

<b>Town Hall Library Policy Manual</b>	<b>Materials Selection and Collection Development</b>	<b>Issued: 2000 Revised: May 2013 Revised: February 2021</b>
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## **Objectives**

The goal of the library is to provide the community with carefully selected books and other materials to aid individuals in the pursuit of education, information, research, pleasure, and the creative use of leisure time. The selection policy attempts to combine that goal with the practical considerations of budget and space. The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Town Hall Library Board of Trustees and are integral parts of the policy.

## **Responsibility for Selection**

The responsibility for selection of library materials rests with the library director, who may delegate it to other staff members.

## **Criteria for Selection**

1. The main points considered in the selection of materials are:
  - a. individual merit
  - b. popular appeal/demand
  - c. suitability of material for the clientele
  - d. existing library holdings
  - e. budget
2. Reviews are a major source of information for selection materials. The primary sources of reviews that may be used are School Library Journal, Library Journal, Kirkus Reviews and Booklist.
3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title that is in demand. Consideration is given to requests from library patrons and items discussed in public media. Materials are judged from the work as a whole and not on a part taken out of context.

4. Must meet the basic principles of the Library Bill of Rights, Freedom to Read and Freedom to View statements adopted by the American Library Association (ALA):

<http://www.ala.org/advocacy/intfreedom/librarybill>

<http://www.ala.org/advocacy/intfreedom/statementspols>

5. Every effort will be made to represent all points of view.

6. Purchasing materials for the collection does not include endorsement of their contents by the staff of the library or the Town of Merton.

### **Interlibrary Loans**

The Town Hall Library is a part of an interlibrary loan network that, in effect, gives patrons access to the collections of most public libraries in the state. In return, the library agrees to make its collection available to the loan network and to allow its holdings to be published in a catalog accessible to the network users. Staff will communicate if there are difficulties in obtaining an ILL request.

### **Withdrawals**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn materials is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process is the responsibility of the library director and is authorized by the trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

### **Collection Challenges**

The library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made based on anticipated approval or disapproval but solely based on the selection criteria in this policy.

Responsibility for what children see 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 materials will be sequestered except to protect them from damage or theft.

Patrons who request that material be withdrawn from or restricted within the collection may complete a “Town Hall Library Request for Reconsideration of Library Materials” form (see Appendix for form and procedure). This material selection/collection development policy, as with all other policies, should be reviewed on a cyclical basis and/or revised as the need arises.

<p><b>Town Hall Library Policy Manual</b></p>	<p><b>Reference Service</b></p>	<p><b>Issued: 2000 Revised: February 2012 Revised: September 2014 Reviewed: February 2021</b></p>
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Library staff will provide appropriate and impartial service to all patrons, and strive to—

- Provide high quality, consistent assistance to patrons seeking information, materials, advisory service, or guidance in the use of the library.
  - Acquire resources appropriate to the community’s needs to satisfy most requests, using materials available in the library or available electronically using the library’s Internet connection.
  - Refer the question or patron to appropriate outside sources if the request cannot be answered using the library’s resources.
  - Provide current information by continuously updating the library’s collections, acquiring new titles and subscription electronic resources, within budgetary limits.
- Reference transactions are confidential under Wisconsin Statute 43.30.

## REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

The Town Hall Library attempts to serve the entire community. Selection of books and other materials is guided by community interest and demand and is grounded in the library's Collection Development Policy (a copy is available on request). If you feel that a particular item is not suitable for inclusion in the library's collection, please fill in the form below.

Your name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Do you represent: Yourself OR an organization (name):

1. Resource on which you are commenting:

\_\_\_\_\_ Book \_\_\_\_\_ Textbook \_\_\_\_\_ Video Display \_\_\_\_\_ Magazine

Library Program \_\_\_\_\_ Audio Recording \_\_\_\_\_ Newspaper \_\_\_\_\_

Electronic information/network (please specify) \_\_\_\_\_

Other \_\_\_\_\_ Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

Publisher and Date \_\_\_\_\_

2. What brought this resource to your attention?

\_\_\_\_\_

3. Please summarize your reasons for requesting reconsideration of the work:

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\_\_\_\_\_

4. Did you read/view the entire work? \_\_\_\_\_ If not, what parts?

5. Are your objections based on age of the potential user or to the point of view expressed?

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6. What do you believe is the theme or intent of this work?

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7. Are you aware of judgments of this work by reviewers or critics?

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8. What action would you like the library to take in regard to this work?

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9. What work would you recommend that would, in your judgment, be more appropriate?

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### **Internet sites**

10. What is the Web address (URL) that you would like us to reconsider?

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11. Please tell us what you know about this site, including its content, where you learned about it, whether it was a link from another site, etc.

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12. What happens to this form once I have completed it? The request goes to the library director. The library director reviews the request, then drafts a recommendation, based on such factors as the information provided by the user, how well the item meets the criteria for materials selection, consultation of review sources for the item, how the item fits in with the overall collection, personal examination, and consultation with appropriate library staff. This recommendation is forwarded to the Library Board for consideration. The Library Board President or his/her designee then responds to the individual in writing with the Library Board's decision.