

## **15.0 MATERIAL SELECTION**

Ultimate responsibility for book selection, as for all Library activity, rests on the Director, who operates with the framework of policies and objectives determined by the Board of Trustees. All members of the staff will participate in the selection process following policy.

To this end, the Board of Trustees reaffirms the objectives of the American Library Association Library Bill of Rights and Freedom to Read Statement and recognizes a responsibility to:

**15.0.1** Provide materials that will enrich the community, taking into consideration the varied interests, abilities, and educational levels of the citizens served.

**15.0.2** Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.

**15.0.3** Provide a background of information that will enable citizens to make intelligent judgments in their daily life.

**15.0.4** Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American Heritage.

**15.0.5** Provide materials on opposing sides of controversial issues so citizens may develop the practice of critical analysis of all media.

**15.0.6** Place principal above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the Library.

The Library will maintain an up-to-date array of selection tools such as reviewing services, review publications, online reviews and catalogs of recommended purchases.

### **15.1 Criteria for Selection of Materials**

Needs of the community based on knowledge of the Library's objectives and the existing collection are given first consideration.

Materials for purchase are considered on the basis of:

**15.1.1** Accuracy and reputation of author.

**15.1.2** Local and state interest.

**15.1.3** Suitability and importance to the whole collection.

**15.1.4** Price and/or availability of funds.

**15.1.5** Readability and popular appeal.

## **15.2 Procedure for Selection**

**15.2.1** In selecting print and non-print material for purchase, the Director evaluates the existing collection and consults reputable, unbiased, professionally-prepared selection aids.

**15.2.2** Gift materials are judged by basic selection standards and are accepted or rejected by these standards.

**15.2.3** Multiple items of outstanding and much-in-demand media are purchased as needed.

**15.2.4** Worn or missing standard items are replaced periodically if relevant.

**15.2.5** Out-of-date or no longer useful materials are withdrawn from the collections as needed.

**15.2.6** Sets of materials and materials acquired by subscription are examined and are purchased only to fill a definite need.

**15.2.7** Duplication of materials available in special (medical, etc.) school and academic libraries will be avoided whenever possible.

**15.2.8** The Library will endeavor always to balance special group interests with general demand, to present fairly and truthfully both sides of every controversial subject handled, and to maintain a true balance between its duty to present information on all aspects of public questions, and its determination not to allow itself to be used as a propaganda vehicle.

**15.2.9** The Library will not maintain a closed shelf collection of materials; but will encourage individual and parental discrimination in the choice of materials.

**15.2.10** In addition, the board recognizes the duty of the Library to furnish materials outside the “main stream of popular output” and to provide in its collection a substantial representation of the critical, provocative, and experimental products as well as the classics.

All phases of the selection procedure will work toward the establishment of a representative collection of materials of high quality based on achievement of the services the Library is expected to perform.

The Library adopts the policy statement of the American Library Association, the Library Bill of Rights, and the Freedom to Read statement on book selection and controversial materials.

## **15.3 Procedure for Handling Complaints Regarding Materials Present or not Present for the Collection**

The procedure below shall apply to all complaints about materials represented in the collection or not represented in the collection. This procedure is recommended by the Board of Trustees so that the complainant can be assured that his/her complaint receives a fair hearing.

In the “Materials Selection Policy of the Hazen Public Library” it states that “final responsibility for selection resides with the Director of the Library”. All complaints will be directed to his/her attention. All Library Board members will be immediately notified of the complaint. The Board of Trustees in their adoption of the Material Selection Policy, the Library Bill of Rights, and Freedom to Read Statement, support the Director in his/her exercise of the selection responsibility. They will hear complaints only if the complainant feels the policy statement does not support the Director’s decision, and then only if they feel it is necessary to study the decision more closely.

### **15.3.1. Instructions for the Staff**

Should a patron question the placement of any material in the collection or question the intentions by failing to place certain material in the collection, staff are asked to comply with the following procedure:

**15.3.1.1** Neither defend nor condone the item or the act. React in a manner that indicates your understanding of this person’s concern (even though you may disagree with the complaints). The responsibility for selection of materials for the Library has been vested in the Director. Let him/her provide the defense.

**15.3.1.2** Provide the patron with a copy of the form “Request for Reconsideration of Material”. Ask that it be completed and signed. Inform the patron that the complaint will be given to the Director and that the patron will receive a response from the Director within one week.

### **15.3.2 Instructions for the Director**

**15.3.2.1** Upon receipt of the Request for Reconsideration of Material, examine the complaint, the material in question, the circumstances involved in the complaint, and submit to the patron no later than one week after receipt, a response based on your reasons for the selection of the material, the policies of the Library, etc.

**15.3.2.2** Provide complainant with a copy of the Library’s Materials Selection Policy. Inform patron of the right to an additional hearing on the complaint should he/she feel that the response of the Director is not supported by the policy statement.

### **15.3.3 Instructions for the Board of Trustees**

Should the patron feel that the Director’s response is not supported by the Materials Selection Policy, it is reasoned that either the policy statement or the Director’s interpretation of it are in question, therefore it becomes the Board’s obligation to review the matter.

**15.3.3.1** Upon receipt of a request for additional review or a hearing from the complainant, the Director is asked to advise the Board of the entire situation. He/She is also asked to recommend action to the Board.

**15.3.3.2** If the Board does not wish to hear the complaint, the President of the Board should instruct the Director to advise the complainant of their decision and the basis for the decision.

**15.3.3.3** If the Board desires to hear the complaint, the Director is to make arrangements with the complainant to be present for a hearing. The Board will then recommend action to the Director after hearing the complaint.

Above all, the Board has as its concern the fairness of such a hearing, so as to protect the rights of all persons involved.

The Board will also have the Director notify the Intellectual Freedom Committee of NDLA, ALA, the State Librarian, the local newspaper, and other concerned persons or groups of the situation, requesting either their opinion, recommendation, or involvement.

Reconsideration of Material Form

The trustees of the Hazen Public Library have a materials selection policy and a procedure for gathering unput about particular items. Completion of this form is the first step in the procedure. If you wish to request reconsideration of a resource, please return the completed form (all information is to be completed) to the library director.

Hazen Public Library, PO BOX 471, 203 E Main ST, Hazen ND 58545

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

Name: \_\_\_\_\_

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

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

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

Do you represent: Yourself: \_ An Organization: \_\_\_\_ Name of Organization: \_\_\_\_\_

1. Resource on which you are commenting:

- Book (ebook): \_\_\_\_\_
- Movie: \_\_\_\_\_
- Magazine: \_\_\_\_\_
- Audio Recording: \_\_\_\_\_
- Digital Resource: \_\_\_\_\_
- Game: \_\_\_\_\_
- Newspaper: \_\_\_\_\_
- Other: \_\_\_\_\_

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

Author/Publisher: \_\_\_\_\_

2. What brought this resource to your attention? \_\_\_\_\_

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

3. Have you examined the entire resource? If not, what sections did you review? \_\_\_\_\_

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

4. What concerns you about the resource? \_\_\_\_\_

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

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic? \_\_\_\_\_

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

6. What action are you requesting the committee consider? \_\_\_\_\_

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

Signature: \_\_\_\_\_