

Purpose Of Policy: This policy sets broad guidelines for the selection of library resources that correspond to the library's mission and identified roles, and has been adopted by the Library Board. It is also used to inform the public and staff about the principles upon which selections are made.

### **1. Definitions.**

- a. Selection refers to the decision to add to, retain in, or withdraw resources from the library's collection.
- b. Library resources include all items in the library's collections regardless of format.
- c. Access is the availability of resources in a variety of formats for users of all ages and abilities.

### **2. Goal of Selection.**

The goal of selection is to provide resources that meet the identified needs and demands of the patrons in the library district, both now and in the future, are at varying levels of difficulty, with diversity of appeal and presentation of different points of view, and are in accordance with the library's mission statement.

- a. The Adult Services collection strives to present a balanced collection that represents the diverse and varied viewpoints of interest within our community. The collection will contain a variety of formats that are requested by the community.
- b. The Adult Services collection includes some smaller collections that are targeted to specific audiences: Consumer, Local History & Genealogy, Careers, ESL & Literacy and foreign language materials.
- c. The goal of the Youth Services collection is to not only provide materials for education and entertainment, but also to meet the expectations of our youngest community members in order to encourage life-long library use.
- d. The Youth Services collection, unique in its diversity, comprises many "mini-collections" that are targeted to specific audiences based on the different levels of child development.
- e. The FPLD Website strives to present a cultivated collection of online resources that meets the needs of the community. The resources offered are a combination of purchased databases, e-material platform subscriptions and links to free websites that meet our selection criteria.
- f. The FPLD Website is not intended to be an exhaustive list of all types of resources under a particular subject. It is not a search engine; rather its goal is to offer a select list of the best online resources to serve a particular need or interest of the community.

### 3. Responsibility for Selection.

- a. Final responsibility for the selection of all resources rests with the Library Director, who operates within the framework of policies determined by the Library Board of Trustees. The Library Director shall delegate resources selection duties to a staff of librarians with professional education and training in the principles and practices of resources selection.
- b. Both the general public and staff members may recommend resources for consideration.

### 4. Criteria for Selection

- a. The library supports intellectual freedom and has adopted the following statements as policy: The American Library Association (ALA) Freedom to Read Statement, the ALA-endorsed Freedom to View Statement, and the ALA Library Bill of Rights.
- b. Each type of resource must be considered in terms of its own merit and the audience for whom it is intended. No single standard can be applied in all cases. Some resources may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the literary, informational, recreational, or educational interests of the community. Additional factors that are considered include durability, availability and price.
- c. The selection of a resource does not imply the library's endorsement of the opinions expressed by its creator, nor does the failure to purchase a resource imply library disapproval of those opinions.
- d. All librarians have a professional responsibility to be inclusive, not exclusive, in developing collections. Efforts will be made to provide resources representing a variety of interests, viewpoints and interpretations.
- e. Reviews in professionally recognized journals or websites are a primary source for resource selection, but not the exclusive source. Other sources will include, but not be limited to, standard bibliographies, book, media or website lists by recognized authorities, the advice of competent people in specific subject areas, and the judgment of the professional staff will also be used.
- f. Online databases or websites that the library provides access to from its website are subject to the following criteria:
  1. Be totally free to FPLD patrons or general public
  2. Require nothing to download in order to be used.
  3. Have a privacy statement stating that private information is not shared if any private information is necessary for the resource to be used. Exceptions to this rule may be allowed for governmental, financial or medical resources that are recommended by highly reputable organizations or professional journals.
  4. Should be easy and intuitive to use.
  5. In order to have an association or organization's website linked from the FPLD Website, the association's website must be more than just

information on how to join or an address; rather sites should use the web environment to disseminate information. These sites should also fit other selection criteria.

- g. The library keeps its collections vital and useful by retaining or replacing essential resources, and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, or no longer in demand.

The library has adopted the CREW method of weeding:

**C**ontinuous  
**R**evue  
**E**valuation  
**W**eeding

This system uses the acronym, MUSTIE, to help evaluate a resource for withdrawal:

**M**isleading and/or factually inaccurate;  
**U**gly (worn out beyond mending or rebinding);  
**S**uperseded by a new edition or a better source;  
**T**rivial (of no discernible literary or scientific merit);  
**I**rrelevant to the needs and interest of your community;  
**E**lsewhere (the material may be easily borrowed from another source).

## 5. Gifts

- a. Gifts shall meet the same selection criteria as purchased resources. The library retains unconditional ownership of all donations and makes the final decision on acceptance, use, or disposition. The appraisal of the gift for tax purposes is the responsibility of the donor.
- b. When the library receives a cash gift for the purchase of resources, whether as a memorial or for any other purpose, the general nature or subject area of the resources to be purchased will be based upon the wishes of the donor. The library staff in accordance with the needs and selection policies of the library, however, will make selection of specific titles or sites.
- c. Special collections and memorial collections may be shelved as separate collections, or integrated into the general collection at the librarians' discretion. The form of memorial or gift identification will be a gift plate.

## 6. Reconsideration Procedure

- a. The patron's choice of library resources for personal use is an individual matter. Responsibility for the use of resources by children and adolescents rests with their parents or legal guardians. While a person may reject resources for himself or herself and for his or her children, he/she cannot exercise censorship to restrict access to the resources by others.
- b. Any patron in the library's service area who objects to the presence or absence of a work may do so by completing the "Citizen's Request For Reconsideration" form. The form will be reviewed by the Director and professional staff, and will be followed by a formal discussion between the Director, the appropriate department head and the concerned party.
- c. If a satisfactory resolution cannot be reached following this formal discussion, the reconsideration form along with a written summary and recommendation from the Library Director will be forwarded to the Library Board of Trustees for consideration and formal action at the next regularly scheduled public meeting.
- d. No resource under reconsideration will be removed pending a final decision by the Board without a formal directive from the Library Board of Trustees. Further, no item will be reconsidered by the Library Board of Trustees if the "Citizen's Request For Reconsideration" form has not been completely filled out, and if the item has NOT been completely read, listened to, or viewed.
- e. The decision by the Library Board of Trustees is final. Once a resource has been reconsidered and retained OR removed, it will not be reconsidered again. A permanent file will be kept of all records pertaining to any challenged resource.

Fremont Public Library District  
Board of Trustees

**CITIZEN’S REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES**

The Library Board of Trustees of the Fremont Public Library District has delegated the responsibility for selection and evaluation of library resources to the Library Director, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please return the completed form to the Library Director, Fremont Public Library.

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Do you represent an organization? (Y/N) \_\_\_\_\_ If yes, how many people are members? \_\_\_\_\_

Do you have a current library card from the Fremont Library? (Y or N) \_\_\_\_\_

Title of Item: \_\_\_\_\_

Author/Composer/Director: \_\_\_\_\_

Media Type (circle one)

Book / Audio Book / DVD or Blu-Ray / CD /

Magazine / Newspaper / Online Database or Website / Library Program / Video Game

Did you read, view or listen to the entire work? (Y or N) \_\_\_\_\_

What brought this resource to your attention?

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

What concerns or pleases you about this resource? (use additional pages if necessary)

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

Are there resources you suggest to provide additional information and/or other viewpoints on the topic of this resource?

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