

# North Dakota Public Library Collection Development Policies

Presentation to the Juvenile Justice Committee

March 19, 2024

State Librarian Mary Soucie



# North Dakota Public Libraries

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There are 83 public libraries in North Dakota

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Margaret Fraase Public Library in Buffalo is temporarily closed

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7 libraries are run by volunteers

# Century Code

- NDCC Section 12.1-27.1-03.5 requires each public library to submit a compliance report by May 1, 2024
- The State Library issued a survey to public libraries to determine if they are in compliance with Century Code
- 74 libraries responded to our survey regarding policies

# Libraries that didn't respond to the survey

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- Bowbells School and Public Library- open during school day plus 2 evening hours once a week
- Gackle Public Library- open 4 hours per week
- Lidgerwood City Library- open 12 hours per week
- Parshall Public Library- daily 8:00-5:00
- Rolette City Library- open 2 hours per week
- Sherwood Public Library- open 25 hours per week
- Watts Free Library (Leonard)- open 2 hours per week
- Mayville Public Library was closed due to the unexpected death of the director but recently re-opened and is being run by volunteers until they can hire a new library director

# Collection Development Policies

- Guides librarians on selection, management and maintenance of the resources offered by the library
- Includes selection criteria and collection maintenance
- May include resource sharing (or InterLibrary Loan) to meet patron's needs
- May be called Selection Policy
- Ensure compliance with 12.1-27.1-03.5.3(a) (b) and (d)

# Reconsideration policy

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Provides a way for library patrons to challenge library materials while ensuring everyone has access to information

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Ensure compliance with 12.1-27.1-03.5.3  
(a) and (c)

# Collection Development and Reconsideration Policies

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We received policies from 69 of the public libraries

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All but Kildeer have Collection Development and Reconsideration policies

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Kildeer is developing their policy now that their library move is complete

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Some of the public libraries include the reconsideration policy in the collection development policy

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The library board is involved in the reconsideration process

# Library Collections

- 5 public libraries have moved books within the collection
- 2 public libraries have created a separate young adult collection
- Many public libraries in ND have different sections within the collection that include children's, young adult, and adult
- A few libraries also have a separate section for grades 4-6

Mary J. Soucie

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To: Juvenile Justice Committee  
From: State Librarian Mary Soucie  
Re: Aggregate Report of Public Library Policies  
Date: 03/16/2024

This document includes the policies collected from North Dakota Public Libraries related to collection development and reconsideration of library materials. Some libraries have these as a standalone policy or as two separate policies. For the libraries that have them included in a policy manual or bylaws with other policies, policies were edited by the library or by NDSL to include only the relevant parts. Reconsideration forms and appendices were removed so that the document would be more manageable. The complete document as well as standalone forms can be provided to the committee upon request.

*Providing pathways to information and innovation*

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NORTH DAKOTA STATE LIBRARY, A DIVISION OF THE ND DEPARTMENT OF PUBLIC INSTRUCTION

Adams County Library

## **Collection Development Policy**

Adams County Library

### **Purpose**

The purpose of this policy is to guide library staff in the selection of library materials, to inform the Library Board and the general public of the principles upon which selections are made, and to declare the library's commitment to the principles of free access to ideas and information.

### **Background**

The Adams County library is located in Hettinger, ND. Hettinger supports a school, hospital, an active business and agricultural community. Hettinger is 70 miles from a town of over 10,000. The community is highly educated and somewhat diverse, necessitating a broad range of services.

### **Library Mission, Goal, and Objectives**

Adams County Library will strive to be a relevant, vibrant, and comfortable location for the community members to utilize for lifelong growth, education, enrichment and engagement.

The Adams County Library will strive to be a relevant, vibrant, and comfortable location for community members to utilize for lifelong growth, education and enrichment.

### **Intellectual Freedom**

The Adams County Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement [Appendix] and the Library Bill of Rights [Appendix]. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints it presents.

### **Target Audience**

Collection of materials will be weighted 60 % adult titles with at least 15 % being adult non-fiction, and 30 % young adult and children's titles of which 10% is non-fiction. 10% of materials, as available, will be specifically collected for the Heritage Collection.

### **Responsibility for Selecting Library Materials**

The library director will be responsible for the selection of materials with input from other staff and community members.

### **Evaluative Criteria and Selection Aids**

Selection of library material is an active process that applies both to materials purchased by the library and materials donated to it. The following criteria are used in the selection process to help ensure that all materials in the library are in keeping with its goals and mission and are of use to the community served.

General criteria:

- The collection will attempt to provide a balance of viewpoints on all controversial issues
- The collection will attempt to include a cross-section of media formats, topics, and viewpoints representative of patron needs and interests
- The library will attempt to meet all relevant collection standards, whether issued by governmental agencies, professional associations, or regional accrediting bodies
- Reviews from professional publications (journals and websites), as well as patron requests are considered in the selection of library materials

Specific criteria can be provided by audience or age level, by subject area/Dewey range, material type (large print, digital, A/V, etc.), special collections, etc. Specific criteria used include:

- Authority (is it from a trusted source—both author and publisher can factor in)
- Self-published/POD materials of local or regional merit.
- Comprehensiveness and depth of treatment
- Clarity, accuracy, and logic of presentation
- Currency of the publication
- Artistic presentation and/or literary merit
- Popular interest
- Relevance to the community

- Structural integrity (library will not purchase comb-bound materials...)
- Materials by local/ND authors
- Materials about the city/county/state
- Redundancy with materials available through Online Library Resources (rationale for exclusion, especially of periodicals)

#### Selection Aids:

- Subject bibliographies
- Standard lists
- Library catalogs
- Reviews from:
  - Subject specialist journals
  - Library journals
  - Book selection journals
  - Newspapers (local and national)
- Advance notices

#### Formats

##### **Formats which will not be purchased include:**

VHS, audio-tape,

#### Special Collections

Heritage Room materials will be actively sought.

#### Resource Sharing

The library will utilize resources available through the ND State Library (ILL and databases), Overdrive and other legitimate services such as Academia.edu to expand our collection.

Appendix:

Freedom to Read: [The Freedom to Read Statement | Advocacy, Legislation & Issues \(ala.org\)](#)

Library Bill of Rights: [Library Bill of Rights | Advocacy, Legislation & Issues \(ala.org\)](#)

Approved : March 26, 2023

## **Adams County Library Reconsideration Policy**

The library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. Materials available in the library present a diversity of viewpoints, enabling citizens to make the choices necessary in a democracy.

The library also selects a wide variety of library materials that satisfy the diverse interests of our community. The library upholds the right of the individual to secure these resources, even though content may be controversial, unorthodox, or unacceptable to some. The library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

### Procedure:

Patrons requesting that an item be withdrawn from the collection may complete a "Request for Reconsideration of Materials" form. Once the form has been fully completed and returned to the Library Director, the inquiry will be placed on the agenda of the next regular meeting of the Library Board of Trustees. Their decision will be final.

Withdrawn books are donated to the Friends of the Library for book sales. The proceeds from such sales are used for the benefit of the library.

Ashley Public Library

# Circulating Collection Development Policy

**Goals:** The goals of this policy are to encourage accountability for and the timely return of library materials so that there is optimal sharing of the collection. The Library Board and Library Director reserve the right to discontinue service to anyone abusing the library privileges as provided for by NDCC 40-38-07

**Materials:** Books, Audio Books, CD, DVD, Video Tapes, Park Passes, and all general material that are available.

## Check Out Period:

- 14 Days- Books| Audio Books| CDs| DVD|

**Returns:** Material that a patron is returning needs to be returned in person or put in the drop box located in the Ashley City Hall with-in the allotted time frame of two weeks.

**Loan Periods:** Loan periods for items that belong to The Public Ashley Library are as follows:

- **Renewals:** All materials are to be renewed by the end of the check-out period to avoid a fee. This renewal may be completed by the patron using a one-time renewal by phone or in person at the Ashley Public Library.
- **Lending Policies:** Those patrons that are in good standards with the Ashley Public Library may have up to 10 checked out items that are listed below in any combination
  - Books, Audio Books, CDs, DVDs,
- **Non-Lending Items:** The following are items with-in the Library that are not apart of the lending policy.
  - Archived materials
  - World or County Atlases
  - Magazine and Newspapers
  - Ready Referenced Material
  - Items not put in the system

**Fees:** Fees will be put into effect with these guidelines:

- **Late, lost or damaged materials:**
  - Overdue fees for materials returned late will accrue \$0.25 a week. If a patron owes more than \$10.00 their library privileges will be suspended until the amount owed is paid.
  - Patrons are responsible for replacing or paying replacement costs for items they or their minor children have lost or damaged.
  - **Process of replacement:** Patrons will be contacted with a warning of the following books that were checked out and informed that they are past due. If the Patron does not return the book with-in 30 days they will be notified of the books that have still not been returned. At this time, they will be sent/presented a bill stating the replacement cost.
  - If the materials are not replaced or cost paid it will be brought to the board to take further action.

**Donations & Gifts:** Materials donated to the circulating collection will be accepted based on satisfaction, need, and appropriateness.

To ensure the health of the Library's circulating collection, materials that fail to circulate for a significant amount of time will be considered for removal. The weeding of the library material will be performed annually by library staff and/or board members. The materials will be evaluated by need and appropriateness. Those that do meet the proper evaluation will not be put into the circulating collection. The Materials that no longer fall into the need or appropriateness of the library and its objectives will be removed from the collection.

## Request Reconsideration of a Library Material

**Policy Statement:** The library's collection reflects a variety of subjects and viewpoints. A collection of diverse materials may result in complaints about materials or requests for reconsideration of materials. The library has a process for the reconsideration of library materials to assure that concerns are handled in a consistent and fair manner.

**Definition:** Reconsideration request: a request to remove or reclassify an item in the library's collection.

### Process to completing a reconsideration:

1. Fill out the Reconsideration of Library Materials Form. This form can be received from the Library Director.
2. Detail their objections to the material.
3. Submit the form to the Library Director.

### The form may be submitted in person or by mail to the following address:

113 First Avenue NW

Mail: PO Box 185

[Ashley, North Dakota](#)

58413-0015

### Appeal process:

You will receive a response to this request from the Library Director, in accordance with Library Board Policy. After receiving the response, if you feel your views have not been adequately considered or that the Library Director has not taken sufficient or correct action, you may appeal the Library Director's action with the Ashley Public Library President.

If you need assistance with this form due to disability or language barrier, please call 701-288-3510. \*Please make note that in this event that the Library Board President needs to contact you about this matter.

Beulah Public Library

## Reconsideration Policy

### Intellectual Freedom

The Beulah Public Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement [Appendix 1, Patron Confidentiality Policy] and the Library Bill of Rights [Appendix 2]. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints it presents.

### Reconsideration Requests

When a complaint about library items is made, the following steps will be followed:

1. Informal:
  - a. The consideration will be listened to calmly and courteously.
  - b. The Library's selection policy and commitment to intellectual freedom will be explained, to help the patron understand the value of a diverse library collection and that ownership of an item does not indicate agreement or endorsement of the ideas, values, or principles expressed therein. This will be done respectfully and in a fashion that acknowledges and restates the patron's concerns.
  - c. If the patron has recommendations for other materials on the topic, they will be noted, and if appropriate, procured.
  - d. If the patron is not satisfied, advise the patron of the library's policy and procedures for handling a reconsideration request, and provide the patron with a copy of the Library's Selection Policy and of the Request for Reconsideration Form.
2. Formal:
  - a. If the form [Appendix 2] is filled out, make sure a prompt written reply related to the concern is sent.
  - b. The item shall remain part of the collection until a decision has been made.
  - c. Notify the Director and/or the Library Board of the complaint and assure them that the Library's procedures are being followed. Present full, written information giving the nature of the complaint and identifying the source.
  - d. Notify the Chairperson of the North Dakota Library Association's Intellectual Freedom Committee that a reconsideration request has been filed.
  - e. The Director and staff involved in collection development shall review the request for reconsideration. This includes:
    - i. Reading/viewing/listening to the challenged item in its entirety.
    - ii. Considering the objections in terms of the Library's Selection Policy, the principles of the Library Bill of Rights, and the opinions of various reviewing sources used in materials selection.
  - f. If the reviewed material does not meet the criteria set forth in the Selection Policy, the Library shall acknowledge that the material is unsuitable and it will be withdrawn from the collection.
  - g. If the material does meet the selection criteria, the item shall remain part of the collection



# **Selection Policy**

## Beulah Public Library

### **Purpose**

The purpose of this policy is to guide library staff in the selection of library materials, to inform the Library Board and the general public of the principles upon which selections are made, and to declare the library's commitment to the principles of free access to ideas and information.

### **Mission and Objectives**

The mission of Beulah Public Library is to provide open access to a comprehensive, informational, reliable, and easily accessible collection of library materials and resources that will enrich the community of Beulah and surrounding areas.

The primary objective of Beulah Public Library is to provide opportunity and encouragement for people of all ages to educate themselves continuously. It is the duty of the library to provide a wide range of materials with diversity of appeal and points of view.

### **Intellectual Freedom**

The Beulah Public Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement [Appendix 1, Patron Confidentiality Policy] and the Library Bill of Rights [Appendix 2]. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints it presents.

### **Responsibility for Selecting Library Materials**

The Library Director shall be responsible for selecting and purchasing from the mass of available materials the items that best meet the interests and needs of the community. Under the terms of the North Dakota Century Code 40-38-04, the Board is ultimately responsible for all library expenditures, approving selection policy, and setting the goals and objectives for the library and its collections. The Library Director has the responsibility of oversight and approval of all library expenditures, while operating within the framework of policies determined by the board; therefore, ultimate responsibility for material selection rests on the Library Director. The Director may choose to delegate the actual selection and deselection of materials to qualified library employees. All aspects of material selection will aim at implementing the library's general objectives to provide effective public service.

## Evaluative Criteria and Selection Aids

Selection of library materials is an active process that applies both to materials purchased by the library and materials donated to it. Beulah Public Library recognizes a responsibility to

- Provide materials that will enrich the community, taking into consideration the patrons and community members, varied interests, abilities, and educational levels of the citizens served;
- Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
- Provide materials representative of many religious, ethnic, and cultural groups, and their contribution to our American heritage;
- Provide materials on opposing sides of controversial issues so citizens may develop the practice of critical analysis of all media;
- Place principle above personal opinion and reason above prejudice in selecting materials of the highest quality in order to assure a comprehensive collection appropriate for the library patrons.

Beulah Public Library will not have any materials in its children's collection that are sexually explicit, as under the terms of North Dakota Century Code 12.1-27.1-03.5. The collection will follow the Miller Test as established in 1973 by the Supreme Court. The three-pronged Miller test is as follows:

1. Whether the average person, applying contemporary adult community standards, finds that the matter, taken as a whole, appeals to prurient interests (*i.e.*, an erotic, lascivious, abnormal, unhealthy, degrading, shameful, or morbid interest in nudity, sex, or excretion);
2. Whether the average person, applying contemporary adult community standards, finds that the matter depicts or describes sexual conduct in a patently offensive way (*i.e.*, ultimate sexual acts, normal or perverted, actual or simulated, masturbation, excretory functions, lewd exhibition of the genitals, or sado-masochistic sexual abuse); and
3. Whether a reasonable person finds that the matter, taken as a whole, lacks serious literary, artistic, political, or scientific value.

Any material that satisfies this three-pronged test may be found obscene.

Selection criteria includes the needs of the city based on the library's objectives and the existing collection. Materials for purchase are considered on the basis of

- Permanence or timeliness;
- Accuracy;
- Authority, *i.e.*, standing and reputation of the author or creator;
- Clarity, usability, and logic of presentation;
- Suitability and importance to the whole collection;
- Format, *i.e.*, large print, digital, audio, visual, etc;
- Price and/or availability of funds;

- Overall purpose
- Importance of subject matter;
- Readability and popular appeal;
- Redundancy with materials available through the consortium or Online Library

The Library Director shall consider selection procedures when evaluating the existing collection and consult reputable, unbiased, professionally prepared selection aids.

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

Adopted: March 2019

Effective: March 2019

Revised: September 2023

Bottineau County Public Library

# Collection Development Policy

## Bottineau County Public Library

### **Purpose**

The purpose of this policy is to guide library staff in the selection of library materials, to inform the Library Board and the general public of the principles upon which selections are made, and to declare the library's commitment to the principles of free access to ideas and information.

### **Intellectual Freedom**

The Bottineau County Public Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement and the Library Bill of Rights. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints it presents.

### **Responsibility for Selecting Library Materials**

The Bottineau County Public Library Director, library board, and library staff are responsible for selecting library material.

### **Evaluative Criteria and Selection Aids**

Selection of library material is an active process that applies both to materials purchased by the library and materials donated to it. The following criteria are used in the selection process to help ensure that all materials in the library are in keeping with its goals and mission and are of use to the community served.

- The collection will attempt to provide a balance of viewpoints on all controversial issues
- The collection will attempt to include a cross-section of media formats, topics, and viewpoints representative of patron needs and interests
- The library will attempt to meet all relevant collection standards, whether issued by governmental agencies, professional associations, or regional accrediting bodies
- Reviews from professional publications (journals and websites), bestseller lists, circulation statistics, and patron requests are considered in the selection of library materials
- \* Authority (is it from a trusted source—both author and publisher can factor in)
- Self-published/POD materials
- Comprehensiveness and depth of treatment

- Clarity, accuracy, and logic of presentation
- Currency of the publication
- Artistic presentation and/or literary merit
- Popular interest
- Relevance to the community
- Structural integrity
- Materials by local/ND authors
- Materials about the city/county/state
- Redundancy with materials available through Online Library Resources
- Subject bibliographies
- Standard lists
- Library catalogs
- Reviews from:
  - Subject specialist journals
  - Library journals
  - Book selection journals
  - Newspapers (local and national)

**The Library will employ the Miller Test to determine obscenity – Whether the average person applying contemporary standards would find the work, taken as a whole, appeals to the prurient interest; whether the work depicts or describes in a patently offensive way, sexual conduct specifically defined by the applicable state law, and whether the work, taken as a whole, lacks serious artistic, political or scientific value.**

### **Deselection (weeding)**

#### Rationales for De-selection

Shelving space is finite and in order to fulfill our mission and meet the diverse cultural, educational, research, and personal enrichment needs of our community, the materials we offer must be current, accurate, relevant, and in a useful format and condition. Subsequently, materials that are no longer accurate, used, or useful must be withdrawn from the collection. This does not mean that they were a waste of money, just that they have fulfilled their purpose. The Bottineau County Public Library uses the C.R.E.W. method of weeding.

Bowman Regional Public Library

## **Bowman Regional Public Library**

### **Collection Development Policy**

The Bowman Regional Public Library provides a collection that strives to balance viewpoints across a broad spectrum of opinions and subjects in formats suitable to a variety of learning and recreational interests and skills. Using selection practices that are flexible and responsive to the changing needs of the community, the library builds and maintains a collection for the general public while recognizing the needs of special population groups. Collection development at the Bowman Regional Public Library is founded on the principles of intellectual freedom, diversity and equal access for all.

This policy serves as a guide for the library staff in developing the collection of print, audio, technological and other materials intended to meet the community's information, entertainment, and interpersonal wants and needs. The policy provides a basis for collection development, weeding and public objection to materials. Budget limitations necessitate the selection of materials relevant to these needs.

### **Responsibility for Selection**

Ultimate responsibility for the direction, purpose, and scope of collection development rests with the Library Director, under the authority of the Bowman Regional Public Library Board. The Director may delegate library collection development responsibilities to specific library staff members who more closely manage the wide range of services related to particular areas of the collection. All aspects of collection development are directed toward fulfilling the mission of the Bowman Regional Public Library.

The community has a role in shaping the library collection development through suggestions and feedback. Suggestions from members of the community concerning materials selection are welcome and each suggestion will be considered within the framework of this policy.

Materials selected for the library collection are intended to meet the current and future educational, informational, recreational, and cultural needs of the residents of the library's service area. The emphasis will be on acquiring materials of wide-ranging interest to the general public within budgetary limitations. Materials unavailable at this Library but available through cooperative library networks will be borrowed upon request of the user.

### **Criteria for Selection of Physical and Digital Materials**

Materials are evaluated according to one or more of the following criteria, however, an item need not meet all of these criteria to be included in the Library's collection.

The main points considered in the selection of materials are:

- Current and anticipated needs and interests of the community
- Group and individual social significance
- Format

- Price and/or availability of funds
- Importance of subject matter
- Contemporary significance
- Date of publication
- Relationship to existing collection

The Library will endeavor to provide a wide range of subjects, authors, and points of view. The inclusion of an item in the library collection in no way represents an endorsement of its contents. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered.

The Library recognizes that some materials are controversial and that any given item may offend some. It is the responsibility of each individual library user to determine which materials are most appropriate for their needs and consistent with their personal or family values. Although library users are free to reject for themselves materials of which they do not approve, they may not restrict the freedom of others to read what they chose.

The Library encourages individual and parental oversight in the choice of materials, databases, or internet usage. Adult responsibility for children's reading rests with parents or legal guardians. Materials selection for the adult collection is intended for mature readers, and will not be restricted by the possibility that children or young adults may obtain materials which their parents or legal guardians consider inappropriate.

### **Collection Maintenance**

In addition to acquiring new materials, it is important to remove from the existing collection those items no longer deemed useful or relevant. This policy provides authority for the systematic and regular evaluation of the existing collection and subsequent withdrawal of worn, obsolete or infrequently used materials and supports the public's right of access to an appealing and relevant collection.

The Library Director systematically reviews the collection with the goal of maintaining the quality and vitality of library resources. This process of collection analysis incorporates the use of output measures, circulation reports, and other statistical information for continuous collection evaluation.

### **Weeding Evaluation Criteria**

Weeding in this context is defined as the process of evaluating a book to determine if it will be retained, relocated, or replaced. Selection of materials for discarding is based on the CREW method.

