.

Definitions

"Selection" refers to the decisions made to either add materials to the collection or to retain materials already in the collection.

"Withdrawal" refers to permanently removing an item from the collection.

"Library Materials" means books, Library programs, audiobooks, digital resources, magazines, DVDs, CDs 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. However, this policy and the term "Library materials" does not apply to Internet sites available through the Library's computers or Internet connection. The Library has no control over the content of the Internet. Please see the Computer Use Policy for any issues related to computer or Internet Use.

Intellectual Freedom

Peter White Public Library upholds the First Amendment and ensures freedom of information for all. The selection of library materials is made on behalf of our patrons right to read, listen, or view, free from the censorship of others. The Library holds censorship to be a purely individual matter and declares that while anyone is free to reject books and other materials of which they do not approve, they may not restrict the freedom of others.

Selection of Materials on Controversial Topics

Materials available in the Library present a diverse point of view, enabling patrons to make the informed choices necessary in a democracy. The Library selects a wide variety of materials that satisfy the diverse interests of the community. The Library upholds this right of the individual to secure these resources, even though the content may be controversial, unorthodox, or

unacceptable to some. The Library's varied collection is available to all; however, it is not expected that all items in the collections will appeal to everyone.

PWPL provides an impartial environment in which individuals can encounter ideas and information spanning the spectrum of knowledge and opinions. This includes materials that are considered controversial and may offend some users, but it is not in itself a reason to exclude materials from the collection.

The American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements support intellectual freedom and are adopted policies of the Peter White Public Library Board. In addition, the American Library Association's Intellectual Freedom and Censorship Q & A, the Interpretations of the Library Bill of Rights, and the First Amendment to the U.S. Constitution provide additional guidance on this subject.

Selection of Materials

Responsibility for Selection

The ultimate responsibility for material selection rests with the Library Director who operates within the framework of policies established by the Library Board of Trustees. The Library Director communicates the Material Selection Policy to the Adult Services and Youth Services Librarians and other Library staff as designated who use professional judgment, education and training, and expertise to make selection and withdrawal decisions based on the policy. The Library Director allocates the materials budget annually.

Library staff who are responsible for collection development are selected based on education, training, experience, knowledge, and/or subject area expertise. They will not be disciplined or dismissed for the selection of Library materials when the selection is made in good faith and in accordance with the written policy and accepted procedures.

General Principles of Selection Process

The Library strives to develop a collection of standard works of permanent value and popular materials of current significance. The interests and needs of the community; the individual merit of each item; and the Library's existing collection, budget and services are the major factors in selecting materials. Basic to this policy are the guidelines established by the American Library Association in its *Library Bill of Rights*, *Freedom to Read Statement*, and *Freedom to View Statement*.

The Peter White Public Library considers all types and formats of media to be in the realm of human expression and part of the human record. The Library functions in a rapidly changing society, as such it is flexible about changes in materials, both in format and style of expression.

Criteria for Selection and Withdrawal

Selection of Library materials involves the following factors and considerations:

1. The experience and knowledge of the selectors,
2. Their knowledge of the community's interests and needs,
3. The Library's existing collection,
4. The Library's materials budget and space limitations,

5. The holdings and availability of other area Library resources.

General criteria for selecting Library materials are listed below. An item need not meet all of the criteria in order to be selected.

1. Interests, demands, and needs of the community;
2. Accuracy and authoritativeness of content;
3. Literary or stylistic quality, artistic merit;
4. Timeliness of material; reissues of recordings are considered to be current publications;
5. Local and regional importance and/or historical value;
6. Physical condition and quality, durability and suitability of format for shelving, storing and circulation and to the content of the item;
7. Reputation and competence of the author, creator, speaker, or publisher;
8. Attention of reviewers, critics and the public, especially in professional journals and other reputable resources;
9. Relevance to existing collection;
10. Contemporary significance, popular interest, uniqueness or permanent value;
11. Representation of diverse points of view;
12. Availability elsewhere through interlibrary loan;
13. Accessibility for multiple users of electronic formats.

Selection Criteria for Special Works

1. **Local Works** - Material by local authors or self-published/subsidy published materials will be given consideration if the work meets the general selection criteria.
2. **Textbooks** - Providing textbooks and curriculum material is generally held to be the responsibility of the schools. Materials will not be purchased for the sole purpose of supporting a curriculum. Textbooks will be considered when they supply the best or only information on a specific topic.
3. **Requests** - All requests and suggestions from patrons for specific titles or subject areas will be considered using the selection criteria described in this policy. Patrons can request that specific items be purchased by filling out a request card, completing the online form, through a phone call, or email request to Library staff. Whenever there is enough demand or interest in a title or subject, an item with unfavorable reviews may be purchased unless it lacks literary merit or social value or the suggested subject is already covered by other material in the collection.
4. **Preservation** - The Library preserves materials that cannot be replaced or obtained through resource sharing and that continue to have long-standing or permanent significance to the collection.
5. **Local History Collection** - See Local History Research Room Collection Policy.

Materials for Youth

The Youth Services Department serves youth from birth through age 18, parents and grandparents, guardians, caregivers, teachers, homeschoolers, university students, and other adults interested in children's literature and youth education.

The Youth Services Department applies the same policies and criteria to the selection of materials for youth as those selected for adults with the addition of vocabulary suitable to the

age of the intended audience and quality of the illustrations.

