

**General Statement of Purpose**

The Fremont Public Library District's Board of Trustees approves and adopts a resource selection policy to provide broad guidelines for the professional staff responsible for the selection of library resources. It is also used to inform the public about the principles upon which the selection of library resources are based.

**Guiding Principles**

The library and the board of trustees supports intellectual freedom and has adopted as policy the following statements provided by the American Library Association (ALA): Freedom to Read Statement, Freedom to View Statement, and the Library Bill of Rights.

The presence of a resource in the library's collection does not imply the library's endorsement of opinions expressed by its creator, nor does the failure to select a resource imply library disapproval of those opinions.

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. The Board of Trustees recognizes that while individuals are free to reject for themselves and for their children materials of which they do not approve, they cannot restrict the freedom of others to read, listen, and view within any guideline set forth by the library.

**Responsibility for Selection**

The Fremont Public Library District's Board of Trustees empowers the Library Director to delegate resource selection to a staff of librarians with professional education and training. The general public and other staff members may recommend resources for consideration. Final responsibility for the selection of all resources rests with the Library Director.

**Principles of Selection**

In accordance with the library's Purpose Statement: To Engage the Community, Inspire Creativity and Enrich Minds, the library is committed to providing resources that meet the identified needs and demands of the patrons in the library district, both now and in the future. Selected resources offer a variety of levels of difficulty, with diversity of appeal and presentation of different points of view, and in a variety of formats as demand dictates.

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.

**Criteria for Selection**

Each type of resource must be considered in terms of its own merit and the audience for whom it is intended. All selectors 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.

No single criteria can be applied in all cases. The following are standard criteria used by most libraries in selection of resources.

- Relevance to interests and needs of the community
- Anticipated demand or known popularity of artist or subject
- Critically reviewed by popular press or professional publications
- Durability and suitability of form for library use
- Quality: readability/usability of resource
- Reviews by popular press and professional publications
- Reputation or significance of the creator and/or publisher
- Availability and price as relative to similar resources
- Comparison to content already owned by library or consortium
- Professional judgment and knowledge of staff in the resource area

Online databases or websites that the library provides access to from its website are subject to the same criteria as all resources and also the following criteria:

- Be totally free to FPLD patrons or the general public, including any app or software downloads necessary to access the resource.
- 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 resources.
- Associations or organizations that wish to be linked from the FPLD website must match the same criteria used for library databases and professional resources. Their sites should disseminate more information than a simple directory or advertisement for their organization. Exceptions to this rule may be made for governmental and educational partners of the library.

The library keeps its collections vital and useful by retaining or replacing essential resources, and by removing, on a systematic and continuous basis, materials that are worn, outdated, or no longer in demand.

The library has adopted the CREW method of weeding: **C**ontinuous, **R**eview, **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 repair); **S**uperseded (by a new edition or a better source); **T**rivial (of no discernible educational merit); **I**rrelevant to the needs and interest of your community; **E**lsewhere (easily borrowed from another source).

**Special Resource Collection Considerations**

The **Adult Services collection** includes some smaller collections such as Local History and World Languages, that are targeted to specific audiences and may have slightly different selection and deselection guidelines based on their specific audience's needs.

The **Youth Services collection** comprises many "mini-collections" that are targeted to specific audiences based on the different levels of child development. The goal is to provide materials not only for education but to also meet the enrichment and entertainment expectations of our youngest community members in order to encourage life-long library use.

The **library's 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. The 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.

**Gifts**

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.

When the library receives a cash gift for the purchase of resources, whether as a memorial or for any other purpose, library staff will select specific resources that most closely match the type of material or subject areas as indicated by the donor.

The memorial or gift identification will be provided on a label affixed to the item when possible, or in another format at the library's discretion.

**Requests for Reconsideration of Resources**

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 and handing it in at any service desk or mailing it to the library.

No resource under reconsideration will be removed without a formal directive from the Library Director or the Library Board of Trustees. Once a resource has been reconsidered and retained or removed, it will not be formally reconsidered again.

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

The 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: \_\_\_\_\_ Email: \_\_\_\_\_

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: \_\_\_\_\_ Date Published: \_\_\_\_\_

Media Type (circle one)

- Book
  - Audio Book
  - DVD or Blu-Ray
  - Music CD
  - Magazine
  - Newspaper
- 
- Video Game
  - Hands on Kit
  - Online Database
  - Website Link
  - Library Program

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

What brought this resource to your attention?

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

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

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

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

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