- Continuous
- Review
- Evaluation
- Weeding

This system uses the acronym, MUSTIE, to help evaluate an item for withdrawal:

- Misleading and/or factually inaccurate
- Ugly (worn out beyond mending or rebinding)
- Superseded by a new edition or a better source
- Trivial (of no discernible literary or scientific merit)
- Irrelevant to the needs and interest of your community
- Elsewhere (the material may be easily borrowed from another source)

## **Bowman Regional Public Library**

**Reconsideration of Library Materials** Library users occasionally object to titles that have been selected for the collection. Individuals may request reconsideration of a selection decision by compiling a Request for Reconsideration form, available at the Circulation Desk. The inquiry will be placed on the agenda of the next regular meeting of the Bowman Regional Public Library Board. All decisions of the Bowman Regional Public Library Board will be final.

No works in question will be added to or removed from the collection or from the shelves and no changes in service or policy will be made while the above process is underway.

Bismarck Veterans Memorial Public Library



Bismarck  
Veterans Memorial  
Public Library

## **Bismarck Veterans Memorial Public Library Collection Development Policy**

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## **Library Mission**

Collecting, organizing, and providing open access to educational, informational, recreational, and cultural resources.

## **Introduction**

Collection development at the Bismarck Veterans Memorial Public Library (library) is founded on the principles of intellectual freedom, diversity, and equal access for all. The library provides a collection that strives to balance viewpoints across a broad spectrum of opinions and subjects in formats suitable to a variety of learning and recreational interests and skills. The library uses selection practices that are flexible and responsive to the changing needs of the community.

## **Collection Development Purpose**

This policy guides library staff and informs the public of the principles that govern collection development and management. It guides staff in designating budgets and making decisions about selection, management, and maintenance of library materials and resources. The policy also declares the library's commitment to the principles of free access to ideas and information and to providing collections that reflect a variety of viewpoints.

## **Collection Responsibilities**

Responsibility for the collection is assigned to the library director, under the authority of the library board of trustees. Securing funds for the collection is included in the library's annual budget process. The library director delegates collection development responsibilities to designated staff who more closely manage the wide range of services related to particular areas of the collection. Designated staff provide continuity for the development and management of the library's collection. They plan, budget, select, acquire, catalog, process, and manage library materials utilizing professional publications, reviews, and other professional sources in their purchasing decisions.

In addition, all staff members:

- Engage in open, continuous communication with patrons and other staff, a partnership to understand and respond to patron needs
- Handle all requests equitably
- Understand and respond to rapidly changing demographics, as well as societal and technological changes
- Recognize that materials of varying complexity and formats are necessary to serve all members of the community
- Balance individual and community needs

Patrons also play a key role in the development of the library's collection. They may make recommendations and provide feedback via the library's website or directly to staff. The library provides materials to support each individual's journey, and does not place a value on one patron's needs or preferences over another's.

## **Principles of Selection**

The library makes available, as the budget allows, a wide range of ideas and viewpoints in a variety of formats in support of an informed citizenry. It supports the individual choice and judgment of library users in seeking information and upholds the freedom of users to read, view, and listen, even though the content may be controversial, unorthodox, or unacceptable to others.

It is understood that a major purpose of the library is to provide current, attractive, and useful materials for every age group, and to provide popular, high-demand items in a timely manner in compliance with the American Library Association's *Library Bill of Rights*, *The Freedom to Read Statement*, and *Freedom to View Statement*. (See Appendices 3, 4, and 5.) Over time actual demand for and use of materials will result in expanding collection areas of high demand and adding new formats as they become available.

Decisions to select or retain an item are intended to be based on the merits of each work or information source as it relates to the goals and coverage of the collection. The value of each item is considered in its entirety, not on specific passages or sections of the item itself. Materials are not excluded because of their creators' origin, background or views, or because they represent or express an aspect of life or subject matter that might be viewed as controversial or unacceptable to some. Inclusion of an item does not constitute endorsement of its content. Selection of materials for adults is intended for mature readers and will not be restricted by the possibility that children or teenagers may obtain materials which their parents, guardians, or caregivers may consider inappropriate. Likewise, selection of materials for children and teenagers is intended for a wide audience of varying reading levels and maturity levels and will not be restricted by the possibility that some of the materials may be deemed inappropriate for particular children or teenagers by those individuals' parents, guardians, or caregivers.

It is the responsibility of each patron to determine which materials are most appropriate for their needs and consistent with their personal and family values. Responsibility for children's and teenager's use of library collections rests with their parents, guardians, or caregivers as to the suitability of materials on controversial or sensitive topics. Although library users are free to reject for themselves materials of which they do not approve, they may not restrict the freedom of others to access what they choose.

Practical necessity limits the scope of the library's collections. Many citizens will have needs which require access beyond local and area resources. For this reason, the library will actively participate in resource sharing via state, regional, and national library consortia.

Consideration is given to the adequate availability of materials for the visually impaired.

## Criteria for Selection

Collection development staff members use their training, knowledge, expertise, and professional literature and review sources, along with the following general criteria to select materials for the collection. Decisions about adding materials to the collection are made through the application of these criteria, regardless of whether the materials under consideration are to be purchased or donated. Materials need not meet all of the following criteria in order to be acceptable.

General criteria include:

- Patron requests
- Publicity, critiques, and reviews
- Accuracy and timeliness of content
- Suitability of subject and style for intended audiences
- Current and anticipated needs and interests of the public
- Contemporary significance or permanent value
- Contribution of a work to the diversity or breadth of the collection and its relation to other materials on the subject
- Representation of an important movement, genre, trend, or national culture
- Materials representing various opinions on matters that encourage freedom of expression and thought
- Prominence, authority, and/or competence of author, creator, or publisher
- Availability of information elsewhere in the community, area, or region
- Statement of challenging, original, or alternative point of view
- Suitability of format to library circulation and use
- Impact on materials budget

Items considered for inclusion in Special Collections, located in the Missouri River Room, should have a special emphasis on Bismarck, North Dakota, and Missouri River Valley history. Donated items will be considered for inclusion when authored or donated by a prominent Bismarck or North Dakota individual with current or historical ties to the region. One-of-a-kind or rare items may be added to Special Collections for the purposes of preservation or permanent retention.

## **Collection Evaluation & Withdrawals**

Designated staff members periodically review and evaluate the adult and youth services collections on an ongoing basis to maintain its usefulness, currency, and relevance, and age-appropriateness for the youth services collections. As items are added, others are reviewed for their ongoing value and may be kept, repurchased, withdrawn, or preserved for long-term retention. Materials withdrawal is an important aspect of collection development. When library items lose the value for which they were selected, they should be withdrawn so the collection remains vital and useful.

Staff relies on the following set of criteria to guide their decisions to withdraw items from the collection:

- Format or physical condition is no longer suitable for library use
- Content is available in multiple formats
- Obsolescence – information that is no longer timely, accurate, or relevant
- Insufficient use or lack of patron demand
- No long-term or historical significance
- Space limitations
- Sufficient number of copies in the collection
- Easy availability in other collections locally or nationally

Withdrawn items may be reused by providing them to other area libraries or the Friends of the Bismarck Public Library book sale for fundraising purposes or be recycled at the library's discretion.

## **Reconsideration of Library Materials**

The library board of trustees recognizes the importance of providing a process whereby any Bismarck Veterans Memorial Public Library cardholder, whether Burleigh County citizens or individuals with current non-resident library cards, may request that an item in the library's collections be reviewed to ensure it complies with this policy.

The review of an item may be requested by submitting a *Request for Reconsideration of Material* form. Upon completion, the form may be mailed or delivered electronically to the library director. The form will be reviewed by the Review Committee. The purpose of the Review Committee is to review reconsideration requests and to respond to the complainant. Review Committee members are professional library staff who are involved in purchasing material for the collection. Requests are limited to one at a time per patron or organization to allow staff the time to properly research and respond.

The procedure for reconsideration of material is as follows:

1. Complainants seeking reconsideration must read, view, or listen to the entirety of the work before requesting reconsideration of library material.
2. Complainants must complete the *Request for Reconsideration of Material* form and submit it online, by mail, or to any public service desk. The form is available at the library's Circulation Desk, Information Desk, and on the library's website.
3. The Review Committee will review the request, the material in question, and the library's Collection Development Policy to check for compliance.
4. The Review Committee will decide to remove or retain the material and will provide a written report to the library director with discussion. Depending on the material, if the decision is made to retain the material, it will either remain in its original location or may be relocated to another collection in the library.
5. If a response is requested, the Review Committee will respond in writing to the complainant and will include a copy of this policy.
6. Should the complainant feel the decision of the Review Committee is not supported by the policy, the complainant may appeal to the library director.
7. Should the complainant feel the decision of the library director is not supported by the policy, they may request a hearing with the library board of trustees by notifying the library director, who will include the hearing on the board's next meeting agenda. Following the hearing, the decision of the board will be the final decision. The material in question will only be removed by a unanimous vote by the five trustees of the library board.

Regarding complaints of obscenity: The library applies the Miller test, the United States Supreme Court's primary legal test for determining whether speech or expression, including library material, constitutes obscenity. There are three prongs of the Miller test. The work is only considered obscene if **all three** conditions are satisfied.

1. Whether the average person applying contemporary community standards would find the work, taken as a whole, appeals to the prurient interest;
2. Whether the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law; and
3. Whether the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

Cando Community Library



## **Collection Development Policies**

The Cando Community Library has adopted the following policies regarding collection development, weeding, and integrating new books.

### **Weeding**

The Cando Community Library follows the CREW method for weeding library materials. CREW stands for Continuous Review Evaluation Weeding and focuses on removing books and materials that are in poor condition, contain outdated or inaccurate information, unused materials, or materials that no longer fit in the scope of the library's collection.

Weeding is done on an on-going basis by library staff. Weeding criteria is based on a number of factors, including publishing date, frequency of circulation, community interest, and availability of newer or more valid materials.

Some items will not be weeded. This includes, but is not limited to, local history, works by local authors, volumes of sets and series with special merit, and older reference works augmented by (not superseded by) later editions.

Any materials that are weeded will either be sold, donated, or discarded appropriately depending on the condition of the item.

The library director and library board will make any final judgements on what will be weeded.

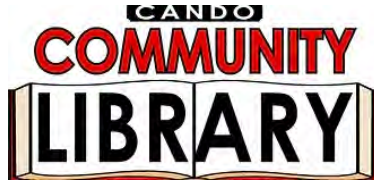
### **Integrating New Books**

The library director will continually do research on new titles or authors that may be a good fit for the library's collection. Requests may also be made to the director for items that are not available. If it is within budget and is an item that would benefit the library and its patrons, the item will be purchased for the collection.

Generally, for every new item that is added to a collection, one book will be weeded following the weeding policy above.

### **Intellectual Freedom**

The Cando Community Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement and the Library Bill of Rights. Materials that contain opposing viewpoints on topics, even those that are controversial, are actively collected. The selection of any item added to the collection does not necessarily indicate that the Library Director, the Board of Directors, or any other library staff member or volunteer agrees with the ideas and viewpoints it presents.



## **Reconsideration Policy**

The library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. This library also selects a wide variety of library materials that satisfy the diverse interests of our community. The library upholds the rights of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

Patrons who wish to request the withdrawal or reclassification of materials currently owned by the library should be encouraged to discuss their concerns with a library worker. If the patron is not satisfied with the response to their request, the worker will provide the patron with information and a form to request formal reconsideration of the library resource. Withdrawn books are donated or put up for sale. 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 the library board of directors.

### **Procedures for Handling Informal Complaints**

The process begins with the library worker discussing the complaint with the patron who brings it to the service desk. During the interaction, the library worker will explain that the library has materials for everyone and everything goes through a selection process or is purchased because of patron requests. The library worker should offer to assist the patron to find alternate materials that would better meet the needs and interests of the patron and/or their family members. If the patron chooses to go forward with the challenge, the complainant should be provided with a request for formal reconsideration form.

## **Procedure for Handling Formal Complaints**

The following steps will be used when an individual feels that further action is necessary to address concerns about a library resource. For the duration of this process, the material in question will remain in circulation in the library collection.

1. A concerned patron who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes the library's mission statement, selection policy, reconsideration form and the Library Bill of Rights.
2. Patrons are required to complete and submit a reconsideration form to the library worker.
3. The library worker will provide the reconsideration form and the material in question to the board of directors, to consider whether its selection follows the criteria stated in the collection policy.
4. Within 15 business days, the board will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision.
5. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business day to the Board of Directors.
6. If the board plans to address the appeal at their board meeting, the individual will be notified of when and where the meeting will be held.
7. The Board of Directors reserves the right to limit the length of public comments.
8. The decision of the board is final.

Carnegie Regional Library

## **Carnegie Regional Library Request for Reconsideration Procedure**

When a complaint about library items is made, the following steps will be followed:

1. Informal:
  - a. The consideration will be listened to calmly and courteously.
  - b. The CRL Collection Development Policy and commitment to intellectual freedom will be explained, to help the patron understand the value of a diverse library collection and that ownership of an item does not indicate agreement or endorsement of the ideas, values, or principles expressed therein. This will be done respectfully and in a fashion that acknowledges and restates the patron's concerns.
  - c. If the patron has recommendations for other materials on the topic, they will be noted, and if appropriate, procured. (Appendix 2)
  - d. If the patron is not satisfied, advise the patron of the library's policy and procedures for handling a reconsideration request, and provide the patron with a copy of the CRL Collection Development Policy and of the Request for Reconsideration Form (Appendix 1).
2. Formal:
  - a. If the form is filled out, make sure a prompt written reply related to the concern is sent.
  - b. The item shall remain part of the collection until a decision has been made.
  - c. Notify the Director and the Library Board of the complaint and assure them that the Library's procedures are being followed. Present full, written information giving the nature of the complaint and identifying the source.
  - d. Notify the Chairperson of the North Dakota Library Association's Intellectual Freedom Committee that a reconsideration request has been filed.
  - e. The Director and staff involved in collection development shall review the request for reconsideration. This includes:
    - i. Reading/viewing/listening to the challenged item in its entirety.
    - ii. Considering the objections in terms of the Library's Collection Development Policy, the principles of the *Library Bill of Rights* (Appendix 3), and the opinions of various reviewing sources used in materials selection.

- f. If the reviewed material does not meet the criteria set forth in the Collection Development Policy, the Library shall acknowledge that the material is unsuitable and it will be withdrawn from the collection.
  - g. If the material does meet the selection criteria, the item shall remain part of the collection
  - h. The Director will respond to the request clearly and precisely, stating the reasons the material was withdrawn or retained. This response will also inform the requester how to pursue the matter further.
3. Appeal:
- a. If the requester feels that the problem has been dealt with inadequately, a final appeal to the Library Board can be made.
  - b. A public hearing will be conducted with the Board acting as the decision making body.
  - c. The Director will notify the American Library Association Intellectual Freedom Office, and their advice will be enlisted.
4. Hearing:
- a. An open meeting will be held—the location, beginning, and ending times of the meeting will be publicized in advance of the meeting.
  - b. The meeting will be conducted by the Director.
  - c. The Library Board will act as the decision-making body. A quorum must be present.
  - d. Persons wishing to speak must register prior to speaking, giving their name, address, and organization represented (if any).
  - e. Each speaker will be given four minutes in which to present his/her point of view. A timekeeper will be appointed prior to the meeting.
  - f. Library Board members will be given time to ask questions following each testimony.
  - g. Each speaker should present a written copy of his/her testimony to the Library Board members.
  - h. The Board will review the testimonies heard. They will vote at a later date after they have had time to weigh and consider the testimonies. The Board will issue its opinion within seven working days after the hearing.
  - i. The Board will make their decision public and the Library will take action in accordance with that decision.

# Carnegie Regional Library Collection Development Policy

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## **Purpose**

The purpose of this policy is to guide staff in the selection of library materials, to inform the Library Board of Trustees and the general public of the principles upon which selections are made, and to declare the library's commitment to the principles of free access to ideas and information.

## **Definitions**

- All 'Materials' are those items in and considered for addition to the Library's collection.
- 'Collection Development' refers to the decision to add material to the collection or to retain materials already in the collection. It neither refers to reader guidance nor details specific types of materials to be added.

## **Goals of Collection Development**

- Collection development aims at maintaining a collection of materials for meeting the informational, reference, research, educational and recreational needs of residents served by Carnegie Regional Library (CRL). Budget limitations necessitate the choosing of materials relevant to these needs.
- Carnegie Regional Library is committed to the principles of intellectual freedom and affirms the *American Library Association's Freedom to Read Statement* (Appendix 4), *Freedom to View Statement* (Appendix 5) and the *Library Bill of Rights* (Appendix 3). As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, of Trustees or its Staff agrees with the ideas and viewpoints presented.

## **Responsibility for Selection**

- Final responsibility for collection development rests with the Library Director who functions within the framework of this policy adopted by the Library Board of Trustees. The responsibility for selection may be delegated to other members of the staff.
- Suggestions from members of the community concerning materials selection are welcome. Each suggestion will be considered within the framework of this policy.

## **General Principles**

The library is a forum for information and ideas. The following basic principles will guide its collection development:

- Books and other library resources will be provided for the interest, information and enlightenment of all people in the community.

- Materials will not be excluded because of the origin, background or views of those contributing to their creation.
- Materials will not be proscribed or removed because of partisan or doctrinal disapproval. Within reason, materials and information provided will present the various general points of view of current and historical issues.
- Adult responsibility for children's reading rests with parents or legal guardians. Materials will not be restricted by the possibility that children may obtain materials which their parents or legal guardians consider inappropriate.
- Materials unavailable at this library but available through cooperative library networks will be borrowed upon the request of the user. Charges for interlibrary materials may be passed on to the patron.
- Textbooks or other curriculum-related materials are acquired only when they serve the general public.
- Consideration is given to the adequate availability of materials for the visually handicapped.
- Understanding of, and response to, changing demographics, as well as societal and technological changes will drive materials selected.
- Materials are purchased through a variety of local, regional and national vendors. Criteria for selection taken into consideration include: discount, speed of delivery, reliability, and availability of vendor-supplied preparation services.
- CRL follows North Dakota Century Code 12.1-27.1 Obscenity Control.

### **Specific Principles**

The following general criteria are considered in selecting materials:

- Permanent value
- Popular interest
- Widely regarded reputation of the author
- North Dakota authors
- Diversity of content and characters
- Comprehensiveness and depth of treatment
- Clarity, accuracy and logic of presentation
- Reputation of publisher
- Date of publication
- Relationship to existing collection
- Artistic merit
- Insight and/or perspective into human and social conditions
- Availability elsewhere in the community
- Price

## **Gifts and Donations**

Gifts and donations are always welcome. Acceptance is based on the following criteria:

- All such items must meet the same criteria listed under Specific Principles as purchased items.
- Attached conditions of the donor as to use, location or disposition will not be permitted.
- Funds may be designated for the purchase of materials by general subject area.
- All gifts, when accepted, become the property of the Library and may not be reclaimed by the donor.
- Unneeded donations will not be retained.
- The receipt of specific items will be acknowledged.
- All gifts should be left at the Library or mailed to the attention of the Library Director.

## **Request for Reconsideration of Materials**

The Board of Trustees recognizes the importance of providing a method whereby opinions from the public regarding collection development can be voiced. Therefore, complaints including those about materials represented in the collection and those about materials not represented in the collection should be submitted in writing. Forms (Appendix 1) are available at the Circulation Desk and upon completion may be mailed or delivered to the Library Director.

Carrington City Library

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# Collection Development Policy

## Selection Policy

### **Purpose**

The purpose of this policy is to guide library staff in the selection of library materials that will meet the needs of the patrons, to inform the Library Board and the general public of the principles upon which selections are made, and to declare the library's commitment to the principles of free access to ideas and information.

To this end, the Board of Trustees asserts that the responsibility of the library's collection is

- To provide materials that take into consideration the varied interests, abilities, and backgrounds of the patrons it serves;
- To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;
- To provide materials that represent various side of issues so that patrons can access a variety of viewpoints;
- To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage;
- To provide materials that support and enhance the mission and vision of the library; and
- To place principle 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.
- Appropriate for the age and maturity levels of individuals who may access the materials, and which is suitable for, and consistent with, the purpose of the library.

### **Description of Collection**

The library serves users of all ages, ranging from adults, children, young adults, home-school students, and preschool children. This large age demographic of patrons requires that a large breadth and depth of materials be selected to meet the needs of each group. Thus, the library collection consists of fiction and nonfiction books; print and electronic resources, audiovisual resources (DVDs and audiobooks), periodicals, and additional resources such as MakerSpace items and STEM kits.

### **Responsibility for Selecting Library Materials**

The Library Director is responsible for and involved in materials selection.

### **Budget Allocation and Funding Statement**

Every effort will be made to procure materials in various sections based on interest and use as well as potential future interest.

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## Evaluative Criteria and Selection Aids

Selection of library material is an active process that applies both to materials purchased by the library and materials donated to it. The following criteria are used in the selection process to help ensure that all materials in the library are in keeping with its goals and mission and are of use to the community served:

- The collection will attempt to include a cross-section of media formats, topics, and viewpoints representative of patron needs and interests.
- The library will attempt to meet all relevant collection standards, whether issued by governmental agencies, professional associations, or state accrediting bodies.
- Reviews from professional publications (journals and websites), as well as patron requests are considered in the selection of library materials.

Materials for purchase are considered on the basis of

- Requests from patrons and relevance to the community as a whole.
- Timeliness and currency of the publication.
- Importance of subject matter.
- Quality of the writing/ production. Taken as a whole, acquired materials will not appeal to the prurient interest of minors or be patently offensive to prevailing standards in the adult community. Furthermore, taken as a whole, items added to the collection will be deemed to be acceptable if they have serious literary, artistic, political, or scientific value. (NDCC 12.1-27.1)
- Readability and popular appeal.
- Authoritativeness.
- Comprehensiveness and depth of treatment.
- Reputation of the author, publisher, and/or producer.
- Format (structural integrity of the item) and price.
- Redundancy with materials available through ILL.

Materials by local/North Dakota authors and about the city/county/state must meet the same expectations and quality as other items.

