

Fox Lake Public Library Materials Collection Policy
4/20/2012

PURPOSE OF THE POLICY

The purpose of this document is to provide an optimum balanced collection, guide the librarian's decision, and inform the community about the selection principles of the Fox Lake Public Library.

SCOPE OF THE COLLECTION

In accordance with the recommendations of the 5th edition of the Wisconsin Public Library Standards, the Fox Lake Public Library will allocate not less than \$10,000 of its operating budget on materials for patrons every year. These materials will be selected in a variety of formats including, but not limited to, print, video, sound recording, and electronic media. The library sees as its primary role that of popular materials center. Therefore, the library will provide materials and service to patrons of all ages and backgrounds for educational, informational, recreational, and cultural pursuits within the scope of that role. Each type of material must be considered in terms of its own excellence and the audience for whom it is intended.

RESPONSIBILITY FOR SELECTION

The authority and responsibility for the selection of library materials are delegated to the library director and, under his or her direction, to additional staff members who are qualified for this activity. No employee may 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. Suggestions from patrons are welcome and will be considered using the same criteria as all other selections. The library director shall welcome and encourage the staff and public to recommend materials to be considered for purchase.

CRITERIA FOR SELECTION

Each type of material will be considered in terms of its own excellence and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the informational, recreational, or educational interests of the community. Points to be considered in selection will include existing holdings, and cost and budgetary constraints. Other factors limiting selection of material may include the finite physical space of the building, availability of specialized material in neighboring library collections, and suitability of format for library purposes.

The Fox Lake Public Library has the responsibility to provide more than one point of view to an issue. The selection of materials does not constitute the library's endorsement of the contents or viewpoints of those materials. All materials shall be examined as a whole and no one of the criteria shall necessarily have more importance than the other.

The choice of library materials by users is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others. The library supports intellectual freedom and adopted the following statements as policy: ALA *Freedom to Read Statement*, ALA *Library Bill of Rights*, and the "Freedom to View" statement of the American Film and Video Association.

Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, book lists by recognized authorities, including best seller lists, and the advice of competent people in specific subject areas also will be used.

WEEDING

The Fox Lake Public Library keeps the collection vital and useful by retaining or replacing essential materials, and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, or no longer in demand. Materials which are removed from the library collection may or may not be made available for public purchase at book sales. The director shall be the final authority in the weeding of materials, although this activity may be delegated.

GIFTS

Gift materials are subject to the same selection criteria as purchased materials. Donated materials not selected for inclusion in the collection may or may not be given to the Friends of the Fox Lake Public Library for used book sales or for acquisition by other libraries or institutions that have a need for such materials.

REQUESTS FOR RECONSIDERATION

The Fox Lake Public Library welcomes the expression of opinions and recognizes that from time to time there may arise an issue with the selection of specific items that were placed in the collection. Following is the procedure established by the library for handling patron complaints:

1. The director shall meet with the patron and discuss objectionable material. The patron will be offered a copy of the library's Materials Selection Policy including the Reconsideration Form.
2. If the discussion does not satisfy the patron, he/she may complete the Reconsideration Form and submit it to the library director. The director will reevaluate the material, and explain to the patron his/her decision.
3. If the patron is still not satisfied, the completed Reconsideration Form will be submitted to the Fox Lake Public Library Board. The board will examine the complaint and the material. The Director will prepare an explanation for the board on the library's position. The library board will then state their decision and it shall be final.