The library's goal in selecting materials in a variety of formats for youth is to make available a collection which satisfies patrons' informational and recreational needs. Materials are selected to meet the general needs of the majority of youth.

Materials whose qualities make them valuable to youth with special needs, talents, problems or interests are also considered.

The Library supports the *Free Access to Libraries for Minors* and *Restricted Access to Library Materials* statements of the American Library Association (appended).

Responsibility for materials selected and read by children and adolescents rests with the youth's parents or legal guardians. The Library does not stand in loco parentis. Materials will not be excluded from the collection because they may be used or accessed by a minor.

Materials and Equipment for People with Visual Disabilities

Materials and equipment for people with visual impairments, such as large print books and audiobooks are acquired according to patron demand. The Library also encourages patrons with special needs to use the resources of the Great Lakes Talking Book Center at Superiorland Library Cooperative.

Materials for Specific Audiences:

Audio Music and Film Collection

The Peter White Public Library is fortunate in that the Carroll Paul Memorial Trust Fund exists to fund the purchase of Library materials pertaining to music. Our audio music and film collection includes music from a broad range of styles and eras in varying degrees of depth and a wide variety of films including popular features, educational, independent, foreign and popular television series. Generally, this is a popular browsing collection for all ages. Rating guides and warning labels are not assigned by the Library.

Interlibrary Loan

Because of limited space and budget, the Library is not able to purchase and house all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of Peter White Public Library's collection. In return for this service, Peter White Public Library agrees to lend materials to other libraries through the same interlibrary loan networks.

The Peter White Public Library is a member of the Upper Peninsula Region of Library Cooperation (UPRLC) and Michigan eLibrary Catalog (MeLCat). UPRLC consists of many libraries in the Upper Peninsula and northern Lower Peninsula of Michigan. MeLCat consists of many libraries throughout the State of Michigan. These libraries have access to common online catalogs for the purpose of sharing materials. The Library encourages the use of interlibrary loan whereby patrons may place requests on items owned by other libraries, and those items will be delivered to the Library as they become available. The Library participates in OCLC WorldCat through the Superiorland Library Cooperative, to provide access to materials owned

by libraries outside the State of Michigan.

Weeding

Weeding is necessary to maintain a vital, useful, and up-to-date collection. Selection of materials for weeding is based on the following criteria:

1. Materials worn out through use
2. Ephemeral materials which are no longer timely
3. Materials no longer considered accurate or factual
4. Materials which have had little or no recent use
5. Excess copies no longer in demand

Material that is withdrawn may be replaced using the selection criteria. Disposal of materials weeded from the collection is accomplished according to the following priorities:

1. Withdrawn materials may be made available to other libraries or institutions, as deemed appropriate by the Director or designated Library Staff.
2. Materials not made available to other libraries and institutions and deemed to have potential resale value are given to the Friends of the Library. Some of these may be resold in the book sale, those not sold will be made available for free at the Library.
3. Materials unsuitable for other institutions or resale are recycled or discarded.
4. The Library cannot accept requests to hold weeded materials for individuals.

Gifts of Materials

The Library appreciates the donation of money, materials, and artwork for the development of the Library collection. Books donated to the library will be given to the Friends of the Library to be sold, and in turn provide funds back to the library for materials, programming, and/or library supplies. For more information on gifts, see MGT - 9 Gift and Donation Policy for more information.

The Library will not assign a value to gifts or donated materials. The Library will, upon request of the donor, provide a receipt for gifts or donations but cannot evaluate or appraise any gift or donation. Material donations may be given gift plates.

Reconsideration of Library Materials

PWPL recognizes that a collection of diverse materials may result in some complaints or requests for reconsideration. The following procedures have been developed to ensure that complaints are handled in an attentive and consistent manner. The following steps will be used when an individual feels that further action is necessary to address concerns about a library resource.

For the duration of this process, the material in question will remain in circulation in the library collection.

Reconsideration of Library Materials Procedures

1. No material will be removed from the PWPL collection until all steps in this process have been completed.
2. Patrons residing in the library service area who object to a Library material will be sent to

the Library Director.

3. The Library Director will discuss the material in question with the patron, attempting to resolve the concern. The Patron will also be offered a packet of information that includes the Material Selection Policy and Library Bill of Rights.
4. If the patron wishes to carry the request further, the patron should complete a "Request for Reconsideration of Library Materials Form." This form should be submitted to the Library Director. The Library Board shall be notified when a request for reconsideration form has been received.
5. Upon receipt of a formal Request for Reconsideration The Library Director will form a Reconsideration Committee composed of the Library Director, Assistant Director, and the library staff member who selects for the collection in question. The committee will review the form and material.
6. A written response from the Library Director will be sent to the patron within forty (40) days from when the form was received, informing the patron of the committee's decision and reasons for the decision.

If the concerned patron is not satisfied with the decision of the committee, a written appeal may be submitted within ten (10) business days to the Peter White Public Library board of Trustees. The Library Board will address the appeal at a regular meeting of the Library Board withing sixty (60) days of receiving it.

Policy Revision

At a minimum, this policy will be updated every three years for accuracy and applicability. It may be updated more frequently as needed.

A review of this policy should not be started while a formal challenge to a Library resource is taking place.

Peter White Public Library Board of Trustees

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