Library staff will use a wide range of reputable, unbiased and professionally-prepared selection aids such as standard lists, reviews from library and book selection journals, newspapers, and advance notices to identify items that may be appropriate for purchase. Staff will evaluate materials based on expert recommendations and will evaluate the collection to ensure a wide range of materials are available to meet the diversity of all patron needs. Duplicate copies will only be added to the collection for items that are in high demand. Sets of materials and materials acquired by subscriptions are examined carefully and are purchased only to fill a definite need.

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## **Patron Requests**

For all patron requests, the library collection will be searched to determine need (i.e. are there similar items already in the collection) and appropriateness to the collection (if other patrons also use the requested item, and if it fills a current need in the overall

collection). Once the request has been received, verification will be made as to the availability of the item. Depending on the need and availability, an order may be placed or the request may be put into the "Consideration File" for ordering at a later date.

## **Formats**

The library will include in its collection a variety of formats to meet the needs of patrons.

- Print books (large print, board books and regular publications) and periodicals
- Online access to books, periodicals, and AV resources through a collaborative project such as Overdrive and through the State Library
- DVDs, audiobooks and other formats as long as those resources are actively circulating and meeting the needs of patrons.
- Obsolete formats will be removed from the collection.

## **Special Collections**

Unique government document and other special collections (like local history) may be acquired and/or offered for display only or for check out.

## **Resource Sharing**

Information will be shared with other libraries in the community to minimize multiple or cross-collection and redundancies.

## **Collection Analysis Schedule**

To ensure that the entire collection receives regular evaluation, the Library Director will supervise and assist with Collection Development, Analysis and Weeding, using the following schedule:

In years ending in	this section of the library will be evaluated:
0 and 5	Adult Fiction and Nonfiction
1 and 6	ND Fiction, ND Nonfiction, and Westerns
2 and 7	DVD, Audiobook, Wonderbooks and Kits
3 and 8	Juvenile Fiction, Juvenile Nonfiction and YA collections
4 and 9	Easy Fiction, Easy Nonfiction, Leveled Readers and Board Books

During regular collection analysis, the library will review items in all children's collections to ensure the items do not contain explicit sexual materials (NDCC 12.2-27.1).



## **Legislative Management Report**

By January 1, 2024, all materials in the children's collections containing explicit sexual material (as per 12.1-27.1 of North Dakota Century Code) will be removed or relocated.

The library shall provide a compliance report to the legislative management before May 1, 2024 on the implementation of collection development and relocation of materials policies as required by NDCC 12.1-27.1.

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## Book Removal (De-selection) Policy

### Rationales for De-selection (aka weeding)

Shelving space is finite and in order to fulfill our mission and meet the diverse cultural, educational, research, and personal enrichment needs of our community, the materials we offer must be current, accurate, relevant, and in a useful format and condition. Subsequently, materials that are no longer accurate, used, or useful are recommended to be withdrawn from the collection. This does not mean that they were a waste of money, just that they have fulfilled their purpose.

Systematic weeding of the collection keeps the collection responsive to patrons' needs, ensures its vitality and usefulness, and makes room for newer materials. Titles are withdrawn from the library's collection through systematic weeding by the library staff or because of loss or physical damage. Worn or missing standard items are replaced periodically.

Out-of-date or no longer useful materials are withdrawn from the collection. Items deemed to have re-sale value will be placed in the book sale room.

### Local History and Special Interest Materials

The following criteria need not be applied to items with local historical value, which typically possess appeal, significance, and scarcity. Local history materials may be retained indefinitely.

### De-selection Guidelines for Material Formats and Conditions

- Non-print materials can lose utility and vitality as technology advances. Older formats, such as DVD, audiocassettes and videocassettes should be culled from the collection as the devices needed to make use of them obsolesce. The same holds true for sets and kits that include obsolete components.
- Items should be examined as they are returned to the circulation desk. Items that are damaged or outdated should be set aside for evaluation and repair, replacement or weeding.
- In the sciences, health sciences, and technologies all materials over five years old should be considered candidates for weeding.
- Any item that has not circulated within the past ten years old should be considered for deselection.
- Annually published titles should be discarded every five (5) years, ex, *Guinness Book of Records*.
- Series that are no longer being published or have parts of the series missing should be considered for deselection.
- Newspapers are discarded/recycled after one week, except the Foster County Independent which is kept for one month.

- 
- Periodical back-issues are kept for one year for all items purchased. Complementary items are not retained as per Donations Policy.

The Library will use the CREW Method (guidelines can be found on the ND State Library website) as the benchmark tool for weeding procedures. In conjunction with this method, the following six negative factors (MUSTIE) will be considered as they can compromise the usefulness of tangible resources, making them prime candidates for de-selection:

**Misleading** and/or factually inaccurate

**Ugly** (worn and beyond mending)

**Superseded** (either by a new edition or a much better book on the subject)

**Trivial** (of no discernible literary or scientific merit; of past interest)

**Irrelevant** to the needs and interests of your community

**Elsewhere** (easily available electronically or through Interlibrary Loan)

### **Furniture, materials, and equipment**

The library director may remove materials, equipment and furniture that no longer has value to the library. Items with re-sale value will be advertised for sale. If items do not sale or are damaged beyond value, they will be discarded.

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## Reconsideration Policy

Because the Carrington City Library is committed to the principles of intellectual freedom, materials representing diverse viewpoints on topics are actively collected, and this sometimes leads to questions about items in the collection. Individuals may request one or more items be evaluated for removal or relocation due to content that may contain explicit sexual material. In conjunction with this policy, the library staff and board will receive, evaluate and respond to all reconsideration requests.

### Reconsideration Requests

When a complaint about a library item is made, the following steps will be followed:

1. Informal:
  - a. The Library's selection policy and commitment to intellectual freedom will be explained, to help the patron understand the value of a diverse library collection and that ownership of an item does not indicate agreement or endorsement of the ideas, values, or principles expressed therein. This will be done respectfully and in a fashion that acknowledges and restates the patron's concerns.
  - b. If the patron has recommendations for other materials on the topic, they will be noted, and if appropriate, may be acquired.
  - c. If the patron is not satisfied, the patron is advised of the library's policy and procedures for handling a reconsideration request and provided with a copy of the Library's Selection Policy and the Request for Reconsideration Form.
2. Formal:
  - a. If the form is filled out, a prompt, written reply related to the concern is sent by the Library Director.
  - b. The item shall remain part of the collection until a decision has been made.
  - c. The Library Board is notified of the complaint to assure them that the Library's procedures are being followed. Full, written information, giving the nature of the complaint and identifying the source, is presented to the Library Board.
  - d. The Chairperson of the North Dakota Library Association's Intellectual Freedom Committee is notified that a reconsideration request has been filed.
  - e. The Director and staff involved in collection development shall review the request for reconsideration. This includes
    - i. Reading/viewing/listening to the challenged item in its entirety.
    - ii. Considering the objections in terms of the Library's Selection Policy, the principles of the Library Bill of Rights, and the opinions of various reviewing sources used in materials selection.
  - f. If the reviewed material does not meet the criteria set forth in the Selection Policy, the Library shall acknowledge that the material is unsuitable, and it will be withdrawn from the collection.

- g. Material in the children's collections may be relocated and remain in the adult collection should it be determined to have, when taken as a whole, serious literary, artistic, political, or scientific value but may appeal to the prurient interest of minors or be patently offensive with respect to what is suitable material for minors.
  - h. If the material does meet the selection criteria, the item shall remain part of the collection.
  - i. The Director will respond to the request clearly and precisely, stating the reasons the material was withdrawn or retained. This response will also inform the requestor how to pursue the matter further.
3. Appeal:
- a. If the requestor feels that the problem has been dealt with inadequately, a final appeal to the Library Board can be made.
  - b. A public hearing will be conducted with the Board acting as the decision-making body.
  - c. The Director will notify the American Library Association Intellectual Freedom Office, and their advice will be enlisted.
4. Hearing:
- a. An open meeting will be held, and the location, beginning, and ending times of the meeting will be publicized in advance of the meeting.
  - b. The meeting will be conducted by the Library Director.
  - c. The Library Board will act as the decision-making body. A quorum must be present.
  - d. News coverage will be arranged by the Director.
  - e. Persons wishing to speak must register prior to speaking, giving their name, address, and organization represented (if any).
  - f. Each speaker will be given four minutes in which to present his/her point of view. A timekeeper will be appointed prior to the meeting.
  - g. Library Board members will be given time to ask questions following each testimony.
  - h. Each speaker should present a written copy of his/her testimony to the Library Board members.
  - i. The Board will review the testimonies heard. Discussion may include application of the *Miller* test for obscenity. (See Appendix 5)
  - j. They will vote at a later date after they have had time to weigh and consider the testimonies. The Board will issue its opinion within fourteen (14) working days after the hearing.
  - k. The Board will make its decision public, and the Director will take action in accordance with that decision.

Casselton Public Library

# Collection Development Policy

## Casselton Public Library

Approved by the Library Board on: August 13, 2013

Approved by the Library Board on: February 12, 2019

### **Purpose**

The purpose of this policy is to guide library staff in the selection of library materials, to inform the Library Board and the general public of the principles upon which selections are made, and to declare the library's commitment to the principles of free access to ideas and information.

### **Background**

Casselton can hang its hat on offering the best of rural living, and it does. We focus on family and community, friendly neighbors, safe streets, an exceptional school system, churches of several denominations, arts and theater, thriving businesses...they're all here. But, there's something more to Casselton, our people simply do big things and do them well; after all, five North Dakota governors have called Casselton home. Our community can-do attitude is apparent in individuals, businesses, civic groups and local government as leaders are continuously working together to plan and build a better, strong, more profitable tomorrow. Casselton really is a big small town and at the end of the day it's a magnificent plate to live work and raise a family.

### **Library Mission and Vision**

The mission of the Casselton Public Library is to inspire our community to **Read, Learn, Meet** and **Discover**. The vision of the Casselton Public Library is to provide direct, dependable individual access to all library resources in the City of Casselton; to serve all ages and abilities without discrimination; and to provide a pleasant and safe atmosphere for patrons and staff alike.

### **Intellectual Freedom**

The Casselton Public Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement [Appendix] and the Library Bill of Rights [Appendix]. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board Members, or its Staff agrees with the ideas and viewpoints it presents.

### **Target Audience**

The Casselton Public Library serves the City of Casselton as well as the rural area surrounding the town, generally a 20 mile radius. We provide services for patrons ages 1-100 in the form of

computers, reading programs, movies, books, audio books, historical resources, newspaper, periodicals, and games/puzzles.

### **Responsibility for Selecting Library Materials**

The Casselton Public Library Director is responsible for all material selection, new and donated. Staff may accept donations according to the specified Donation Policy procedures and items will be ultimately decided upon by the Director

### **Budget Allocation and Funding Statement**

The total amount of General Fund operation dollars is requested annually from the City Council and then the Library Board of Directors allocated the amount to be used for collection development. It is used to purchase new or used materials for the following areas:

Adult Fiction  
Adult Non-Fiction  
Adult Large Print  
Children's Fiction  
Children's Non-Fiction  
Junior Fiction  
Junior Non-fiction  
Young Adult Fiction  
Teen Non-Fiction  
North Dakota Fiction and Non-Fiction  
Periodicals (Magazines and Newspapers)  
DVD  
Audiobooks (CD)  
Board Games  
Library of Things

### **Evaluative Criteria and Selection Aids**

Selection of library material is an active process that applies both to the materials purchased by the library and materials donated to the library. The following criteria are used in the selection process to help ensure that all materials in the library are in keeping with its mission, vision, and strategic plan and are of use to the community served.

- The collection will attempt to provide a balance of viewpoints on all controversial issues.
- The collection will attempt to include a cross-section of media formats, topics, and viewpoints representing all patrons' needs and interests.

- The library will attempt to meet all relevant collection standards, whether issued by governmental agencies, professional associations, or regional accrediting bodies.
- Reviews from professional publication (journals and website), bestseller lists, circulation statistics, and patron requests are considered in the selection of library materials.

### **Formats**

It is a goal of the Casselton Public Library to provide material that will stand up to the treatment of several circulations. Because of this all new adult fiction bestsellers will be purchased in hardcover format whenever possible. Children's picture books will also be purchased with hardcover being the first choice. Early reader books will generally be paperback format. Junior Fiction and YA books will be purchased in both hardcover and paperback according to what is readily available. Only DVD format will be purchased for movies and CD format for audiobooks; with the exception of the North Dakota Digital Consortium Library 2 Go collection. Unabridged versions, of all formats, of classics would be preferred for purchase whenever possible.

### **Special Collections**

A collection of North Dakota local and regional history books are available to patrons. All of the historical books pertaining to Casselton, and the surrounding area, are for in-house use only and will not be circulated out. The Cass County Reporter will be retained for one year. Several back issues of a few periodicals are kept for future reference (quilt magazines, woodworking project booklets, Consumer Reports).

### **Resource Sharing**

ODIN/Interlibrary Loan/Polaris - If a patron is looking for a book that is not in our collection we will gladly order it through the North Dakota State Library utilizing the ILL system. The item generally arrives within 5 business days and postage is paid by the patron to ship the item back.

## **Reconsideration Policy**

### **Casselton Public Library**

Approved by the Library Board on: February 26, 2013

Approved by the Library Board on: February 12, 2019

Approved by the Library Board on: February 14, 2023

#### **Intellectual Freedom**

The Casselton Public Library is committed to the principles of intellectual freedom and affirms the American Library Associations' Freedom to Read statement {Appendix} and the Library Bill of Rights {Appendix}. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the library, its board, or its staff agree with the ideas and viewpoints it presents.

#### **Reconsideration Requests**

When a concern about a library item is made, the following steps will be implemented:

1. Informal:
  - a. The consideration will be listened to calmly and courteously.
  - b. The library's Collection Development Policy and commitment to intellectual freedom will be explained to help the patron understand the value of a diverse library collection. It will be explained further that ownership of an item does not indicate agreement or endorsement of the ideas, values, or principles expressed therein. This will be done respectfully and in a fashion that acknowledges and restates the patrons' concerns.
  - c. If the patron has recommendations for other materials on the topic they will be noted and, if appropriate, procured.
  - d. If the patron is not satisfied, advise the patron of the library's policy and procedures for handling a reconsideration request and provide the patron with a copy of the library's Collection Development Policy and the Request for Reconsideration Form.
2. Formal:
  - a. If the form is filled out, a prompt written reply related to the concern is sent by the Library Director.
  - b. The item shall remain part of the collection until a decision has been made; although it may be placed on in a separate area near the circulation desk during the reconsideration.
  - c. Notify the Library Director and/or the Library Board of Directors of the concern and assure them that the library's procedures are being followed. Present full, written information giving the nature of the concern and identifying the source.

- d. Notify the Chairperson of the North Dakota Library Association's Intellectual Freedom Committee that a Request for Reconsideration has been filed.
  - e. The Director and staff involved in collection development shall review the request for reconsideration. This includes:
    - i. Reading/viewing/listening to the challenged item in its entirety.
    - ii. Considering the objections in terms of the library's Collection Development Policy, the principles of the Library Bill of Rights, and the opinions of various reviewing sources used in material selection.
  - f. If the reviewed material does not meet the criteria set forth in the Collection Development Policy the library shall acknowledge that the material is unsuitable and it will be withdrawn from the collection.
  - g. If the material does meet the Collection Development Policy criteria the item shall remain part of the collection in its current location.
  - h. If the material does meet the Collection Development Policy criteria but not the age it was originally selected for it may be moved to a different age classification category with in the library.
  - i. The Library Director will respond to the request clearly and precisely, stating the reasons the material was withdrawn, retained, or retained with a new location. This response will also inform the patron how to pursue the matter further.
3. Appeal:
- a. If the patron feels that the problem has been dealt with inadequately, a final appeal to the Library Board of Directors can be made.
  - b. All Board of Directors will be required to read/view/listen to the challenged item in its entirety.
  - c. A public hearing will be conducted with the Library Board of Directors acting as the decision-making body.
  - d. The Director will notify the American Library Association Intellectual Freedom Office and their advice will be enlisted.
4. Hearing:
- a. An open meeting will be held – the location, beginning and ending times of the meeting will be publicized in advance of the meeting.
  - b. The meeting will be conducted by the Library Director or Library Assistant Director.
  - c. The Library Board of Directors will act as the decision-making body. A quorum must be present.
  - d. News coverage will be arranged by the Library Director.
  - e. Persons wishing to speak must register prior to speaking, giving their names, address, and organization represented (if any).
  - f. Each speaker will be given four minutes in which to present his/her point of view. A timekeeper will be appointed prior to the meeting.

- g. Library Board of Directors will be given time to ask questions following each testimony.
- h. Each speaker should present a written copy of his/her testimony to the Library Board of Directors.
- i. The Board of Directors will review the testimonies heard. They will vote at a later date after they have had time to weigh and consider the testimonies. The Board of Directors will issue its opinion within 30 working days after the hearing.
- j. The Library Board of Directors will make their decision public and the library will take action in accordance with that decision.

Cavalier County Library

# Material Selection & Withdrawal Policy

## Cavalier County Library

### Collection Development

The Cavalier County Library wants to represent a wide range of viewpoints. The library is a reflection of the communities and surrounding areas it serves as well as the diversity within those populations.

The main selector of materials is the library director or head librarian. Other staff may be asked to select materials on some occasions. Materials means physical books, magazines, newspapers, movies, and audio books.

The following criteria will be used when selecting materials:

- Requests from patrons
- Cost of materials
- Appropriateness to library's service role
- Current usefulness or interest
- Regional interest
- Space in Library
- Critics' reviews
- Significance of the author
- Need for information in a subject area
- Balance - variety of viewpoints
- Accuracy and authority of author's material
- Book awards such as Caldecott/Newbery
- Date of publication

### Collection Evaluation & Withdrawals

The Library Director and other designated staff members periodically review and evaluate the adult and youth services collections on an ongoing basis to maintain its usefulness, currency, and relevance, and age-appropriateness for the children's collections.

Materials withdrawal is an important aspect of collection development. When library items lose the value for which they were selected, they should be withdrawn so the collection remains vital and useful.

The CREW (Continuous Review, Evaluation, and Weeding) method is used to aid in de-selection.

The following will be considered when withdrawing materials from our collection:

- Items no longer in demand (not checked out in at least five years)
- Items do not meet patrons' informational or recreational needs
- Items that are not current and/or accurate
- Items that are worn or damaged
- Space considerations
- Availability of items in alternative formats

# **Reconsideration Policy**

## **Cavalier County Library**

### **Intellectual Freedom**

The Cavalier County Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement [Appendix] and the Library Bill of Rights [Appendix]. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints it presents.

### **Reconsideration Requests**

When a complaint about library items is made, the following steps will be followed:

1. Informal:
  - a. The consideration will be listened to calmly and courteously.
  - b. The Library's selection policy and commitment to intellectual freedom will be explained, to help the patron understand the value of a diverse library collection and that ownership of an item does not indicate agreement or endorsement of the ideas, values, or principles expressed therein. This will be done respectfully and in a fashion that acknowledges and restates the patron's concerns.
  - c. If the patron is not satisfied, advise the patron of the library's policy and procedures for handling a reconsideration request, and provide the patron with a copy of the Library's Selection Policy and of the Request for Reconsideration Form.
  
2. Formal:
  - a. Any Cavalier County Library cardholder who resides in the legal service area of Cavalier County may challenge library materials.
  - b. The person objecting to materials will be asked to fill out a request for reconsideration form and submit it to the Director.
  - c. The reconsideration form will be invalid if the person's name, address, and phone number have not been filled entirely.
  - d. The person challenging an item must read/watch the item its entirety.
  - e. No person or family may challenge more than one item at a time.
  - f. The Library Board will not reconsider more than three items per board meeting, with requests being addressed in the order in which they were received.
  - g. The item shall remain part of the collection until a decision has been made.
  - h. The Library Board will be notified of the complaint and assured that the Library's procedures are being followed. The board will be presented full, written information giving the nature of the complaint and identifying the source.
  - i. Notify the Chairperson of the North Dakota Library Association's Intellectual Freedom Committee that a reconsideration request has been filed.

- j. The Director and Library Board shall review the request for reconsideration. This includes:
  - i. Reading/viewing/listening to the challenged item in its entirety.
  - ii. Considering the objections in terms of the Library's Selection Policy, the principles of the Library Bill of Rights, and the opinions of various reviewing sources used in materials selection.
- k. If the reviewed material does not meet the criteria set forth in the Selection Policy, the Library shall acknowledge that the material is unsuitable and it will be withdrawn from the collection.
- l. If the material does meet the selection criteria, the item shall remain part of the collection. If the decision is made to retain the material, it will either remain in its original location or may be relocated to another collection in the library.
- m. The Director will respond to the request clearly and precisely, stating the reasons the material was withdrawn or retained. This response will also inform the requestor how to pursue the matter further.

### 3. Appeal:

- a. If the requestor feels that the problem has been dealt with inadequately the requestor can ask for a public hearing in front of the library board.
- b. The request needs to be submitted within 30 days of the receipt of the Director's response letter.
- c. The request for a hearing needs to be submitted in writing (letter or email suffices) to the Library Director. The physical address and email address will be found on the response letter.
- d. This meeting is open to the public and citizens are invited to speak using the procedure laid out below.
- e. The board will be acting as the decision-making body and issue a final opinion.
- f. The Director will notify the American Library Association Intellectual Freedom Office, and their advice will be enlisted.

### 4. Hearing:

- a. The Library Director will schedule an open meeting with date, time, and location. The meeting will be publicized in advance of the meeting.
- b. The meeting will be conducted by the Director Library Assistant.
- c. The Library Board will act as the decision-making body. A quorum must be present.
- d. News coverage will be arranged by the Director.
- e. Persons wishing to speak must register prior to speaking, giving their name, address, and organization represented (if any).

- f. Each speaker will be given four minutes in which to present his/her point of view. A timekeeper will be appointed prior to the meeting.
- g. Library Board members will be given time to ask questions following each testimony.
- h. Each speaker should present a written copy of his/her testimony to the Library Board members.
- i. Board members will review the testimonies heard and convene for a special board meeting within two weeks of the hearing and make a decision to remove an item from the collection, move an item to a different place in the collection, or keep the item in the collection. A quorum needs to be present at the special meeting. When the vote is a draw, the item stays where it is.
- j. The Board will issue its opinion within 14 working days after the hearing and will make their decision public and the library will act in accordance with that decision.
- k. Once the board issues its opinion, requests for reconsideration for the particular item challenged will not be accepted for 3 years from the date of the final decision.

Regarding complaints of obscenity:

The library applies the Miller test, the United States Supreme Court's primary legal test for determining whether speech or expression, including library material, constitutes obscenity. There are three prongs of the Miller test. The work is only considered obscene if all three conditions are satisfied.

1. Whether the average person applying contemporary community standards would find the work, taken as a whole, appeals to the prurient interest;
2. Whether the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law; and
3. Whether the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

Cavalier County Library Board revised and approved 11/08/2023

Cavalier Public Library

# **Collection Development Policy**

## **Cavalier Public Library**

### **Purpose**

The purpose of this policy is to guide library staff in the selection of library materials, to inform the Library Board and the general public of the principles upon which selections are made, and to declare the library's commitment to the principles of free access to ideas and information.

### **Library Mission and Vision Statements**

To welcome and support all people in their enjoyment of reading and pursuit of lifelong learning. The Cavalier Public Library is an essential and vital component of the cultural and intellectual life of Cavalier, ND. The library endeavors to fill the educational, entertainment and civic needs of the community, while sparking curiosity and providing tools for discovery.

### **Intellectual Freedom**

The Cavalier Public Library is committed to the principles of intellectual freedom. Materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints it presents.

The Library typically classifies materials according to the target age group (children, junior, young adult, or adult) as established by cataloging services and other authoritative sources.

### **Responsibility for Selection**

The Library Board approves the collection development policy and delegates the responsibility for administering the policy to the Library Director. Suggestions from other staff members and the general public are welcome and are given consideration within the framework of this policy.

## Evaluative Criteria and Selection Aids

Selection of library material is an active process that applies both to materials purchased by the library and materials donated to it. The following criteria are used in the selection process to help ensure that all materials in the library are in keeping with its goals and mission and are of use to the community served.

- The collection will attempt to provide a balance of viewpoints on all controversial issues
- The collection will attempt to include a cross-section of media formats, topics, and viewpoints representative of patron needs and interests
- The library will attempt to meet all relevant collection standards, whether issued by governmental agencies, professional associations, or regional accrediting bodies
- Reviews from professional publications (journals and websites), as well as patron requests are considered in the selection of library materials
- When purchasing for the children's collection, the library will use the Miller Test for Minors to ensure appropriateness of material:
  - "Explicit sexual material" means any material which:
    - Taken as a whole, appeals to the prurient interest of minors;
    - Is patently offensive to prevailing standards in the adult community in North Dakota as a whole with respect to what is suitable material for minors; and
    - Taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

Specific criteria can be provided by audience or age level, by subject area/Dewey range, material type (large print, digital, A/V, etc.), special collections, etc.

Examples of specific criteria that can be used include:

- Authority (is it from a trusted source—both author and publisher can factor in)
- Clarity, accuracy, and logic of presentation
- Currency of the publication
- Artistic presentation and/or literary merit
- Popular interest
- Relevance to the community

- Structural integrity of the physical item
- Materials by local/ND authors
- Materials about the city/county/state
- Redundancy with materials available through Online Library Resources (rationale for exclusion, especially of periodicals)

### **Special Collections**

The Library attempts to maintain a collection of ND state, Pembina County, and local history and local author materials.

### **Resource Sharing**

The Library uses the Interlibrary Loan services provided through the North Dakota State Library to provide books and resources not contained in our own collection.

# **Reconsideration Policy**

## **Cavalier Public Library**

### **Intellectual Freedom**

The Cavalier Public Library is committed to the principles of intellectual freedom and affirms the Library Bill of Rights [page 3]. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints it presents.

### **Reconsideration Requests**

Requests will be taken only from current patrons in good standing with the Library.

When a complaint about library items is made, the following steps will be followed:

1. Informal:
  - a. The consideration will be listened to calmly and courteously.
  - b. The Library's selection policy and commitment to intellectual freedom will be explained, to help the patron understand the value of a diverse library collection and that ownership of an item does not indicate agreement or endorsement of the ideas, values, or principles expressed therein. This will be done respectfully and in a fashion that acknowledges and restates the patron's concerns.
  - c. If the patron has recommendations for other materials on the topic, they will be noted, and if appropriate, procured.
  - d. If the patron is not satisfied, advise the patron of the library's policy and procedures for handling a reconsideration request, and provide the patron with a copy of the Library's Selection Policy and of the Request for Reconsideration Form.
2. Formal:
  - a. If the form is filled out, make sure a prompt written reply related to the concern is sent.
  - b. The item shall remain part of the collection until a decision has been made.
  - c. Notify the Director and/or the Library Board of the complaint and assure them that the Library's procedures are being followed. Present full, written information giving the nature of the complaint and identifying the source.
  - d. Notify the Chairperson of the North Dakota Library Association's Intellectual Freedom Committee that a reconsideration request has been filed.
  - e. The Director and staff involved in collection development shall review the request for reconsideration. This includes:
    - i. Reading/viewing/listening to the challenged item in its entirety.

- ii. Considering the objections in terms of the Library’s Selection Policy, the principles of the Library Bill of Rights, and the opinions of various reviewing sources used in materials selection.
  - f. If the reviewed material does not meet the criteria set forth in the Selection Policy, the Library shall acknowledge that the material is unsuitable and it will be withdrawn from the collection.
  - g. If the material does meet the selection criteria, the item shall remain part of the collection
  - h. The Director will respond to the request clearly and precisely, stating the reasons the material was withdrawn or retained. This response will also inform the requestor how to pursue the matter further.
3. Appeal:
- a. If the requestor feels that the problem has been dealt with inadequately, a final appeal to the Library Board can be made.
  - b. A public hearing will be conducted with the Board acting as the decision-making body.
  - c. The Director will notify the American Library Association Intellectual Freedom Office, and their advice will be enlisted.
4. Hearing:
- a. An open meeting will be held—the location, beginning of the meeting will be publicized in advance of the meeting.
  - b. The meeting will be conducted by the Director.
  - c. The Library Board will act as the decision-making body. A quorum must be present.
  - d. Persons wishing to speak must register prior to speaking, giving their name, address, and organization represented (if any).
  - e. Each speaker will be given four minutes in which to present his/her point of view. A timekeeper will be appointed prior to the meeting.
  - f. Library Board members will be given time to ask questions following each testimony.
  - g. Each speaker should present a written copy of his/her testimony to the Library Board members.
  - h. The Board will review the testimonies heard. They will vote at a later date after they have had time to weigh and consider the testimonies. The Board will issue its opinion within 30 working days after the hearing.
  - i. The Board will make their decision public and the Library will take action in accordance with that decision.

Dickinson Area Public Library

## Collection Development Policy

### **I. Purpose**

This policy serves as guidance for Dickinson Area Public Library (DAPL) staff when developing and maintaining the library's collection. It defines the overarching principles that shape the development of the library's collection to provide direction to library staff when making selections, acquisitions, maintaining, or withdrawing material from the collection. This policy establishes a process for addressing patron questions and concerns, and defines the roles and responsibilities for addressing those questions and concerns.

### **II. Identification of Users**

The Dickinson Area Public Library provides free service to all residents of the City of Dickinson, Stark County, Billings County, and Slope County.

### **III. Goals of Material Selection**

- Meet the information, education, and recreation needs of all of the community.
- Provide material that reflects the interests and diversity of the community.
- Provide material in many formats.
- Maintain a current and representative collection within allotted budget and space limitations.
- Provide resource sharing among cooperative library networks to broaden all patrons' access to resources and information.
- Materials will not be excluded because of origin, background, or views of those contributing to their creation.
- Materials will not be proscribed or removed because of partisan or doctrinal approval or disapproval.

### **IV. Intellectual Freedom**

DAPL is committed to the principles of intellectual freedom. The Library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The DAPL's selection of materials for the collection does not indicate the Library, its Board, or its staff agrees with the ideas and viewpoints presented.

### **V. General Selection Criteria**

The library typically classifies materials according to the target age group as established by the publisher.

The criteria below apply to the general selection of materials for the DAPL. Materials will not satisfy all criteria listed, but will fall into at least one category:

- Permanent value.
- Contemporary significance and attention of professionally recognized review sources.
- Popular interest.
- Date of publication.
- Availability elsewhere in the community.
- Structural integrity of the physical item.
- Size of the item.
- Authority, the item must be available from a trusted source.
- Impact on materials budget.

- Local interest or community relevance.

## VI. **General Deselection Criteria**

Deselection, or weeding, is the systematic removal of materials from the collection and is an important component of collection development. Deselection improves the accessibility of remaining materials and helps improve the overall circulation. The CREW method is considered when deselecting materials as endorsed by the North Dakota State Library. Books may not meet all of the criteria for deselection but will fall into at least one of these categories.

- Usage/Age
  - Frequency and currency of circulation.
  - In-house use.
  - Outdated or inaccurate information.
- Value/Quality
  - Subject matter no longer of current interest or historical or literary significance.
  - Availability of other materials in the field.
  - Physical appearance/condition relative to other factors of importance.
- Availability
  - Lost or damaged materials by either a patron or within the library may be replaced dependent on the aforementioned selection criteria regarding the material at the time it is lost or damaged.

Deselected items in good condition may be donated to the Friends of the Library or other institutions at the discretion of library staff.

## VII. **Children's materials**

In addition to the general selection criteria, consideration is also given to the following:

- Determined value for stimulating the informational, recreational, or cultural reading interest of children within the community
- Appropriate content

NDCC 12.1-27.1-03.5. Public libraries prohibited from maintaining explicit sexual material - Report.

1. As used in this section:

a. "Explicit sexual material" means any material which:

(1) Taken as a whole, appeals to the prurient interest of minors;

(2) Is patently offensive to prevailing standards in the adult community in North Dakota as a whole with respect to what is suitable material for minors; and

(3) Taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

b. "Public library" means a library established under chapter 40-38.

2. A public library may not maintain in its children's collection inventory books that contain explicit sexual material.

## **VIII. Roles and Responsibilities**

- The City of Dickinson Board of Commissioners appropriates Library funding and approves monetary allocations, which include collection development. The Commissioners and the DAPL Library Board oversee and approve monetary allocations. Additional funding support can be provided by the Friends of DAPL, the DAPL Library Foundation, grants, local groups, trusts, and other donations.
- The library director works under the direction of the DAPL Library Board and within the framework of this policy. The Library Director delegates to staff the authority to interpret and apply this policy in daily operation.
- Library staff provide continuity for the development and management of the Library's collection. They plan, budget, select, acquire, catalog, process, replace, remove, and generally manage library materials. They participate in collection development and management to serve all members of the community; balance individual patron and local community needs; handle all requests equitably; and seek continuous improvement through ongoing data collection and evaluation.

## **IX. Reconsideration of Library Materials**

DAPL is committed to freedom of speech, thought, and expression as stated in the Constitution of the United States. DAPL attempts to reflect a wide range of viewpoints within our community. DAPL does not endorse the viewpoints expressed in the materials in its collection.

- DAPL maintains a "Request for Reconsideration Form" if DAPL cardholders or residents of DAPL's legal service area wish to challenge library materials.
  - A person may fill out a "Request for Reconsideration Form" the outcome of which could include the following: the item remains the same within DAPL's collection; removal of the item from DAPL; relocation of the item within DAPL; balancing the collection with other suggested material within DAPL.
  - Notification that the request has been received along with an estimated time frame for a written response will be given to the patron within 10 business days.
  - The Request will be reviewed by DAPL's director and staff in relation to DAPL's mission and the selection criteria stated in this policy.
  - Requests will be reviewed in the order they are received.
  - No patron may challenge more than three items per month.
  - A written response to the "Request for Reconsideration Form" will be provided by DAPL's director.
  - All complaints brought to DAPL are public record.
  - If a patron wishes to appeal the decision of DAPL's director they may do so to DAPL's Library Board.
  - The appeal must be submitted in writing at least 10 days prior to the next regularly scheduled board meeting.
  - Decisions will be based on the review of the patron's stated objection, the nature of the material, and library policy.
  - The DAPL Library Board will not reconsider more than three appeals per board meeting, the appeals will be addressed in the order they are received.

- A vote by DAPL's Library Board will be made to retain, remove, relocate, or balance the material.
- An item that has been challenged and retained by DAPL's Library Board may not be challenged again by any person for three years. The decision of the board is final.

**X. Special Collections**

- The library reserves the right to maintain some archival materials relevant to local history; including letters, pictures, and manuscripts. Deselection of special collection materials are primarily based on space constraints.

Divide County Public Library

## **Divide County Library's Operations Policies**

### **I. Introduction**

#### **Mission Statement:**

The Divide County Library's mission is to inspire the joy of reading and encourage the pursuit of knowledge.

#### **Purpose of the Policy:**

The purpose of the Collection Development Policy is to serve as an official statement of the Divide County Public Library's commitment to meeting the informational and recreational needs of the community served, as well as to provide guidance to the library staff for meeting these needs.

#### **Community Assessment:**

In addition to general community awareness, the library will continually use various assessment tools including surveys, customer registration data, customer requests, and information from other community groups, to best determine how to meet the information and recreational needs of the community. The library is committed to a flexible, evolving, and ongoing assessment process.

### **II. Responsibility for Selection**

#### **Responsibility for Selection:**

Under the terms of the North Dakota Century Code 40-38-04, the Board is ultimately responsible for all library expenditures, approving selection policy, and setting the goals and objectives for the library and its collections. The Library Director has the responsibility of oversight and approval of all library expenditures, and thus the responsibility for selection is the Directors. The Director may choose to delegate the actual selection and deselection of materials to qualified library employees.

The library applies the Miller test, the United States Supreme Court's primary legal test for determining whether speech or expression, including library material, constitutes obscenity. There are three prongs of the Miller test. The work is only considered obscene if all three conditions are satisfied.

1. Whether the average person applying contemporary community standards would find the work, taken as a whole, appeals to the prurient interest;
2. Whether the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law; and
3. Whether the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

### **III. General Selection Criteria and Tools**

#### **Statement Regarding New Collections:**

The Divide County Public Library continues to investigate new formats and technologies for inclusion in the library's collections. New formats and technologies will be added to the collection based on popularity and the identification of budgetary resources.

#### **General Selection Policy:**

The general criteria listed below apply to the selection of all materials for the Divide County Public Library. Collection-specific criteria may be mentioned in their respective collection development profiles. Not all titles selected will meet all the criteria listed, but will fall into at least one of these categories:

- Source materials and thoughtful interpretations that document or shed light on the past
- Contemporary materials representing varying points of view and are of current interest and possible future significance, including materials that reflect current conditions, trends, and controversies
- Materials that inform and increase an individual's ability to function effectively as a member of society
- Materials that provide an aesthetic experience, stimulate the imagination, and increase an individual's potential creativity
- Materials that expand an individual's understanding of the world in which they live
- Materials that entertain and may enhance an individual's enjoyment of life
- Public demand and interest
- Timeliness of information and/or significance of the subject
- Evaluations in professionally recognized critical review sources
- Special local interest or community relevance
- Authority and competence of the author and/or reputation and standing of the publisher
- Effective expression
- Contribution to the diversity or breadth of the collection
- Effectiveness and suitability of format, durability, and ease of use
- Replacement of lost copies and/or updating to current information
- Availability of information elsewhere
- Impact on materials budget
- Support of the Library's mission and roles

#### **General Selection Tools:**

The Divide County Public Library uses the following resources when making selection decisions: Professional journals, trade journals, subject bibliographies, publishers' catalogs and promotional materials, reviews from reputable sources, lists of recommended titles from professional sources, popular and news magazines, related web sites such as Amazon.com and sales representatives for specific

materials. Purchase suggestions from customers are also an important source, and customer suggestions are added to the collection as long as they meet the stated selection criteria.

#### **IV. General Deselection Criteria**

Deselection, the systematic removal of materials from the collection, is an important component of total collection development. Ongoing reevaluation of materials is necessary in order to maintain a current, accurate, and inviting collection. Deselection improves the accessibility of the remaining materials, enhances the appearance of the collection, and helps improve the overall circulation and turnover rates of materials.

Discarded materials become surplus property and may be sold for fundraising purposes or discarded at the Library's discretion.

The process and decision to deselect an item take into account the same criteria used when the item was first selected for inclusion in the collection. Please see Deselection Policy for more information.

#### **V. Adult Collection Overview**

The Divide County Public Library Adult Collection primarily serves the recreational and informational needs of all people in Divide County. The collection consists of fiction, genre fiction, and nonfiction works. Materials for the Adult Collection are selected and maintained using the General Selection Criteria unless otherwise noted. In accordance with the Access to Materials Policy, the library does not deny or abridge the use of materials because of an individual's national origin, age, background, or views. Parents or guardians are responsible for materials chosen by children.

##### **Large Print:**

The Large Print collection is primarily a duplication of titles already in the library in standard type. The collection consists of literature classics, popular best sellers, genre fiction, and nonfiction. Large print books are seldom reprinted, so an emphasis is placed on purchasing the most desirable titles soon after publication. Staying current with series, popular works, and titles that will appeal to an older audience is important when selecting this collection.

#### **VI. Special Collections**

##### **Reference:**

The library maintains a Reference collection that is primarily used to answer reference questions and to serve the informational needs of our patrons. Reference materials remain in the library to be readily available to all library users. The reference collection contains standard works in areas of general reference, medical information, automotive, business, and local and regional history. Included are indexes, encyclopedias, state legal codes, biographical resources, dictionaries, almanacs, directories,

and current and historic atlases. These reference materials are unable to be checked out as they are important items to the collection that need to remain intact for years to come.

### **VII. Periodical Collection**

The Divide County Public Library first and foremost purchases and retains periodicals that satisfy the research needs, informational needs, and educational needs of the citizens of Divide County.

The materials included in the Periodical Collection include periodicals in print, microform, and online databases.

The newspaper collection includes newspapers from major cities, but the primary focus is on regional newspapers. The local newspaper The Journal is available on microform from its beginnings in the late 1900s.

Magazines are maintained at the library. The majority of magazines are retained for the current and previous two years. After retention magazines are put on the donation rack for anyone to take as needed.

### **IX. Electronic Resources**

Electronic resources are defined as subscription databases, e-books, e-magazines, and other resources accessed digitally via PCs, tablets, e-readers, phones, or other Internet-connected devices.

The Divide County Public Library participates in resource-sharing agreements with the North Dakota State Library, ODIN, and the North Dakota Digital Consortium. Agreements allow the library to receive competitive pricing and divide administrative and selection responsibilities. Decisions on the acquisition of electronic resources are made in cooperation with these organizations and reflect the variety of missions and collection goals of member libraries, not exclusively the Divide County Public Library.

#### **Electronic Resources and Databases:**

The Library may add electronic resources for their own use or as part of a resource-sharing agreement. These are subject to the General Selection Criteria.

Electronic databases are selected in coordination with the library's reference staff or relevant professional staff to meet general collection needs. A demonstration or trial subscription will be provided by the vendor for the staff to evaluate. Additional criteria used to evaluate electronic resources include:

- Access to multiple concurrent users
- Access to remote users
- Ease of use
- Additional functionality compared to print formats

- Access to retrospective information
- Vendor relationships, technical support, and contractual concerns

### **E-Books and Similar formats:**

Electronic materials such as e-books, e-videos, e-magazines, and e-audiobooks are subject to the General Selection Criteria.

Additional criteria used to evaluate e-content platforms include:

- Ease of use
- Access to a variety of popular devices
- Access to multiple concurrent users when possible
- Vendor relationships, technical support, and contractual concerns

Since electronic materials do not wear out or take physical shelf space, condition and usage are not considered as deselection criteria. All other deselection criteria -- such as relevance -- are considered. In the case of a resource-sharing agreement, the Library may not be able to deselect all desired materials or respond to item challenges for electronic materials that are accessed as part of a resource-sharing agreement.

## **X. Media Collection**

The Media Collection consists primarily of DVDs, music CDs, and audiobooks on CD. The collection is intended to fulfill both recreational and educational needs. Selection and maintenance of these materials fall under the General Selection Criteria.

## **XI. Children's Services Collection Overview**

The Divide County Public Library Children's Services Department primarily serves the needs and interests of Divide County residents from birth through early adolescence (grade six) as well as their adult caregivers. The collection also serves teachers who work in Divide County schools, childcare providers, homeschooling families, and adults working with or interested in materials for children as well as teachers who are Divide County residents but work in outside communities. Further, the collection supports library services for this age group.

The Children's Services collection should be balanced in accordance with the needs of each age level served and all materials selected for the collection will meet these age criteria.

While local school curricula are generally supported, textbooks and workbooks are excluded from the children's collection except in cases when materials deem appropriate for the collection.

The library does not limit children to the use of only materials in the children's collection. Parents or guardians are responsible for materials chosen by children.

**Board Books:**

Board books—small, sturdy books aimed at babies and toddlers—are housed in a special board book bin in the children’s areas of the library facilities. In addition to durable cardboard pages, most board books address simple concepts, such as colors, shapes, letters, and counting.

**Children’s Nonfiction:**

The Children’s Nonfiction collection contains informational books on popular subjects, as well as subject-oriented, homework-related books for children through sixth grade. The collection may contain some books written for older audiences if the subject matter is of interest to children and the book is appropriate. Materials in this collection are selected for accuracy, quality, and community interest. The collection strives to cover a wide range of subjects and viewpoints.

**Easy Readers:**

The books in the Easy Reader collection are primarily for beginning readers in kindergarten through second grade. Easy Readers generally fall into various levels based on how easy or difficult they are for children to read. The collection contains fiction and nonfiction books with illustrations, simplified and/or controlled vocabulary, a large typeface, and a limited number of words and lines per page.

**Picture Books:**

The Picture Book collection is a large, popular collection in the Children’s Department. Picture books combine text and illustration to tell a story. The illustrations in picture books are designed to extend and complement the text.

The Picture Book collection consists primarily of titles appropriate for children from birth through age eight.

**Youth Fiction Collection:**

The Youth Fiction collection is comprised of fiction titles and graphic novels selected specifically to meet the recreational needs of our youth. The Youth Fiction collection contains books appropriate for independent readers in second through sixth grade. Books include literary classics, award winners, historical fiction, adventure, humor, horror, sports fiction, and contemporary realistic fiction. In library locations where space permits, mystery, fantasy, science fiction, and graphic novels are shelved in separate sections for the browsing and reading convenience of library patrons.

Nonfiction materials appropriate for youth are interfiled within the Adult Nonfiction collection.

Divide County Library does not have a young adult section. Any materials that would be categorized in this section would be located in the adult fiction or nonfiction sections as needed. If a patron would like to read young adult material a request for purchase may be submitted. An additional option will be

mentioned to the patron, to search the card catalog for materials readily available at our Divide County High School. The High School carries this section to great lengths and allows our taxpayer dollars to be stretched to the fullest and used appropriately as deemed by the Director and Library Board.

#### **XIV. Children's Online and Electronic Resource Collections**

The Children's Department provides librarian-selected and approved online resources for children, teachers, parents, and caregivers. Internet sites, subscription databases (electronic resources), and online reader's advisory collections are some examples of the online resources selected by the Children's Services staff. As with other library materials, restriction of a child's access to online resources, especially the Internet, is the responsibility of the parent or other caregiving adults. Parents are encouraged to work closely with their children to select material that is age-appropriate and in keeping with personal and family values.

Children's Services staff regularly reviews selected sites. However, due to the nature of the Internet, the content or purpose of websites can change rapidly and without notice; therefore Library staff cannot be held responsible for these changes. In addition, staff-recommended sites include only those sites directly linked to our Divide County website.

The Divide County Public Library's database collection includes a variety of youth-specific databases intended for use by students in kindergarten through twelfth grade.

#### **XV. Children's Services Media Collections**

##### **Children's Videos:**

Entertainment, instructional, educational, and informational videos are included in this collection.

The fiction video collection primarily contains popular G and PG-rated video titles.

The nonfiction video collection primarily contains popular educational video series.

##### **Read-Along Kits:**

Read-Along kits include a sound recording paired with a picture book or easy reader packaged together in a bag. These kits are primarily for children from birth through age eight.

##### **Children's Audiobooks:**

The Audiobooks collection primarily includes unabridged children's titles. The collection includes children's classics, award winners, and popular contemporary titles.

**Adopted: 3/29/2023**

**Amended: 9/27/2023**

## **Reconsideration Policy**

### **Intellectual Freedom**

The Divide County Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read the statement and the Library Bill of Rights. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. The selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints it presents.

### **Reconsideration Requests**

When a complaint about library items is made, the following steps will be followed:

1. Informal:
  - A. The consideration will be listened to calmly and courteously.
  - B. The Library's selection policy and commitment to intellectual freedom will be explained, to help the patron understand the value of a diverse library collection and that ownership of an item does not indicate agreement or endorsement of the ideas, values, or principles expressed therein. This will be done respectfully and in a fashion that acknowledges and restates the patron's concerns.
  - C. If the patron has recommendations for other materials on the topic, they will be noted, and if appropriate, procured.
  - D. If the patron is not satisfied, advise the patron of the library's policy and procedures for handling a reconsideration request, and provide the patron with a copy of the Library's Selection Policy and of the Request for Reconsideration Form.
  
2. Formal:
  - A. If the form is filled out, make sure a prompt written reply related to the concern is sent.
  - B. The item shall remain part of the collection until a decision has been made.
  - C. Notify the Director and/or the Library Board of the complaint and assure them that the Library's procedures are being followed. Present full, written information giving the nature of the complaint and identifying the source.
  - D. Notify the Chairperson of the North Dakota Library Association's Intellectual Freedom Committee that a reconsideration request has been filed.
  - E. The Director and staff involved in collection development shall review the request for reconsideration. This includes:
    - a. Reading/viewing/listening to the challenged item in its entirety.

- b. Considering the objections in terms of the Library's Selection Policy, the principles of the Library Bill of Rights, and the opinions of various reviewing sources used in materials selection.
    - F. If the reviewed material does not meet the criteria set forth in the Selection Policy, the Library shall acknowledge that the material is unsuitable and will be withdrawn from the collection.
    - G. If the material does meet the selection criteria, the item shall remain part of the collection
    - H. The Director will respond to the request clearly and precisely, stating the reasons the material was withdrawn or retained. This response will also inform the requestor how to pursue the matter further.
- 3. Appeal:
  - A. If the requestor feels that the problem has been dealt with inadequately, a final appeal to the Library Board can be made.
  - B. A public hearing will be conducted with the Board acting as the decision-making body.
  - C. The Director will notify the American Library Association Intellectual Freedom Office, and their advice will be enlisted.
- 4. Hearing:
  - A. An open meeting will be held—the location, beginning, and ending times of the meeting will be publicized in advance of the meeting.
  - B. The meeting will be conducted by the Director or Assistant Director.
  - C. The Library Board will act as the decision-making body. A quorum must be present.
  - D. News coverage will be arranged by the Director.
  - E. Persons wishing to speak must register prior to speaking, giving their name, address, and organization represented (if any).
  - F. Each speaker will be given four minutes in which to present his/her point of view. A timekeeper will be appointed prior to the meeting.
  - G. Library Board members will be given time to ask questions following each testimony.
  - H. Each speaker should present a written copy of his/her testimony to the Library Board members.
  - I. The Board will review the testimonies heard. They will vote at a later date after they have had time to weigh and consider the testimonies. The Board will issue its opinion within [Number of Working Days] working days after the hearing.
  - J. The Board will make their decision public and the Library will take action in accordance with that decision.

Adopted 9/23/2021

Drake-Anamoose High School & Public Library

## **LIBRARY PHILOSOPHY**

We believe the right of any individual to read is basic to a democratic society. This right is based on the only tenable assumption for democratic living, that the educated free man possesses the power of discrimination and is to be entrusted with the determination of his own action.

We subscribe to the philosophy of materials selection for school libraries and instructional media centers such as is given in the Library Bill of Rights and the School Library Bill of Rights of the American Library Association.

## **CRITERIA FOR INSTRUCTIONAL MATERIALS SELECTION ARE AS FOLLOWS**

1. Needs of the individual school.
  - a. Based on knowledge of curriculum
  - b. Based on requests from administrators and teachers
2. Needs of the individual students
  - a. Based on knowledge of children and youth
  - b. Based on requests of parents and students
3. Provision of a wide range of materials on all levels of difficulty, with a diversity of appeal and the presentation of different points of view.
4. Provision of materials with superior format.
5. Provision of materials of high artistic quality.

It is the policy to select materials for school libraries in accordance with the following:

1. All library materials shall be chosen for values of interest and enlightenment of all the students of the community. Such material shall not be excluded because of race, nationality, or political views of the writer.
2. There shall be the fullest practical provision of material presenting all points of view concerning the problems and issues of our times, international, national, and local; and books or other reading matter of sound factual authority shall not be prescribed or removed from library shelves because patriotism or doctrinal disapproval.
3. Censorship of library material shall be challenged in order to maintain the school's responsibility to provide information and enlightenment.

In formulating this policy, religion, ideologies, sex, and science, have been considered since these areas have often been topics of criticism.

1. **RELIGION** - Factual unbiased material which represents all major religions should be included in the library collection.
2. **IDEOLOGIES** - The library should, without making any effort to sway reader judgment, make available basic factual information on the level of its reading public, on any ideology or

philosophy which exerts a strong force, either favorable or unfavorable in government, current events, politics, education, or any other phase of life.

3. **SEX AND PROFANITY** - Materials presenting accents on sex should be subject to a stern test of library merit and reality by the librarian, who takes into consideration the reading public. While we would not in any case include the sensational or over-dramatic, the fact of sexual incidents or profanity appearing should not automatically disqualify library materials. Rather the decision should be made on the basis of whether such materials presents life dealt with, and whether the book is of literary value. Factual material of an educational nature on the level of the reading public should be included in the library collection.

4. **SCIENCE** -Medical and scientific knowledge should be made available without any biased selection.

Interpreting these principles in selection of reading material more specifically, the following will apply:

1. It is the right and responsibility of teachers and librarians to select library material which is carefully balanced to include various points of view on any controversial subject.
2. Materials, print and non-print, are selected to provide for the interest and need of the school community and the school program; they will be selected cooperatively by teachers, principals, and librarians, sometimes with the assistance of students
3. Selection of library materials will be assisted by the reading, examination, and checking of standards evaluation aids, catalogues, and book review digests.
4. Two basic factors, truth and art, will be considered in the selection of books and other library materials. The first is factual accuracy, authoritativeness, balance, and integrity. The second is a quality of stimulating presentation, imagination, vision, creativeness, style appropriate to the idea, vitality, and distinction.
5. Materials for the school library should be examined to select those in which the presentation and the subject matter are suitable for the grade and interest level at which they are to be used. They will be considered in relation to both the curriculum and to the personal interest of pupils and teachers.

Books and materials meeting the above standards and principles shall be recommended for purchase.

Criticisms of materials that are in the library should be submitted in writing to the principal of said school library. Allegations thus submitted will be considered by the District Review Committee. This committee will consist of persons prescribed in Board action of May 2001. The challenged book or material will be judged by the committee as to its conformity to aforementioned principles. The books or materials involved will be temporarily with-drawn pending a decision in writing by the above committee.

### **Teaching Controversial Issues**

Training for effective citizenship is accepted as one of the major purposes of the DrakeSchool District. The instructional program properly places great emphasis upon teaching about our American Heritage,

the rights and privileges we enjoy as citizens, and the citizenship responsibilities that must be assumed in maintaining our American way of life. In training for effective citizenship, it is frequently necessary for pupils to study issues that are controversial. In considering such issues, it shall be the purpose of the school of District Number 57 to recognize the pupils' right:

1. To study controversial issues which have political, economic or social significance.
2. To study controversial health issues which will have an impact on social significance.
3. To have access to relevant information.
4. To study, under competent instruction, in an atmosphere of freedom from bias and prejudice. The approach of the teacher to controversial topics must be impartial and objective.
5. To form and express opinions on controversial issues without thereby jeopardizing the relationship with the teacher or school.
6. The principal bears the major responsibility for the administration and supervision of the curriculum.
7. A teacher should confer with his/her principal / superintendent concerning the advisability of discussing certain issues in the classroom or as to the appropriateness of introducing certain materials. If the principal and teacher are unable to agree, the issue should be referred to the School Board.
8. It is recognized that citizens of the community have a right to protest to the school administration following the adopted procedure when convinced that unfair and prejudiced presentations are being made by a teacher. Teachers of subjects involving controversial issues are assured that support of the administration and the board.

CROSS REF: "Reconsideration of Educational Material"

### **CHALLENGES OF MATERIALS OR MEDIA**

Any citizen of the Drake/Anamoose School Districts has a right to object to the content of instructional material used in the Drake/Anamoose Public School. No citizen has the legal right to abridge the rights of other citizens, teachers, or children to have access to information which is part of the educational program. The student's right to learn and the freedom of teachers to teach shall be respected. While the school board will not permit any individual or group to exercise censorship over instructional materials and library collections, the following provisions are made for the re-evaluation of materials upon formal written request.

A procedure for processing and responding to criticism of approved material shall be established and followed. This procedure shall include a formal signed complaint of standard format and an appointed committee to re-evaluate the material in question. In order to consider the opinions of those persons in the school and the community who are not directly involved with the selection process and to avoid the possibility of a biased or prejudicial attitude consistently influencing selection, a committee shall deal with formal requests for reconsideration of library and instructional materials. This committee shall

provide a context in which differences of opinion and possible selection errors may be openly examined or of ideas being developed.

The district Review Committee shall be formed at the beginning of the school year and meet when needed. It shall consist of:

1. Three teachers appointed by the school board; one from elementary, one from jr. high, and one from sr. high.
2. The building principal of the school where the specific materials are questioned.
3. One media specialist appointed by the school board. The individual will act as the committee chairperson
4. Two students (one from the high school and one from the middle school) selected from the student body by the principal.
5. Three parents appointed by the school board (one representative from each level -elementary, middle school, and senior high)
6. Additionally, the superintendent may appoint, on an ad hoc basis, up to two additional committee members who may bring particular knowledge or competencies to bear on a specific request for reconsideration.

#### **RECONSIDERATION OF EDUCATIONAL MATERIAL PROCEDURE**

1. The complainant is informed of the procedure for reconsideration of educational materials.
2. The complainant shall be requested to submit a written "Citizen Request for Reconsideration of Education Material" on the form provided. This form is available in the school office and shall be submitted to the principal or appropriate curriculum coordinator for district-wide referrals. If a form is not filled out then the subject is dropped.
3. The affected school personnel shall be informed of the complaint: librarian, teacher, curriculum coordinator or others as necessary.
4. The challenged materials shall remain in use during the reconsideration process, except for the copies needed for review by the District Review Committee.
5. The complaint will be considered by the District Review Committee. If the teacher in the questioned area is on the committee and alternative committee member will be selected.
6. The review committee takes the following steps:
  - a. Reads, views, or listens to the material;
  - b. Checks general acceptance of the material by reading reviews and consulting recommended lists:
  - c. Determines the extent to which the material fits the selection policy;

- d. The review committee shall come to a consensus and make a recommendation concerning the material to the principal within one month from the date on the citizen's request for reconsideration of educational material. The recommendation shall be one of the following:
- 1.) Remove the material from student use.
  - 2.) Retain the material for restricted student use.
  - 3.) Retain the material for general use.
7. The principal shall inform the complainant and the school board, in writing, of the recommendation of the review committee.
8. Minutes of the meeting, including the committee's recommendation, shall be kept on file in the office of the superintendent.
9. Prior to one month from the date of the principal's notification of the review committee's recommendation, if the complainant does not accept the action of the principal and the review committee, the complainant may appeal that decision to the school board by requesting a hearing before the board.
10. Following school board action, alternative material, selected by the classroom teacher will be provided at the written request of the complainant. The alternative assignment will be completed as an independent assignment and will be supervised and tested by the teacher.

### **MATERIALS SELECTION PHILOSOPHY AUTHORITY**

The school board is responsible for all matters pertaining to operation of the school district. The responsibility for the selection of instructional materials is delegated to the certified staff which includes the superintendent, building principal, library / media personnel and teaching staff; and if there is no compromise it shall be the responsibility of the school board to select instructional materials. Furthermore, this district subscribes to the philosophy stated in the School Library Bill of Rights.

### **OBJECTIVES OF SELECTION**

1. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation aesthetic values, and ethical standards.
3. To provide a background of information which will enable pupils to make intelligent judgments in their daily lives.
4. To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance, the practice of critical analysis of all media.
5. To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American Heritage.

6. To place principle 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 media center.

### **CRITERIA FOR SELECTION OF INSTRUCTIONAL MATERIALS**

1. Needs of the individual school based on knowledge of the curriculum and of the existing collection are given first consideration.
2. Materials for purchase are considered on the basis of:
  - a. Overall purpose
  - b. Timeliness
  - c. Importance of the subject matter
  - d. Quality of the writing or production
  - e. Readability and popular appeal
  - f. Authoritativeness
  - g. Reputation of the publisher or producer
  - h. Reputation and significance of the author, artist, composer, producer, etc.
  - i. Format and price

### **PROCEDURES FOR SELECTION**

In selecting materials for purchase, the professional evaluates the existing collection and consults reputable, unbiased selection aids as well as the specialists from all departments and/or grade levels. The appropriate faculty of the school should serve in an advisory capacity in the selection of materials.

In specific areas the professional follows these procedures:

1. Gift materials are judged by basic selection standards and are accepted or rejected by these standards.
2. Multiple items of outstanding and much in demand media are purchased as needed.
3. Worn or missing standard items are replaced periodically.
4. Out-of-date or no longer useful materials are withdrawn from the collection.
5. Sets of materials are materials acquired by subscription are examined carefully and are purchased only to fill a definite need.

Eddy-New Rockford Public Library

## MATERIALS SELECTION POLICY

### Purpose

The purpose of this policy is to guide staff in the selection of library materials, to inform the Library Board and the general public of the principles upon which selections are made, and to declare the library's commitment to the principles of free access to ideas and information.

### Definitions

- All Materials are those items considered for addition to the Library's collection.
- All Materials Selection refers to the decision to add material to the collection or to retain materials already in the collection. It neither refers to reader guidance nor details specific types of materials to be added.

### Goals of Materials Selection

- Materials selection aims at maintaining a collection of materials for meeting the informational, reference, research, educational and recreational needs of Eddy County residents. Budget limitations necessitate the choosing of materials relevant to these needs.
- The Eddy-New Rockford Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement and the Library Bill of Rights. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints presented.

### Responsibility for Selection

- Final responsibility for materials selection rests with the Library Director who functions within the framework of policy adopted by the Library Board of Trustees.
- Suggestions from members of the community concerning materials selection are welcome. Each suggestion will be considered within the framework of this policy.

### General Principle

The library is a forum for information and ideas. The following basic principles will guide its materials selections:

- Books and other library resources will be provided for the interest, information, and enlightenment of all people in the community.
- Materials will not be excluded because of the origin, background, or views of those contributing to their creation.

- Materials will not be proscribed or removed because of partisan or doctrinal disapproval. Within reason, materials and information provided will present the various general points of view of current and historical issues.
- Adult responsibility for children's reading rests with parents or legal guardians. Materials selection for the adult collection is intended for mature readers and will not be restricted by the possibility that children may obtain materials which their parents or legal guardians consider inappropriate. Separate collections are available for children and young people.
- Materials unavailable at this library but available through cooperative library networks will be borrowed upon the request of the user. Charges for interlibrary materials may be passed on to the patron.
- Textbooks or other curriculum-related materials are acquired only when they serve the general public.
- Consideration is given to the adequate availability of materials for the visually impaired.

#### Specific Principles

The following general criteria are considered in selecting materials:

#### Adult Materials

- Permanent value
- Popular interest
- Widely regarded reputation of the author
- Comprehensiveness and depth of treatment
- Clarity, accuracy, and logic of presentation
- Reputation of publisher
- Date of publication
- Relationship to existing collection
- Artistic merit
- Insight and/or perspective into human and social conditions
- Availability elsewhere in the community
- Price

## Children's and Young Adult's Materials

In addition to the criteria for adult materials, consideration is also given to the following:

- Miller Test for minors is in place for collection development
    - Appropriate content
    - Appropriate vocabulary for the general age group
    - Determined value for stimulating the informational, recreational and cultural reading interest of children and youth
-

# **REQUEST FOR RECONSIDERATION OF MATERIALS POLICY**

The Board of Trustees recognizes the importance of providing a method whereby opinions from the public regarding materials selection can be voiced. Therefore, it has established a policy and procedure which will apply to all requests for reconsideration of materials including:

- Those about materials represented in the collection
- Those about materials not represented in the collection

**To comply with this procedure please be advised of the following guidelines:**

- A formal request for reconsideration of materials must be made in writing. Forms are available at the circulation desk and upon completion must be delivered in person to the Library Director. Forms must be completed in their entirety.
- One request for reconsideration of materials from a household/organization is accepted at one time.
- Material being challenged must be read/listened to/viewed in full by challenger.
- The Request for Reconsideration of Materials form and its written response becomes part of Eddy-New Rockford Library's public record.

**When a request for reconsideration of library materials is made, the following steps will be followed:**

## **1. Informal:**

- a. The reconsideration will be listened to calmly and courteously.
- b. The Library's Materials Selection Policy and commitment to intellectual freedom will be explained, to help the patron understand the value of a diverse library collection

and that ownership of an item does not indicate agreement or endorsement of the ideas, values, or principles expressed therein. This will be done respectfully and in a fashion that acknowledges and restates the patron's concerns.

c. If the patron has recommendations for other materials on the topic, they will be noted, and if appropriate, procured.

d. If the patron is not satisfied, advise the patron of the library's policy and procedures for handling a reconsideration request, and provide the patron with a copy of the Library's Materials Selection Policy, Request for Reconsideration of Materials Policy, and the Request for Reconsideration of Materials Form.

## **2. Formal:**

a. If a request for reconsideration of materials form is received, the Library Director will provide a prompt written reply letting the challenger know they have received the request and a decision will be made within 30 business days.

b. The material shall remain part of the collection until a decision has been made.

c. Notify the Library Board of the request for reconsideration and assure them the library's procedures are being followed. Present to the Library Board full, written information giving the nature of the reconsideration and identifying the source.

d. Notify the Chairperson of the North Dakota Library Association's Intellectual Freedom Committee that a reconsideration request has been filed.

e. The Library Director and staff involved in collection development shall review the request for reconsideration. This includes:

i. Reading/viewing/listening to the challenged material in its entirety.

ii. Considering the objections in terms of the Library's Materials Selection Policy, the principles of the Library Bill of Rights, and the opinions of various reviewing sources used in materials selection.

f. If the reviewed material does not meet the criteria set forth in the Material's Selection Policy, the Library shall acknowledge that the material is unsuitable, and it will be withdrawn from the collection or, if applicable, moved to an appropriate section of the library.

g. If the material does meet the selection criteria, the material shall remain part of the

collection.

h. The Library Director will respond to the request clearly and precisely within 30 business days, stating the reasons the material was withdrawn, moved, or retained.

This response will also inform the requestor how to pursue the matter further.

### **3. Appeal:**

a. If the requestor feels the request for reconsideration of materials has been dealt with inadequately, a final appeal to the Library Board can be made.

b. A public hearing, to be determined by the Library Board and Library Director, will be conducted with the Board acting as the decision-making body within 30 business days.

c. The Director will notify the American Library Association Intellectual Freedom Office, and their advice will be enlisted

### **4. Hearing:**

a. An open meeting will be held within 30 business days—the location and beginning time of the meeting will be publicized in advance of the meeting.

b. The meeting will be conducted by the Director.

c. The Library Board will act as the decision-making body. A quorum must be present.

d. Persons wishing to speak must register prior to speaking, giving their name, address, and organization represented (if any).

e. Each speaker will be given four minutes in which to present their point of view. A timekeeper will be appointed prior to the meeting.

f. Library Board members will be given time to ask questions following each testimony.

g. Each speaker should present a written copy of their testimony to the Library Board members.

h. The Board will review the testimonies heard. They will vote at a later date after they have had time to weigh and consider the testimonies. The Board will issue its opinion within ten business days after the hearing.

i. The Board will make their decision public and the Library will take action in accordance with that decision.

j. Once a decision has been made, said material cannot be challenged again for three years from final decision date.

\_\_\_\_\_  
President  
Eddy- New Rockford Library Board

\_\_\_\_\_  
Librarian  
Eddy- New Rockford Library

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Edgeley Public Library



# LIBRARY POLICIES AND GUIDELINES

Learn about our policies and guidelines for library use.

*Edgeley Public Library  
&  
South Central Area Library*

## **Library's Goals**

Our library aims to meet the informational and educational requirements of our users. We strive to support lifelong learning and foster a love of reading. Our goal is to provide equal access to information and a diverse range of materials that reflect the interests of our communities. We are committed to delivering high-quality services to our patrons.

## **Library's Vision**

Our vision is to encourage lifelong learning among our communities. We aim to provide a balanced mix of printed materials, recorded materials, and e-books to achieve this. Our library will have interactive areas that are spacious, visually attractive, and helpful to all visitors. Our ultimate objective is to help create lifelong readers, writers, and problem solvers.

## **Our Patrons Will**

- Be challenged to learn and grow through materials and programs provided by our library.
- Have access to the latest electronic and traditional materials.

## **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas and that the following basic policies should guide their services. "Intellectual Freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored."

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people in the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting the abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

## **Collection Development Policy**

### **Purpose**

The purpose of the collection management policy is to guide library staff in making decisions about the selection, management, and maintenance of library materials and resources. The policy also aims to inform the public of the principles underlying these decisions, such as the library's commitment to providing collections that reflect a variety of viewpoints and to the principles of free access to ideas and information. By providing guidance for budgeting and decision-making processes, this policy helps ensure that library collections are managed effectively and serve the needs of the community.

### **Identification of Users**

The Library offers free and equitable services to all LaMoure and Logan Counties residents in North Dakota, regardless of age. The needs and resources of the community and its demographics play a crucial role in shaping the library's selection policy.

### **Responsibility for Selection**

The Library Board approves the collection development policy. The Board delegates the responsibility for administrating this policy to the Library Director. The Library Director makes the selection of the materials. The director will plan, budget, select, acquire, catalog, process, and manage library materials utilizing professional publications, reviews, and other professional sources in their purchasing decisions.

Patrons also play a key role in the development of the library's collection. They may make recommendations and provide feedback via the library's website or directly to staff. The library provides materials to support each individual's journey and does not place a value on one patron's needs or preferences over another's.

### **Goals and Mission of Material Selection**

- To meet the patrons' informational, educational, and recreational needs in the two counties.
- To provide a diversity of materials that reflect the interests of the counties.
- To provide materials in many formats, including, but not limited to, books, audiobooks, e-books, and newspapers.
- To strive to maintain a well-balanced, current collection within the allotted budget and space limitations.

### **Criteria for Selection**

The collection development team uses their training, expertise, and professional literature along with specific criteria to select materials for the library's collection. These criteria are applied to all materials, regardless of whether they are being purchased or donated. Not all materials need to meet all of the criteria to be acceptable.

General criteria include:

- Patron requests
- Publicity, critiques, and reviews
- Accuracy and timeliness of content
- Suitability of subject and style for intended audiences
- Current and anticipated needs and interests of the public
- Contemporary significance or permanent value

- Contribution of a work to the diversity or breadth of the collection and its relation to other materials on the subject
- Representation of an important movement, genre, trend, or national culture
- Materials representing various opinions on matters that encourage freedom of expression and thought
- Prominence, authority, and/or competence of author, creator, or publisher
- Availability of information elsewhere in the community, area, or region
- Statement of challenging, original, or alternative point of view
- Suitability of format to library circulation and use
- Impact on materials budget

### **Collection Evaluation & Withdrawals**

Designated staff members periodically review and evaluate the adult and youth services collections on an ongoing basis to maintain their usefulness, currency, relevance, and age-appropriateness for the youth services collections. As items are added, others are reviewed for their ongoing value and may be kept, repurchased, withdrawn, or preserved for long-term retention. Materials withdrawal is an important aspect of collection development. Shelving space is finite and in order to fulfill our mission and meet the diverse cultural, educational, research, and personal enrichment needs of our community, the materials we offer must be current, accurate, relevant, and in a useful format and condition. When library items lose the value for which they were selected, they should be withdrawn so the collection remains vital and useful.

The staff will use discretion based on the following criteria in making a determination of which items to keep or discard from the collection. The Library Director is responsible for the final decision of items to add or remove from the collection.

### **Defined Weeding Criteria**

Weeding will be based on the Crew Guidelines, the following:

- Copyright date (age of the material in the book). Unless otherwise noted the default date to be considered for weeding is twenty (20) years.
- Maximum permissible time without usage (years since its last recorded circulation) unless otherwise noted the default years without circulation to be considered for weeding is ten (10) years.
- Other negative factors, are called the MUSTIE factors:
  - **M = Misleading** (factually inaccurate).
  - **U = Ugly** (worn, discolored, and beyond mending).
  - **S = Superseded** (by a new edition or much better-looking book on the subject).
  - **T = Trivial** (of no literary or scientific merit).
  - **I = Irrelevant** to the needs and interests of the library patrons/community.
  - **E = the material may be obtained Elsewhere** through ILL or reciprocal borrowing.

### **Gifts of Materials**

The Library is pleased to accept donations of books or other materials, with the understanding that they will be evaluated using the same criteria as purchased materials. The Edgeley Public Library and South Central Area

Library reserve the right to decide whether to accept or dispose of any gift. They may transfer it to another library, or organization for their sales or charitable donations, or discard it. Please note that the library will not provide a valuation of donated materials for tax purposes.

- Gifts of books for the library should be of the nature that their usage falls within the policies of the library.
- Gifts will be viewed as an addition or supplement to the operating budget of the library, not a reduction of the allotted budget.
- The Library Director or someone appointed by the director will determine if the gifts are acceptable under the policy.
- Gifts may be refused if the gift item is unusable.
- If the item is unusable by the library, the giver should be informed that the items may be placed on the “discard shelf” or passed on to another library.
- Gifts of cash will be accepted. Such gifts may be used to purchase materials in keeping with the library’s collection development policy or to provide services for the library’s patrons. If the gift of cash is used for materials, the donor does not have the right of approval of titles before purchase. However, donors are encouraged to recommend how the gift of cash is used.
- Gifts of art, personal property, etc., will be accepted only if such items have a use in the library.

### **Memorials**

The library actively encourages donations as memorials and tributes to living individuals on special occasions. Such acts allow the library to add materials or equipment that it might not otherwise be able to afford. These donations give individuals an excellent chance to honor their loved ones with a lasting statement of admiration and respect.

The Library will try to honor the donor’s wishes regarding the selection to be purchased. However, the final decision rests with the library director in accordance with its needs and selection criteria.

## **Reconsideration Policy**

### **Reconsideration Requests**

When a complaint about library items is made, the following steps will be followed:

1. Informal:
  - a. The consideration will be listened to calmly and courteously.
  - b. The Library's selection policy and commitment to intellectual freedom will be explained, to help the patron understand the value of a diverse library collection and that ownership of an item does not indicate agreement or endorsement of the ideas, values, or principles expressed therein. This will be done respectfully and in a fashion that acknowledges and restates the patron's concerns.
  - c. If the patron has recommendations for other materials on the topic, they will be noted, and if appropriate, procured.
  - d. If the patron is not satisfied, advise the patron of the library's policy and procedures for handling a reconsideration request, and provide the patron with a copy of the Library's Selection Policy and of the Request for Reconsideration Form.
  
2. Formal:
  - a. If the form is filled out, make sure a prompt written reply related to the concern is sent.
  - b. The item shall remain part of the collection until a decision has been made.
  - c. Notify the Director and/or the Library Board of the complaint and assure them that the Library's procedures are being followed. Present full, written information giving the nature of the complaint and identifying the source.
  - d. Notify the Chairperson of the North Dakota Library Association's Intellectual Freedom Committee that a reconsideration request has been filed.
  - e. The Director and staff involved in collection development shall review the request for reconsideration. This includes:
    - i. Reading/viewing/listening to the challenged item in its entirety.
    - ii. Considering the objections in terms of the Library's Selection Policy, the principles of the Library Bill of Rights, and the opinions of various reviewing sources used in materials selection.
    - iii. The library will employ the Miller Test to determine obscenity.
      1. whether the average person applying contemporary community standards would find the work, taken as a whole, appeals to the prurient interest
      2. whether the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law; and
      3. Whether the work, taken as a whole, lacks serious literary, artistic, political or scientific value.
  - f. If the reviewed material does not meet the criteria set forth in the Selection Policy, the Library shall acknowledge that the material is unsuitable and will be withdrawn from the collection.
  - g. If the material does meet the selection criteria, the item shall remain part of the collection
  - h. The Director will respond to the request clearly and precisely, stating the reasons the material was withdrawn or retained. This response will also inform the requestor how to pursue the matter further.

### 3. Appeal:

- a. If the requestor feels that the problem has been dealt with inadequately, a final appeal to the Library Board can be made.
- b. A public hearing will be conducted with the Board acting as the decision-making body.
- c. The Director will notify the American Library Association Intellectual Freedom Office, and their advice will be enlisted.

### 4. Hearing:

- a. An open meeting will be held—the location, beginning, and ending times of the meeting will be publicized in advance of the meeting.
- b. The meeting will be conducted by the Director or Assistant Director.
- c. The Library Board will act as the decision-making body. A quorum must be present.
- d. Persons wishing to speak must register prior to speaking, giving their name, address, and organization represented (if any).
- e. Each speaker will be given five minutes in which to present his/her point of view.
- f. Library Board members will be given time to ask questions following each testimony.
- g. Each speaker should present a written copy of his/her testimony to the Library Board members.
- h. The Board will review the testimonies heard. They will vote at a later date after they have had time to weigh and consider the testimonies. The Board will issue its opinion within 30 working days after the hearing.
- i. The Board will make their decision public and the Library will take action in accordance with that decision.

Edna Ralston Public Library

## Edna Ralston Public Library Collection Development Policy

### 1. Definitions

Collection development includes the planning, selection, acquiring, cataloging, and weeding of the library's collection of all formats.

Library materials include, but are not limited to the following: books, periodicals, pamphlets, government publications, reference works, newspapers, audiocassettes, CD's, videos, large print materials and maps.

Weeding is the regular, on-going systematic evaluation process whereby library materials are withdrawn from the collection based on specific criteria such as outdated, worn, damaged and/or duplicated materials.

### 2. Objectives

The goal of the Edna Ralston Public Library is to select, organize, preserve and make freely and easily accessible to all individuals in the community printed and other materials which will aid them in the pursuit of information, education, research, recreation, culture and in the creative use of leisure time. The primary goal of collection development is to provide the best possible collection with the financial resources available. The decision to select any item for the collection is based on demand, anticipated need, and the effort to maintain a wide and balanced collection.

The library patron is an important part of the selection process. An individual request from a patron for a title is usually honored if the request conforms to the guidelines outlined in this policy statement.

The library strives to maintain materials representing all sides of an issue in a neutral, unbiased manner. Selection of materials by the library does not mean endorsement of the contents of views expressed in those materials. The existence of a particular viewpoint in the collection is an expression of the library's policy of intellectual freedom, not an endorsement of the particular point of view. The library provides service to all within the framework of its rules and regulations and does not knowingly discriminate in its material selection regarding race, creed, sex, occupation or financial position.

The Edna Ralston Public Library endorses the Library Bill of Rights, the Freedom to Read Statement and the Freedom to View statements of the American Library Association.

### 3. Selection Criteria

Library materials are selected on the basis of informational, educational, cultural and recreational value. These materials are selected in compliance with the mission and goals of the library. The following general criteria are also used in selecting materials for addition to the collection:

1. Importance and value to the collection and library users.
2. Significance of the subject matter.
3. Current appeal and popular demand.
4. Local interest.
5. Cost and budgetary constraints.
6. Authority, accuracy and artistic quality.

### 4. Responsibility for Selection

The ultimate responsibility for materials selection and the development of the library collection rests with the Librarian, who operates within the framework of policies determined by the Library Board.

### 5. Formats of Materials

Materials may be available in a variety of formats. Factors governing the choice of format include anticipated use, storage requirements, ease of access and the format of earlier editions. When all other factors are equal, ease of access by the public should be the primary consideration.

### 6. Gifts, Memorials and Donations

The library gladly accepts gifts and donations. The library reserves the right to evaluate all gifts, donations and memorial requests in accordance with the criteria applied to purchased materials. Those which do not meet the library's objectives and policies, or those requests that may not be possible to carry out, may be used at the Librarian's discretion staying as close as possible to the wishes of the memorial request.

#### 7. Weeding or Withdrawal of Materials.

The withdrawal of materials, (also called weeding), of the collection is an ongoing process directly related to collection development.

Materials that are worn, damaged, outdated, duplicated, no longer accurate and no longer used may be removed from the collection. The librarian will be responsible for the weeding of the collection, and the Library Board will approve all such decisions before disposal.

#### 8. Access

The Library Board recognizes that full, confidential and unrestricted access to information is essential for patrons to exercise their rights as citizens. The Board believes that reading, listening and viewing are individual, private matters. While anyone is free to select or reject materials for themselves or their minor children, the freedom of others to read or inquire cannot be restricted. Parents and guardians, not the Library, have the responsibility to guide and direct the reading, listening and viewing choices of their own minor children. Selection of adult collection materials should not be inhibited by the possibility that

the items may be utilized by minors.

The library collection will be organized and maintained to facilitate access. No materials will be labeled, restricted, sequestered or altered because of any controversy about the author, subject matter or intended or potential audience.

#### 9. Complaints and Requests

The Library Board considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution. If a patron claims that a particular item is not constitutionally protected, the burden of proof rests with the patron.

The Library Board recognizes the right of individuals to question materials in the library collection. Whenever a patron objects to the presence or absence of any library material, the complaint will be given hearing and consideration. All complaints to staff members will be referred to the Library Director who will discuss the matter with the complainant. If not satisfied, the patron will be asked to write a letter to the Library Director explaining the need for such material. This letter will be given to the Library Director who will evaluate the material in question and consider the merits of the requested material. The Library director will consider whether the material meets the selection criteria outlined in this policy. A decision will be made regarding whether or not to add or withdraw the material within a reasonable amount of time, with written reasons for the decision conveyed to the patron. If the patron is dissatisfied with the decision or the written reply, he or she may appeal the decision to the Library Board at a scheduled Board meeting. The Board, after receiving public testimony from the patron, other interested parties and from the Library Director, will decide whether or not library policies have been followed and whether to add or withdraw the material in question.

Elgin Public Library

# **Collection Development Policy**

Elgin Public Library & Cultural Center

## **Purpose**

The purpose of this policy is to guide library staff in the selection of library materials, to inform the Library Board and the general public of the principles upon which selections are made, and to declare the library's commitment to the principles of free access to ideas and information.

## **Background**

The Elgin Public Library services Grant County which includes the communities of Carson, Elgin, Heil, Leith, and New Leipzig as well as patrons from the surrounding towns, cities, counties, and states.

## **Library Mission, Goal, and Objectives**

The Elgin Public Library & Cultural Center strives to educate, enrich, evolve, and inform the patrons and visitors of our community.

## **Intellectual Freedom**

The Elgin Public Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement and the Library Bill of Rights. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints it presents.

## **Target Audience**

Adults, children, young adults, students, and visitors to our community.

## **Community Assessment**

In addition to general community awareness, the library will continually use various assessment tools including surveys, patron registration data, patron requests, and information from other community groups, to best determine how to meet the information and recreational needs of the community. The library is committed to a flexible, evolving, and ongoing assessment process.

## **II. Responsibility for Selection**

The Library Director has the responsibility of oversight and approval of all library expenditures, and thus the responsibility for selection is the Director's. The Director may choose to delegate the actual selection and deselection of materials to qualified library volunteers.

## **III. General Selection Criteria and Tools**

### **Statement Regarding New Collections**

The Elgin Public Library continues to investigate new formats and technologies for inclusion in the library's collections. New formats and technologies will be added to the collection based on popularity and the identification of budgetary resources.

### **General Selection Criteria**

The general criteria listed below apply to the selection of all materials for the Fargo Public Library. Collection-specific criteria may be mentioned in their respective collection development profiles. Not all titles selected will meet all the criteria listed, but will fall into at least one of these categories:

- Public demand and interest
- Timeliness of information and/or significance of the subject
- Evaluations in professionally recognized critical review sources
- Special local interest or community relevance
- Authority and competence of the author and/or reputation and standing of the publisher
- Effective expression
- Contribution to diversity or breadth of collection
- Effectiveness and suitability of format, durability, and ease of use
- Replacement of lost copies and/or updating to current information
- Availability of information elsewhere
- Impact on materials budget
- Support of Library's mission and roles

### **General Selection Tools**

The Elgin Public Library uses the following resources when making selection decisions: Subject bibliographies, publishers' catalogs and promotional materials, reviews from reputable sources, lists of recommended titles from professional sources, popular and news magazines, related websites such as Amazon.com and sales representatives for specific materials. Purchase suggestions from patrons are also an important source, and patron suggestions are added to the collection as long as they meet the stated selection criteria.

## **IV. General Deselection Criteria**

Deselection, the systematic removal of materials from the collection, is an important component of total collection development. Ongoing reevaluation of materials is necessary in order to maintain a current, accurate and inviting collection. Deselection improves the accessibility of the remaining

materials, enhances the appearance of the collection, and helps improve the overall circulation and turnover rates of materials.

Discarded materials become surplus property and may be sold by the Library for fundraising purposes or discarded at the Library's discretion.

The process and decision to deselect an item takes into account the same criteria used when the item was first selected for inclusion in the collection. Additionally, the following criteria should apply when evaluating the collection:

### **Criteria For Materials Deselection**

Usage/Age:

- Frequency of circulation and/or potential use
- In-house use
- Interlibrary loan circulations
- Outdated or inaccurate information

Value/Quality:

- Subject matter no longer of current interest or historical or literary significance
- Historical importance: community or regional interest
- Availability of other materials in the field
- Physical appearance/condition relative to other factors of importance
- Multiple copies of title no longer in demand

Deterioration:

- Worn, damaged
- Aged

### **Special Collections Deselection**

Deselection of items from Special Collections, while occurring within the general guidelines outlined above, also adheres to more stringent, specific criteria and procedures.

### **Criteria**

- Relevance to Collection Development Policy. Except for considerations involving redundancy and physical condition as described below, titles will be considered for deselection only if they are no longer relevant to current or anticipated needs and are not within the scope of the Collection Development Policy for Special Collections.
- Redundancy. Copies or editions of titles in Special Collections that duplicate existing holdings may be considered for deselection.

- **Physical Condition.** Materials may be deselected from Special Collections because of their physical condition. Great care will be exercised in assessing the physical condition of a title before any such deselection decision is made. Appropriate efforts will be made to preserve valuable titles.

## **V. Adult Collection Overview**

The Elgin Public Library Adult Collection primarily serves the recreational and informational needs of all people in Grant county and surrounding areas. The collection consists of fiction, and nonfiction works. Materials for the Adult Collection are selected and maintained using the General Selection Criteria, unless otherwise noted. In accordance with the Access to Materials Policy, the library does not deny or abridge use of materials because of an individual's national origin, age, background, or views. Parents or guardians are responsible for materials chosen by children.

### **Large Print**

The Large Print collection is primarily a duplication of titles already in the library in standard type. The collection consists of literature classics, popular best sellers, genre fiction. Large print books are seldom reprinted, so an emphasis is placed on purchasing the most desirable titles soon after publication. Staying current with series, popular works, and titles that will appeal to an older audience is important when selecting for this collection.

## **VI. Adult Special Collections**

### **Reference**

The library maintains a Reference collection that is primarily used to answer reference questions and to serve the informational needs of our patrons. Reference materials remain in the library to be readily available to all library users. The reference collection contains standard works in areas of general reference, medical information, automotive, business, and local and regional history. Included are indexes, encyclopedias, state legal codes, biographical resources, dictionaries, almanacs, directories, and German hymnals, and Dictionaries

### **North Dakota Collection**

The North Dakota collection is a valuable source of local history for residents and non-residents of the state. The Elgin Public Library collects books pertaining to the history, economic, social and cultural life of the state of North Dakota. The main content of material contained in this collection

must be focused on North Dakota. Materials that are county and city histories are a focus. Materials which deal with the region are also obtained. This includes eastern Minnesota, South Dakota. Works of North Dakota authors who reside in the state are also purchased. Elgin, and New Leipzig high school yearbooks are included in the collection as well, These are not available to be checked out but can be viewed at the library. Of particular note is an archive of Elgin, Carson, New Leipzig Centennial books, which are generally used for genealogical research.

## **VII. Periodical Collection**

The Elgin Public Library includes newspaper the hometown and the Eido

Magazines are maintained the library location are in the front display along with the newspapers

## **VIII. Young Adult Collection**

The Elgin Public Library Teen collection primarily serves the recreational needs of Grant county residents from ages 13 to 18. The collection consists of fiction titles.

The library does not limit teens to use of only materials in the teen collection. Parents or guardians are responsible for materials chosen by teens.

## **IX. Electronic Resources**

Electronic resources are defined as subscription databases, e-books, e-magazines and other resources accessed digitally via PCs, tablets, e-readers, phones or other Internet connected devices.

The Elgin Public Library participates in resource sharing agreements with the North Dakota State Library, ODIN and the North Dakota Digital Consortium.

### **Electronic Resources and Databases**

The Library may add electronic resources for their own use or as part of a resource sharing agreement. These are subject to the General Selection Criteria.

Electronic databases are selected in coordination with the library's reference staff or relevant professional staff to meet general collection needs. A demonstration or trial subscription will be provided by the vendor for the staff to evaluate. Additional criteria used to evaluate electronic resources include:

- Access to multiple concurrent users
- Access to remote users
- Ease of use

- Additional functionality compared to print formats
- Access to retrospective information
- Vendor relationships, technical support and contractual concerns

### **E-Books and Similar formats**

Electronic materials such e-books, e-videos, e-magazines, and e-audiobooks are subject the General Selection Criteria.

Additional criteria used to evaluate e-content platforms include:

- Ease of use
- Access on a variety of popular devices
- Access to multiple concurrent users when possible
- Vendor relationships, technical support and contractual concerns

Since electronic materials do not wear out or take physical shelf space, condition and usage are not considered as deselection criteria. All other deselection criteria such as relevance- are considered. In the case of a resource sharing agreement, the Library may not be able to deselect all desired materials or respond to item challenges for electronic materials that are accessed as part of a resource sharing agreement.

## **XI. Children’s Services Collection Overview**

The Elgin Public Library Children’s Services Department primarily serves the needs and interests of Grant county residents from birth through early adolescence (grade six) as well as their adult caregivers. The collection also serves teachers who work in Grant county schools, childcare providers, homeschooling families, and adults working with or interested in materials for children as well as teachers who are Grant county residents but work in outside communities. Further, the collection supports library services to this age group.

The Children’s Services collection should be balanced in accordance with the needs of each age level served and all materials selected for the collection will meet these age criteria.

While local school curricula are generally supported, textbooks and workbooks are excluded from the children’s collection except in cases when the Children’s Services staff deem materials are appropriate for the collection.

The library does not limit children to use of only materials in the children’s collection. Parents or guardians are responsible for materials chosen by children.

### **Children’s Fiction**

The Children’s Fiction collection contains books appropriate for independent readers in second through sixth grade.

### **Children’s Nonfiction**

The Children's Nonfiction collection contains informational books on popular subjects, as well as subject-oriented, homework-related books for children through sixth grade. The collection may contain some books written for older audiences if the subject matter is of interest to children and the book is appropriate. Materials in this collection are selected for accuracy, quality and community interest. The collection strives to cover a wide range of subjects and viewpoints.

### **Easy Readers**

The books in the Easy Reader collection are for beginning readers in kindergarten through second grade. Easy Readers generally fall into various levels based on how easy or difficult they are for children to read. The collection contains fiction and nonfiction books with illustrations, simplified and/or controlled vocabulary, large typeface and a limited number of words and lines per page.

### **First Chapter Books**

The books in the First Chapter Book collection are primarily for newly independent readers in first through third grade. The collection contains fiction books with illustrations, controlled vocabulary, large typeface, short chapters, and fewer than 125 pages.

### **Picture Books**

The Picture Book collection is a large, popular collection in the Children's Services Department. Picture books combine text and illustration to tell a story. The illustrations in picture books are designed to extend and complement the text.

The Picture Book collection consists primarily of titles appropriate for children from birth through age eight.

### **Board Books**

Board books—small, sturdy books aimed at babies and toddlers—are housed in a special board book bin in the children's areas of the library facilities. In addition to durable cardboard pages, most board books address simple concepts, such as colors, shapes, letters and counting.

## **XII. Gifts and Donations**

The Library welcomes book donations. Donations of books or materials, the Library does not provide value estimates for items donated to the collection. Donations to the Library become the property of the Library. Donations may be added to the Library's collection, put up for resale or otherwise disposed of as the Library determines.

Monetary gifts to support the collection development efforts of the Library are always welcome and unrestricted gifts are particularly encouraged. Donors may, at their discretion, indicate that a monetary gift is to be used to further enhance and purchase materials for a particular section of the

collection. Donors may be recognized with book plates or with such other recognition as the Library Director may deem appropriate.

Restricted gifts of materials, such as those that require an item be added to the collection or maintained for a certain period of time will not be accepted without the prior approval of the Library Director. Approval of restricted gifts will be granted only in exceptional circumstances.

# **Reconsideration Policy**

## Elgin Public Library & Cultural Center

### **Intellectual Freedom**

The Elgin Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement and the Library Bill of Rights. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints it presents.

### **Reconsideration Requests**

When a complaint about library items is made, the following steps will be followed:

1. Informal:
  - a. The consideration will be listened to calmly and courteously.
  - b. The Library's selection policy and commitment to intellectual freedom will be explained, to help the patron understand the value of a diverse library collection and that ownership of an item does not indicate agreement or endorsement of the ideas, values, or principles expressed therein. This will be done respectfully and in a fashion that acknowledges and restates the patron's concerns.
  - c. If the patron has recommendations for other materials on the topic, they will be noted, and if appropriate, procured.
  - d. If the patron is not satisfied, advise the patron of the library's policy and procedures for handling a reconsideration request, and provide the patron with a copy of the Library's Selection Policy and of the Request for Reconsideration Form.
  
2. Formal:
  - a. If the form is filled out, make sure a prompt written reply related to the concern is sent.
  - b. The item shall remain part of the collection until a decision has been made.
  - c. Notify the Director and/or the Library Board of the complaint and assure them that the Library's procedures are being followed. Present full, written information giving the nature of the complaint and identifying the source.
  - d. Notify the Chairperson of the North Dakota Library Association's Intellectual Freedom Committee that a reconsideration request has been filed.
  - e. The Director and staff involved in collection development shall review the request for reconsideration. This includes:
    - i. Reading/viewing/listening to the challenged item in its entirety.

- ii. Considering the objections in terms of the Library's Selection Policy, the principles of the Library Bill of Rights, and the opinions of various reviewing sources used in materials selection.
  - f. If the reviewed material does not meet the criteria set forth in the Selection Policy, the Library shall acknowledge that the material is unsuitable and it will be withdrawn from the collection.
  - g. If the material does meet the selection criteria, the item shall remain part of the collection
  - h. The Director will respond to the request clearly and precisely, stating the reasons the material was withdrawn or retained. This response will also inform the requestor how to pursue the matter further.
3. Appeal:
- a. If the requestor feels that the problem has been dealt with inadequately, a final appeal to the Library Board can be made.
  - b. A public hearing will be conducted with the Board acting as the decision-making body.
  - c. The Director will notify the American Library Association Intellectual Freedom Office, and their advice will be enlisted.
4. Hearing:
- a. An open meeting will be held—the location, beginning, and ending times of the meeting will be publicized in advance of the meeting.
  - b. The meeting will be conducted by the Director or Assistant Director.
  - c. The Library Board will act as the decision-making body. A quorum must be present.
  - d. News coverage will be arranged by the Director.
  - e. Persons wishing to speak must register prior to speaking, giving their name, address, and organization represented (if any).
  - f. Each speaker will be given four minutes in which to present his/her point of view. A timekeeper will be appointed prior to the meeting.
  - g. Library Board members will be given time to ask questions following each testimony.
  - h. Each speaker should present a written copy of his/her testimony to the Library Board members.
  - i. The Board will review the testimonies heard. They will vote at a later date after they have had time to weigh and consider the testimonies. The Board will issue its opinion within [Number of Working Days] working days after the hearing.
  - j. The Board will make their decision public and the Library will take action in accordance with that decision.

Ellendale Public Library

# **Collection Development Policy**

## **Ellendale Public Library**

### **Purpose**

The purpose of this policy is to guide library staff in the selection of library materials, to inform the Library Board and the general public of the principles upon which selections are made, and to declare the library's commitment to the principles of free access to ideas and information.

### **Intellectual Freedom**

The Ellendale Public Library is committed to the principles of intellectual freedom. As such, there are materials representing diverse viewpoints on topics, including controversial ones. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints it presents.

### **Responsibility for Selecting Library Materials**

The librarian is responsible for and involved in materials selection. In some cases the Board may be involved.

### **Evaluative Criteria and Selection Aids**

Selection of library material is an active process that applies both to materials purchased by the library and materials donated to it. The following criteria are used in the selection process to help ensure that all materials in the library are in keeping with its goals and mission and are of use to the community served.

[Presentation of general and/or specific criteria used in selection. General criteria examples:

- The collection will attempt to provide a balance of viewpoints on all controversial issues
- The collection will attempt to include a cross-section of media formats, topics, and viewpoints representative of patron needs and interests
- The library will attempt to meet all relevant collection standards, whether issued by governmental agencies, professional associations, or regional accrediting bodies
- Reviews from professional publications (journals and websites), as well as patron requests are considered in the selection of library materials

Specific criteria can be provided by audience or age level, by subject area/Dewey range, material type (large print, digital, etc.), special collections, etc. Examples of specific criteria that can be used include:

- Authority (is it from a trusted source—both author and publisher can factor in)

- Self-published/POD materials (will your library purchase these? Are there exceptions?)
- Comprehensiveness and depth of treatment
- Clarity, accuracy, and logic of presentation
- Currency of the publication
- Artistic presentation and/or literary merit
- Popular interest
- Relevance to the community
- Materials by local/ND authors
- Materials about the city/county/state
- Redundancy with materials available through Online Library Resources

### **Formats**

[This section is used to list formats that are actively collected or to detail format that won't be purchased, and provide a rationale. This is typically most pertinent for technologies that have obsolesced within recent memory (re: you needn't mention the likes of 78 rpm glass core shellac discs, wax cylinders, or 5 ¼" floppies, but you may want to address VHS, audiocassette, and which gaming systems you're purchasing videogames for). This is also a prime place to state your preference vis-à-vis abridged or unabridged versions of classics.]

### **Special Collections**

Local history

ADOPTED 3-23-2023

## ELLENDALE PUBLIC LIBRARY

### REQUEST FOR RECONSIDERATION OF MATERIALS POLICY

The Ellendale Library Board recognizes the importance of providing a method whereby opinions from the public regarding materials selection can be voiced. A policy and procedure which will apply to all requests for reconsideration of materials has been established.

To comply with this procedure please be advised of the following guidelines.

1. A formal request for reconsideration of materials must be made in writing. A form will be provided to you from the library.
2. The material being challenged had to be read/listened to/ viewed in full by the challenger.
3. The Request for Reconsideration of Materials form and its written response becomes part of the Ellendale Library's public record.

If an informal request is made it will be listed to calmly and with respect to the person making the request.

If a formal request is made the librarian will provide a written reply letting the challenger know they have received the request and a decision will be made within 30 business days. The librarian will present the request for consideration to the Library Board for review.

A decision will be made in writing and sent to the person requesting the reconsideration of material.

*Adopted 3-23-2023*

Enderlin Municipal Library

# I. ENDERLIN MUNICIPAL LIBRARY COLLECTION DEVELOPMENT POLICY

## SELECTION OF RESOURCES

### A. Responsibility for Selection

1. Final responsibility for selection rests with the librarian who functions within the policy adopted by the Library Board. Board members' opinions may be sought by the librarian.
2. Suggestions from members of the community are welcome. Each suggestion is to be considered.

### B. General Principals

1. Responsibility for children's reading and literacy activities rests with parents or legal guardians. Resource selection for the adult collection is intended for mature readers and will not be restricted by the possibility that children may obtain resources which their parents or legal guardians consider inappropriate.
2. Resources unavailable at this library but available through cooperative library networks will be borrowed upon the request of the user.

### C. Specific Principles

The following general criteria are considered in selection resources:

1. Permanent value
2. Contemporary significance – attention of the critics, reviewers, and the public.
3. Popular interest.
4. Popularity of the author.
5. Relationship to existing collection.
6. Insight and/or perspective into human and social conditions.
7. Availability elsewhere in the community.
8. Price.

### D. Bibliography of Professional Tools

One or more of the following tools MAY be used by the library.

1. *Booklist*
2. *Choice*
3. *Horn Book Magazine*
4. *Library Journal*
5. *Reference Services Review*
6. *Wilson Library Bulletin*
7. Others including [www.jxquick.com](http://www.jxquick.com) and other online tools

(Edited by Trustees: 4.21.04)

#### E. Gifts and Donations

Gifts and donations are accepted based on the following criteria:

1. Items must meet the same criteria listed under Specific Principles, Section 1. C.
2. All gifts, when accepted, become the property of the library and may not be reclaimed by the donor.
3. Unneeded resources that are donated will not be retained. Duplicates, as a rule, will not be accepted.
4. Persons who have resources to donate will be asked to bring a list of titles to the library for approval. If this is not possible and the library board or librarian is interested, the librarian or Library Board member could view the resources.
5. Funds may be designated for the purchase of resources by general subject area.
6. Receipt of specific items will be acknowledged if it is requested.
7. Memorial resources should have memorial labels attached to them.

#### F. Withdrawal of Resources

Resources infrequently used and not of lasting value will be withdrawn on a periodic basis from the collection. Obsolete resources include:

1. Outmoded resources, superseded editions, unneeded duplicates, and worn out items.
2. Discarded resources shall be offered for sale by Book Sale, or to individuals. Disposition of remaining resources may be left to the discretion of the librarian and the Library Board

#### G. Complaint Process/Request for Reconsideration

Opinions from the public regarding resources can be voiced (1) on those resources represented in the collection, or, (2) on those resources not represented in the collection. A complaint must be in writing. Forms are available at the desk and upon completion may be mailed or delivered to the librarian. Upon receipt of the signed form the librarian will:

1. Examine the resource in question, the issue raised, and the circumstances involved.
2. Make a decision to remove or retain the resource in question with the help of at least two board members.
3. Respond in writing to the complaint within thirty days of receipt.
4. Provide the complainant with a copy of this policy, and inform the individual of the availability of a board hearing. Following a hearing, the decision of the board will be final.

Copies of the complaint form (Request for Reconsideration of Material), the Material Challenge Incident Report, and the Material Challenge Resolution Report are available on request from the librarian.

Note: The library applies the Miller test, the United States Supreme Court's primary legal test for determining whether speech or expression, including library material, constitutes obscenity. There are three prongs of the Miller test. The work is only considered obscene if all three conditions are satisfied. These include:

1. Whether the average person applying contemporary community standards would find the work, taken as a whole, appeals to the prurient interest;
2. Whether the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law; and
3. Whether the work, taken as a whole, lacks serious artistic, political, or scientific value.

Fargo Public Library

# *Service Policy* Collection Development

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## **I. Introduction**

### **Mission Statement**

The Fargo Public Library provides effective and efficient library services to meet our patrons' personal, professional, and lifelong learning needs.

### **Vision Statement**

The Fargo Public Library will be a model of excellence in library services and the primary place in the community for people of all ages to fulfill their informational, recreational, and lifelong learning needs.

### **Purpose of the Policy**

The purpose of the Collection Development Policy is to serve as an official statement of the Fargo Public Library's commitment to meeting the informational and recreational needs of the community served, as well as to provide guidance to the staff of the library for meeting these needs.

### **Community Served**

The City of Fargo is a medium sized city on a path of growth and change. This community, served by the Fargo Public Library, is becoming increasingly diverse, and the library will need to recognize this ethnic diversity and the way it will affect collection development practices. The library also serves residents of adjacent communities either through reciprocal borrowing agreements or paid registration. The library's selection process, therefore, should be flexible and responsive in meeting the informational and recreational needs of the general public while also recognizing the needs of special population groups in the changing Fargo community.

### **Community Assessment**

In addition to general community awareness, the library will continually use various assessment tools including surveys, customer registration data, customer requests, and information from other community groups, to best determine how to meet the information and recreational needs of the community. The library is committed to a flexible, evolving, and ongoing assessment process.

## **II. Responsibility for Selection**

Under the terms of the North Dakota Century Code 40-38-04 and the bylaws of the Board of Directors of the Fargo Public Library, the Board is ultimately responsible for all library expenditures, approving selection policy, and setting the goals and objectives for the library and its collections. The Library Director has the responsibility of oversight and approval of all library expenditures, and thus the responsibility for selection is the Director's. The Director may choose to delegate the actual selection and deselection of materials to qualified library employees.

## **III. General Selection Criteria and Tools**

### **Statement Regarding New Collections**

The Fargo Public Library continues to investigate new formats and technologies for inclusion in the library's collections. New formats and technologies will be added to the collection based on popularity and the identification of budgetary resources.

### **General Selection Criteria**

The general criteria listed below apply to the selection of all materials for the Fargo Public Library. Collection-specific criteria may be mentioned in their respective collection development profiles. Not all titles selected will meet all the criteria listed, but will fall into at least one of these categories:

- Public demand and interest
- Timeliness of information and/or significance of the subject
- Evaluations in professionally recognized critical review sources
- Special local interest or community relevance
- Authority and competence of the author and/or reputation and standing of the publisher
- Effective expression
- Contribution to diversity or breadth of collection
- Effectiveness and suitability of format, durability, and ease of use
- Replacement of lost copies and/or updating to current information
- Availability of information elsewhere
- Impact on materials budget
- Support of Library's mission and roles

### **General Selection Tools**

The Fargo Public Library uses the following resources when making selection decisions: Professional journals, trade journals, subject bibliographies, publishers' catalogs and promotional materials, reviews from reputable sources, lists of recommended titles from professional sources, popular and news magazines, related web sites such as Amazon.com and sales representatives for specific materials. Purchase suggestions

from customers are also an important source, and customer suggestions are added to the collection as long as they meet the stated selection criteria.

#### **IV. General Deselection Criteria**

Deselection, the systematic removal of materials from the collection, is an important component of total collection development. Ongoing reevaluation of materials is necessary in order to maintain a current, accurate and inviting collection. Deselection improves the accessibility of the remaining materials, enhances the appearance of the collection, and helps improve the overall circulation and turnover rates of materials.

Discarded materials become surplus property and may be sold by the Friends of the Library for fund raising purposes or discarded at the Library's discretion.

The process and decision to deselect an item takes into account the same criteria used when the item was first selected for inclusion in the collection. Additionally, the following criteria should apply when evaluating the collection:

##### **Criteria For Materials Deselection**

###### **Usage/Age:**

- Frequency of circulation and/or potential use
- In-house use
- Interlibrary loan circulations
- Outdated or inaccurate information

###### **Value/Quality:**

- Subject matter no longer of current interest or historical or literary significance
- Historical importance: community or regional interest
- Availability of other materials in the field
- Physical appearance/condition relative to other factors of importance
- Multiple copies of title no longer in demand

###### **Deterioration:**

- Worn, damaged
- Aged

##### **Special Collections Deselection**

Deselection of items from Special Collections, while occurring within the general guidelines outlined above, also adheres to more stringent, specific criteria and procedures.

## **Criteria**

- **Relevance to Collection Development Policy.** Except for considerations involving redundancy and physical condition as described below, titles will be considered for deselection only if they are no longer relevant to current or anticipated needs and are not within the scope of the Collection Development Policy for Special Collections.
- **Redundancy.** Copies or editions of titles in Special Collections that duplicate existing holdings may be considered for deselection.
- **Physical Condition.** Materials may be deselected from Special Collections because of their physical condition. Great care will be exercised in assessing the physical condition of a title before any such deselection decision is made. Appropriate efforts will be made to preserve valuable titles.

## **V. Adult Collection Overview**

The Fargo Public Library Adult Collection primarily serves the recreational and informational needs of all people in Fargo. The collection consists of fiction, genre fiction, and nonfiction works. Materials for the Adult Collection are selected and maintained using the General Selection Criteria, unless otherwise noted. In accordance with the Access to Materials Policy, the library does not deny or abridge use of materials because of an individual's national origin, age, background, or views. Parents or guardians are responsible for materials chosen by children.

### **Large Print**

The Large Print collection is primarily a duplication of titles already in the library in standard type. The collection consists of literature classics, popular best sellers, genre fiction, and nonfiction. Large print books are seldom reprinted, so an emphasis is placed on purchasing the most desirable titles soon after publication. Staying current with series, popular works, and titles that will appeal to an older audience is important when selecting for this collection.

### **World Language Collection**

The Library currently maintains a limited collection of world language titles in such languages as Arabic, Chinese, French, German, Hindi, Mandarin, Nepali, Somali, and Spanish. The primary intent of this collection is to meet the informational, recreational and lifelong learning needs of the greater Fargo community. The staff member(s) assigned responsibility for world language materials works closely with local ethnic organizations, community associations and other area libraries in order to keep the collection up to date and to provide quality service. Languages may be added to or dropped from the collection as community needs dictate.

## **Book Club in a Bag Kits**

Each Book Club in a Bag kit contains multiple books and a set of questions that can be used by book clubs.

## **VI. Adult Special Collections**

### **Reference**

The library maintains a Reference collection that is primarily used to answer reference questions and to serve the informational needs of our patrons. Reference materials remain in the library to be readily available to all library users. The reference collection contains standard works in areas of general reference, medical information, automotive, business, and local and regional history. Included are indexes, encyclopedias, state legal codes, biographical resources, dictionaries, almanacs, directories, and current and historic atlases. In most cases, older editions of works are removed from the collection in favor of more recent up-to-date editions.

### **North Dakota Collection**

The North Dakota collection is a valuable source of local history for residents and non-residents of the state. The Fargo Public Library collects books pertaining to the history, economic, social and cultural life of the state of North Dakota. The main content of material contained in this collection must be focused on North Dakota. Materials that are county and city histories are a focus, particularly those which cover the eastern part of the state. Materials which deal with the region are also obtained. This includes eastern Minnesota, South Dakota and Manitoba. Works of North Dakota authors who reside in the state are also purchased. Fargo high school yearbooks are included in the collection as well. Of particular note is an archive of Fargo City Directories, which date back to the 1800s and are generally used for genealogical research.

Because of the special nature of this collection, preservation of many of the materials housed in the collection is necessary. An attempt is made to keep historical runs of directories, as opposed to the most recent edition. Deselection is conducted on a very limited and carefully planned basis, in most cases targeting duplicate materials.

## **VII. Periodical Collection**

The Fargo Public Library first and foremost purchases and retains periodicals that satisfy the research needs, informational needs, and educational needs for the citizens of Fargo. In addition to these needs, the Fargo Public Library will also use serials acquisitions to satisfy popular and local interests.

The materials included in the Periodical Collection include periodicals in print, microform, and online databases.

The newspaper collection includes newspapers from major cities, but the primary focus is on regional newspapers. The local newspaper The Forum is available on microform from its beginnings in the late 1800s. The library maintains the North Dakota Census on microform as it enters the public domain.

The Periodical Committee is responsible for the selection of materials for the Periodical Collection. The Periodical Committee will meet once a year to discuss policy issues and acquisitions/discards for the current year. New serials will begin the following year. Ordering, maintaining, and discarding of serials is performed by the Technical Services Department.

Magazines are maintained at all library locations and designated into three different age categories: adult, teen, and children.

The majority of magazines are retained for the current and previous two years.

Selected magazines will be retained and archived for as long as possible.

Discontinued magazines will be kept until the end of the year publication stopped.

## **VIII. Teen Collection**

The Fargo Public Library Teen collection primarily serves the recreational needs of Fargo residents from ages 13 to 18. The collection consists of fiction, graphic novels and nonfiction titles.

The library does not limit teens to use of only materials in the teen collection. Parents or guardians are responsible for materials chosen by teens.

## **IX. Electronic Resources**

Electronic resources are defined as subscription databases, e-books, e-magazines and other resources accessed digitally via PCs, tablets, e-readers, phones or other Internet connected devices.

The Fargo Public Library participates in resource sharing agreements with the North Dakota State Library, ODIN and the North Dakota Digital Consortium. Agreements allow the library to receive competitive pricing and divide administrative and selection responsibilities. Decisions on the acquisition of electronic resources are made in cooperation with these organizations and reflect the variety of missions and collection goals of member libraries, not exclusively the Fargo Public Library.

## **Electronic Resources and Databases**

The Library may add electronic resources for their own use or as part of a resource sharing agreement. These are subject to the General Selection Criteria.

Electronic databases are selected in coordination with the library's reference staff or relevant professional staff to meet general collection needs. A demonstration or trial subscription will be provided by the vendor for the staff to evaluate. Additional criteria used to evaluate electronic resources include:

- Access to multiple concurrent users
- Access to remote users
- Ease of use
- Additional functionality compared to print formats
- Access to retrospective information
- Vendor relationships, technical support and contractual concerns

## **E-Books and Similar formats**

Electronic materials such e-books, e-videos, e-magazines, and e-audiobooks are subject the General Selection Criteria.

Additional criteria used to evaluate e-content platforms include:

- Ease of use
- Access on a variety of popular devices
- Access to multiple concurrent users when possible
- Vendor relationships, technical support and contractual concerns

Since electronic materials do not wear out or take physical shelf space, condition and usage are not considered as deselection criteria. All other deselection criteria -- such as relevance -- are considered. In the case of a resource sharing agreement, the Library may not be able to deselect all desired materials or respond to item challenges for electronic materials that are accessed as part of a resource sharing agreement.

## **X. Media Collection**

The Media Collection consists primarily of DVDs, music CDs, and audiobooks on CD. The collection is intended to fulfill both recreational and educational needs. Selection and maintenance of these materials fall under the General Selection Criteria.

## **Video Games**

The video game collection primarily consists of popular games for all ages with ratings from EC for Early Childhood to M for Mature. Games are purchased for a variety of popular gaming platforms.

## **XI. Children's Services Collection Overview**

The Fargo Public Library Children's Services Department primarily serves the needs and interests of Fargo residents from birth through early adolescence (grade six) as well as their adult caregivers. The collection also serves teachers who work in Fargo schools, childcare providers, homeschooling families, and adults working with or interested in materials for children as well as teachers who are Fargo residents but work in outside communities. Further, the collection supports library services to this age group.

The Children's Services collection should be balanced in accordance with the needs of each age level served and all materials selected for the collection will meet these age criteria.

While local school curricula are generally supported, textbooks and workbooks are excluded from the children's collection except in cases when the Children's Services staff deem materials are appropriate for the collection.

The library does not limit children to use of only materials in the children's collection. Parents or guardians are responsible for materials chosen by children.

### **Children's Fiction**

The Children's Fiction collection contains books appropriate for independent readers in second through sixth grade.

### **Children's Nonfiction**

The Children's Nonfiction collection contains informational books on popular subjects, as well as subject-oriented, homework-related books for children through sixth grade. The collection may contain some books written for older audiences if the subject matter is of interest to children and the book is appropriate. Materials in this collection are selected for accuracy, quality and community interest. The collection strives to cover a wide range of subjects and viewpoints.

### **Easy Readers**

The books in the Easy Reader collection are primarily for beginning readers in kindergarten through second grade. Easy Readers generally fall into various levels based on how easy or difficult they are for children to read. The collection contains fiction and nonfiction books with illustrations, simplified and/or controlled vocabulary, large typeface and a limited number of words and lines per page.

### **First Chapter Books**

The books in the First Chapter Book collection are primarily for newly independent readers in first through third grade. The collection contains fiction books with illustrations, controlled vocabulary, large typeface, short chapters, and fewer than 125 pages.

### **Picture Books**

The Picture Book collection is a large, popular collection in the Children's Services Department. Picture books combine text and illustration to tell a story. The illustrations in picture books are designed to extend and complement the text.

The Picture Book collection consists primarily of titles appropriate for children from birth through age eight.

### **Board Books**

Board books—small, sturdy books aimed at babies and toddlers—are housed in a special board book bin in the children's areas of the library facilities. In addition to durable cardboard pages, most board books address simple concepts, such as colors, shapes, letters and counting.

## **XII. Children's Special Collections**

### **Children's Reference Collection**

The Children's Reference collection consists primarily of general encyclopedias, dictionaries, atlases, and other one-of-a-kind materials. The books in this collection may only be used in the library.

### **Parent/Teacher Resource Collection**

This special collection contains materials for teachers, parents and childcare providers and is primarily a book collection but also contains kits. The emphasis is on providing practical, as opposed to academic or highly theoretical, materials.

Areas of emphasis include:

- Books addressing the educational needs of children; a specific emphasis is placed on collecting books addressing literacy development
- Homeschooling resources
- Books on child development and parenting
- Books addressing the recreational needs of children, providing ideas for enriching activities that children and adults can participate in together
- Bibliographic reference and readers advisory materials

- Books related to children's literature and storytelling
- Books related to challenges and disabilities faced by children with particular emphasis on addressing those challenges in an educational or home environment
- Circulating collection of Caldecott and Newbery Award winners
- Circulating collection of Boy and Girls Scout handbooks, manuals, and field books.

### **Children's World Language Collection**

The Library currently maintains a limited collection of world language titles in such languages as Arabic, Chinese, French, and Spanish. The primary intent of this collection is to meet the informational, recreational and lifelong learning needs of the greater Fargo community. The staff member(s) assigned responsibility for world language materials works closely with local ethnic organizations, community associations and other area libraries in order to keep the collection current and to provide quality service. Languages may be added to or dropped from the collection as community needs dictate.

### **XIII. Children's Periodicals**

The collection includes titles that support the recreational, informational and educational needs of children birth through grade six. Titles for early childhood and elementary teachers, homeschooling families, and parents are also included in the collection.

### **XIV. Children's Online and Electronic Resource Collections**

The Children's Services Department provides librarian selected and approved online resources for children, teachers, parents, and caregivers. Internet sites, subscription databases (electronic resources), and online readers advisory collections are some examples of the online resources selected by Children's Services staff. These online resources are available through the Fargo Public Library website. As with other library materials, restriction of a child's access to online resources, especially the Internet, is the responsibility of the parent or other care-giving adults. Parents are encouraged to work closely with their children to select material that is age-appropriate and in keeping with personal and family values.

Children's Services staff regularly reviews selected sites. However, due to the nature of the Internet, the content or purpose of websites can change rapidly and without notice; therefore Library staff cannot be held responsible for these changes. In addition, staff recommended sites include only those sites directly linked to from the Children's Services page.

The Fargo Public Library's database collection includes a variety of youth-specific databases intended for use by students in kindergarten through twelfth grade.

## **XV. Children's Services Media Collections**

### **Children's Videos**

Entertainment, instructional, educational and informational videos are included in this collection.

The fiction video collection primarily contains popular G-rated video titles.

The nonfiction video collection primarily contains popular educational video series.

### **Children's Music**

The children's music collection includes popular and well-reviewed children's music, sound and miscellaneous recordings.

### **Read-Alongs**

Read-Alongs include a sound recording paired with a picture book or easy reader. Read-Alongs are primarily for children from birth through age eight.

### **Children's Audiobooks**

The Audiobooks collection primarily includes unabridged children's titles. The collection includes children's classics, award winners and popular contemporary titles.

## **XVI. Children's Kits**

### **Story on the Go Kits**

Each Story on the Go kit contains picture books and materials, such as games, videos, puppets, and/or other items centered on a specific theme or author. The age-appropriateness of each kit varies, but in general, Story on the Go kits are designed to be shared with children aged two to eight.

### **Topic Totes for Tots Kits**

Each Topic Tote or Tots kit contains 10 picture and/or board books and an activity sheet centered on a specific theme. The age-appropriateness of each kit varies, but in general, Topic Totes for Tots kits are designed to be shared with children aged two to eight.

## **Ready to Go Readers Kits**

Each Ready to Go Reader kit contains Easy Reader books selected for their reading level. Kits fall into one of three reading levels: Beginner, Middle or Advanced. The age-appropriateness of each kit varies, but in general, Ready to Go Readers kits are designed for children in grades kindergarten through third grade.

## **XVII. Gifts and Donations**

The Library welcomes book donations in two areas. First, the Library is committed to developing collections that preserve the history of Fargo and North Dakota. In addition, the Library is interested in well-developed unique collections that may be donated in their entirety.

Donations of other books or materials not meeting the above criteria may be made directly to the Friends of the Library (Tel: 701.364.2665, Email: [fargofriends@gmail.com](mailto:fargofriends@gmail.com)).

The Library does not provide value estimates for items donated to the collection but may give a count of items donated at the request of the donor. Donations to the Library become the property of the Library. Donations may be added to the Library's collection, given to the Friends of the Library for resale or otherwise disposed of as the Library determines.

Monetary gifts to support the collection development efforts of the Library are always welcome and unrestricted gifts are particularly encouraged. Donors may, at their discretion, indicate that a monetary gift is to be used to further enhance and purchase materials for a particular section of the collection. Donors may be recognized with book plates or with such other recognition as the Library Director may deem appropriate.

Restricted gifts of materials, such as those that require an item be added to the collection or maintained for a certain period of time will not be accepted without the prior approval of the Library Director. Approval of restricted gifts will be granted only in exceptional circumstances.

*#006-2001*

*Approved by the Library Board of Directors: 10-17-2000*

*Revised 08-23-2005*

*Revised 03-16-2010*

*Revised 06-15-2010*

*Revised 08-21-2012*

*Revised 09-18-2012*

*Revised 03-19-2013*

*Revised 11-18-2014*

*Reviewed 12-21-2021*

*Revised 4-18-2023*

## Statement of Concern

### **Procedure: Request for Reconsideration of Library Resources**

Patrons who feel that action is necessary to address concerns about an item in the collection, an exhibit, or a program at the Fargo Public Library are asked to follow this procedure.

No more than two reconsideration requests can be submitted by the same individual at one time. If multiple reconsideration requests are submitted, the committee will consider each request consecutively. A resource may not be reviewed if a determination has been recently made.

1. The individual who would like to file a statement may request a form from any of the public service desks or the administrative office. The form is also available on the library's website.

The form must be filled out in its entirety with the individual's name, address, and signature, and returned to the library director. If the form is not fully completed, the library will take no action.

The library director will notify the individual in writing of receipt of the statement and the course of action to be taken.

2. If the statement is about a book or other material, the library director will obtain the resource and locate as many reviews as possible.

3. The item and the reviews will be made available for a committee of appropriate selectors and department staff. In the case of concern about program content or an exhibit, the resource and reviews will be made available to the Programming Team and appropriate department staff. All resources for which a Request for Reconsideration form has been submitted will remain available to the public until the library board completes its voting process.

4. The appropriate committee will meet to discuss the resource and make a determination based on their consideration of the resource as a whole, the reviews, and their knowledge of the library collection and the community.

5. The library director will notify the individual of the committee's recommendation. The patron may request a meeting with the committee to review the recommendation.

6. The library board will vote on the committee recommendation at their next regularly scheduled meeting. The board's vote will be final.

*Approved by the Board of Directors: 12-16-1997;*

*Revised 06-15-2010*

*Revised 9-18-2018*

*Revised 8-20-2019*

*Revised 8-16-2022*

Forman Public Library

# Materials Selection/Collection Development Policy

## A. Objectives

The purpose of the Forman Public Library is to provide all individuals in the community with carefully selected books and other 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 materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Forman Public Library Board of Trustees and are integral parts of the policy.

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

## B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Forman Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

## C. Criteria for Selection

1. The main points considered in the selection of materials are:
  - a. individual merit of each item
  - 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 about new materials. The primary source(s) of reviews is (are) best seller lists and published reviews.
3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

## D. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Forman Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

## E. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchase materials are applied to gifts. Memorial gifts of books or money are also accepted. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested. The Forman Public Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

## F. Weeding

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 materials will be handled in a similar manner and under the same authority as donated materials.

## G. Potential Problems or Challenges

The Forman Public Library recognizes that some materials are controversial and that 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 this 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.

## H. Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. If you have found materials or library resources about which you have concerns, you may speak to Library staff to discuss your concerns and you may also file a request for reconsideration of the item. Please fill out the Reconsideration form and mail or email it to the address provided. The inquiry will be placed on the agenda of the next regular meeting of the Forman Public Library Board of Trustees.

Garrison Public Library

## **B. Gifts, Requests, Memorials**

1. The Library accepts gifts of suitable material with the understanding that they will be added to the Library collections only when needed and disposed of at the discretion of the Librarian. The same principles of selection applied to purchases are applied to gifts.
2. Unrestricted gifts of money will be gratefully accepted by the Board. Restricted gifts or bequests may be reviewed by the Board before acceptance.

## **C. Material Selection**

1. Ultimate responsibility for book selection, as for all Library activity, rests on the Librarian, who operates within the framework of policies and objectives determined by the Board. If possible, all members of the staff will participate in the selection process.
2. Objectives of Selection  
Primary objectives of the Garrison Public Library are to provide opportunity and encouragement for people of all ages to educate themselves. It is the mission of the Librarian and Library Board to provide a wide variety of material with diverse appeal and different points of view. To this end, the Board reaffirms the objectives of the American Library Association, Library Bill of Rights and Freedom to Read Statement and recognizes a responsibility to:
  - a. Provide material that will enrich the community, taking into consideration the varied interests, abilities and educational levels of the people served.
  - b. Provide material that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
  - c. Provide information that will enable people to make intelligent judgments in their daily life.
  - d. Provide material representative of the many religious, ethnic and cultural groups and their contributions to our American heritage.
  - e. Provide material with opposing viewpoints on controversial issues so that people may develop the practice of critical analysis.
  - f. Place principle above personal opinion and reason above prejudice in selecting material of the highest quality in order to assure a comprehensive collection appropriate for the Library.
3. Criteria for Selection of Material  
Needs of the community, based on knowledge of the Library's objectives and existing collection, are given first consideration. Material for purchase is considered on the basis of:
  - a. Permanence or timeliness
  - b. Accuracy
  - c. Authoritativeness and/or standing and reputation of the author/artist/composer/producer, etc.
  - d. Clearness and usability of presentation
  - e. Group and individual social significance
  - f. Format
  - g. Price and/or availability of funds
  - h. Overall purpose
  - i. Importance of subject matter
  - j. Readability and popular appeal

4. Procedures for Selection

In selecting material, the Librarian evaluates the existing collection and consults reputable, unbiased, professionally-prepared selection aids. In specific areas, the Librarian follows these procedures:

- a. Gift materials are judged by basic selection standards and are accepted or rejected by these standards.
  - b. Multiple items of outstanding and much-in-demand media are purchased as needed.
  - c. Worn or missing standard items are replaced periodically.
  - d. Out-of-date or no longer useful materials are withdrawn from the collection using a systematic procedure.
  - e. Sets of material and material acquired by subscription are purchased only to fill a definite need.
  - f. Duplication of material available at special schools and academic libraries will be avoided whenever possible.
5. The Library will endeavor 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.
- a. The Library will not maintain a closed shelf collection of materials but will encourage individual and parental discrimination in the choice of material.
  - b. 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.
6. All phases of the selection procedure will work toward the establishment of a representative collection of material of high quality based on achievement of the services the Library is expected to perform.
7. 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 material.

**D. Complaint procedure regarding Library material.**

The procedure below will apply to all complaints about materials represented in the collection or not represented in the collection. This procedure is recommended by the McLean/Mercer Regional Library and Garrison Library Board so that the complainant can be assured that his/her complaint receives a fair hearing.

In the "Materials Selection Policy of the McLean-Mercer Regional Library Policy Manual" it states that "final responsibility for selection resides with the Librarian". All complaints will be directed to his/her attention. The Library Board, in their adoption of the Material Selection Policy, the Library Bill of Rights and the Freedom to Read Statement, support the Librarian in his/her exercising of the selection responsibility. They will hear complaints only if the complainant feels that the policy statement does not support the Librarian's decision and then only if they feel it is necessary to study the decision more closely.

1. Instructions to the Staff:  
Should a patron question the place of any material in our collection or question our intentions by failing to place certain material in the collection, you are asked to comply with the following procedure:
  - a. Neither defend nor condone the item or the act. React in a manner which indicates your understanding of this person's concern (even though you may disagree). The responsibility for selection of material for the Library is vested with the Librarian. Let him/her provide the defense.
  - b. 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 Librarian and that the patron will receive a response from the Librarian within one week.
2. Instructions to the Librarian:
  - a. 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.
  - b. Provide complainant with a copy of the Selection Policy. Inform patron of his/her right to an additional hearing on the complaint should he/she feel that the response of the Librarian is not supported by the policy statement.
3. Instructions to the Library Board:  
Should the patron feel that the Librarian's response is not supported by the Material Selection Policy, it is reasonable to assume that either the policy statement or the Librarian's interpretation of it are in question. Therefore, it becomes the Board's obligation to review the matter.
  - a. Upon receipt of a request for additional review or a hearing from the complainant, the Librarian is asked to advise the Board of the entire situation. He/she is also asked to recommend action to the Board.
  - b. If the Board does not wish to hear the complaint, the President of the Board should instruct the Librarian to advise the complainant of their decision and the basis for their decision.
  - c. If the Board desires to hear the complaint, the Librarian is to make arrangements with the complainant to be present for a hearing. The Board will then recommend action to the Librarian after hearing the complaint.
4. Above all, the Board has as its concern the fairness of such a hearing, so as to protect the rights of all persons involved in accordance with community standards. Should it be necessary, the Board can ask the Librarian to inform the Intellectual Freedom Committee of the North Dakota Library Association (NDLA), the Intellectual Freedom Committee of the American Library Association (ALA), the State Librarian and other concerned persons or groups of the situation, requesting their opinion, recommendations or involvement.

Glen Ullin Public Library

# Collection Development Policy

## Glen Ullin Public Library

### **Collection Philosophy**

The collections of the Glen Ullin City Library (GUCL) are built and maintained in a focused manner to meet the information needs of the library community and the residents of Glen Ullin. GUCL upholds the right of the individual to access information and does not prioritize one person's needs or preferences over another's.

### **Responsibility of Selecting Library Materials**

Ultimate responsibility for the direction, purpose, and scope of collection development rests with the Glen Ullin Board of Director's, Library Director, and volunteers. All aspects of collection development are directed toward fulfilling the mission of GUCL. Suggestions for selection by other staff members and patrons are encouraged. Each suggestion will be considered within the framework of this policy.

### **Selection Criteria**

Glen Ullin City Library selects materials based on our mission and strategic plan. Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. No single standard can be applied in all cases and materials are judged on the basis of the work as a whole, not on a part taken out of context.

### **Gifts of Materials**

Gifts and donations may include all forms of print and non-print material suitable to the collection. The Glen Ullin City Library reserves the right to accept or dispose of any gift through exchange, transfer to other libraries, or discard. Gifts and donations will be evaluated according to the Collection Development Policy, value of the gift, and the condition of the material. Glen Ullin City Library will not provide a valuation for tax purposes of gifts received.

### **Maintenance of the Collection**

A current, orderly, and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn materials is dependent on current demand,

usefulness, more recent acquisitions, and availability. The ongoing process of weeding is the responsibility of the qualified volunteers. Withdrawn materials will be discarded in accordance with state policy.

### **Request for Reconsideration of Materials**

A patron finding materials objectionable may request that the item be reconsidered. No material is automatically removed from the collection due to objection. GUCL patrons wishing to request reconsideration must submit a Request for Reconsideration of Library Materials form to the Glen Ullin City Library or Glen Ullin City Auditor. The form must be filled in completely to be considered. The Library Director and Board of Director's will review the item and the form. A copy of the Request for Reconsideration of Library Materials is attached to and part of this policy.

### **Removal of Explicit Sexual Material**

Any material deemed to contain explicit sexual material will be removed from the GUCL. The library volunteers have reviewed our collection that we currently maintain (completed in October 2023). If any materials are considered inappropriate, they will be removed. If known inappropriate lists are published and we have the materials, they will be removed. If any inappropriate material is found, unknown to the GUCL, our Board of Directors, Library Director, and volunteers are not held responsible.

Golden Valley County Library

# