

## **Collection Development Policy: Materials Selection Policy**

The selection policy of the Dorr Township Library supports the general mission of the Library. Its foundation is the First Amendment to the United States Constitution as interpreted by the U.S. Supreme Court to affirm the right of every member of the Community to access information. In addition, the Library follows the standards of the library and information science profession and the guidance of the American Library Association as expressed in the *Library Bill of Rights\** and the *Freedom to Read Statement\**.

All acquisitions, before being purchased or accepted as gifts, are evaluated in terms of the following criteria and in the context of economic and space considerations. An item will not necessarily be judged against all criteria, but against those appropriate and applicable to it. These same standards determine the replacement, duplication, and withdrawal of materials.

- The Library will:
  - Support the democratic process by providing materials for the education and enlightenment of the Community.
  - Provide a collection that anticipates the needs and numbers of potential users, as well as the individual's need for information through maintenance of a well-balanced and broad collection of materials for information, reference and research.
  - Consider diverse needs for occupational and practical support, life-long intellectual and cultural growth, and recreation.
  - Consider public demand, both specific and general, as expressed through requests, suggestions, and use to develop the collection.
  - Consider the availability of the same, or similar, materials in other libraries or agencies.
  - Consider the need for all subjects covered and viewpoints expressed.
  - Consider the effect that subjects and viewpoints selected have on developing a balanced collection.
  - Consider the appropriateness to scope of the collection as it is developed.
  
- Selectors will consider these characteristics when selecting:
  - Literary or stylistic quality.
  - Reputations, qualifications, and significance of author, producer, or publisher.
  - Accuracy, currency, timeliness, and validity.
  - Importance and uniqueness.
  - Physical quality and effectiveness of format.

- Appropriateness of format to subject.
- Cost, as measured against competing materials on the same subject.
- Suitability for intended audience.
- Dorr Township Library affirms and endorses these General Principles of selection:
  - 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 and the Intellectual Freedom Statement of the American Library Association to which this Library subscribes.
  - Selection is not made on the basis of 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 view of the writer.
  - Responsibility for the reading matter 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 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 children select must accompany those children when they use the collection in order to impose those restrictions.
  - Further, Library materials will not be marked or identified to show approval or disapproval of contents, and no cataloged 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.

Updated and Approved by the Dorr Township Library Board of Trustees January 17, 2022.

## **Reconsideration of materials**

In the context of the following procedure, “Patron” is defined as anyone who may borrow directly from Dorr Township Library, including registered residents of Dorr Township, resident patrons of other libraries in the Lakeland Library Cooperative, and patrons eligible to borrow under the MeL Visiting Patron program.

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

- Patrons who object to particular Library materials will be provided with a copy of the Materials Selection Policy, including the Request for Reconsideration of Library Materials (“Request for Reconsideration”).
- If the patron wishes to carry the request further, the patron may submit a completed, signed copy of the Request for Reconsideration, whereupon the Library Director shall make a decision regarding 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.
- The Library Director shall send the decision in writing to the complainant within 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 complainant 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 complainant will be notified in writing by the Library Director that the material will be retained.
- 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 make a decision and render their decision within 60 days of receipt of the appeal.
- The Library Board serves as the final authority in cases involving retention or withdrawal of Library Materials.

Updated and Approved by the Dorr Township Library Board of Trustees June 20, 2022.

**Request for Reconsideration – Dorr Township Library**

Please complete this form and return it to a staff member.

Date \_\_\_\_\_

Name \_\_\_\_\_ Phone# \_\_\_\_\_

Address \_\_\_\_\_

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

Library Card Number \_\_\_\_\_

Do you represent:  yourself  an organization? (check one)

What type of material or service are you commenting on?  
 Book  Magazine  Library Program  Movie  Music CD  Display/Exhibit  Newspaper  Audio recording  Slide  Internet Resource/Site  Other (brief description)

If commenting on an item, what is the title and author/performer/producer?

Title: \_\_\_\_\_  
Author: \_\_\_\_\_

If commenting on a program/display/exhibit what is the title and the date?

Title: \_\_\_\_\_  
Date: \_\_\_\_\_

How did this title/event/display/program/exhibit come to your attention? (Recommended by staff member, review, friend's recommendation, found on shelf, visited library, library calendar announcement, publicity announcement, etc.)

\_\_\_\_\_

Did you read or listen to the entire work, stay for the entire program, view the entire display? If not, which selection or part did you read or view?

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

What is it that you find objectionable? Please be specific; cite pages, excerpts, or scenes whenever possible.

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

Thank you for your comments. A member of our Administrative Staff will contact you regarding your concerns.  
Please use the back of this page for further comments if necessary.

## **Weeding and Collection Maintenance**

The library continually withdraws items from the collection, basing its decisions on a number of factors, including frequency of circulation, condition, publishing date, community interest, and availability of newer or more valid materials.

Typically, books and videos that have not circulated in the past three (3) years are weeded from the collection. Books dealing with local history are an exception, as are certain classics, historically important volumes, and award-winning children's books. Exceptions among the videos include nonfiction DVDs on certain subjects. Such items will remain in the collection unless their condition deteriorates, in which case they will be replaced if possible.

Withdrawn items are donated to the Friends of Dorr Township Library (FODTL) for book sales. The proceeds from such sales are used for the benefit of the library. Books that are not sold will be disposed of at the discretion of FODTL.

Approved by the Dorr Township Library Board of Trustees July 18, 2022.