

Horicon Public Library

Materials Selection Policy

Objectives

The purpose of the Horicon Public Library is to provide all individuals in the community with carefully selected materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The *Library Bill of Rights* and *The Freedom to Read and The Freedom to View Statements* have been endorsed by the Horicon Public Library Board of Trustees and are integral parts of the policy.

The materials selection policy, like all other policies, will be reviewed and/or revised as the need arises.

Responsibility for Selection

The ultimate responsibility for selection of library materials rest with the Horicon Public Library Board of Trustees who delegate the duty of selecting, maintaining and withdrawing materials to the Horicon Public Library professional staff. The director has the authority to reject or select any item contrary to the recommendations of the staff.

Criteria for Selection

Main points considered in the selection of materials are but not limited to:

- individual merit of each item
- popular appeal/demand
- suitability of material for the clientele
- existing library holdings
- budget
- availability of materials through other libraries in area
- contribution to balance of treatment of a subject

An item does not have to meet all criteria in order to be acceptable, nor the lack of review or an unfavorable review be the sole reason for rejecting an item. Consideration is, therefore, given to requests from library patrons. Materials are considered on the basis of the work as a whole.

Horicon Public Library

Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they may be added to the collection only if appropriate and needed. Donations that are not needed may be disposed of as the director sees fit. The same criteria of selection which are applied to purchased material are applied to gifts. Memorial gifts of books and money are also accepted with the same acquisition criteria applied. Book selection will be made by the director if no specific book is requested. The Horicon Public Library encourages and appreciates gifts and donations.

Withdrawals

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of “weeding” is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn items may be turned over to the Friends of Horicon Library for their ongoing book sale.

Reconsideration

The Horicon Public Library recognizes some materials are controversial and any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in the policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

Patrons requesting material be withdrawn from or restricted within the collection must complete a “Request for Reconsideration of Library Materials” form which is available in the library. The Librarian will then review the material and decide if it should be retained, reclassified, or removed from the collection. Items being considered for removal or reclassification will be judged on the basis of the work as a whole, not on a part taken out of context. An explanation of the decision shall be made in writing to the patron within 30 day of the submitted request. The patron may appeal the decision and request the matter be placed on the agenda of the next regular meeting of the Horicon Public Library Board of Trustees. Upon receiving an appeal, the Board will set up a committee comprised of Board members, Library Staff, and/or community members to examine the material and make a recommendation to the Board. The Board may hold a public hearing if deemed desirable by the Board. The Board will make a final determination on the material at the next regularly scheduled meeting.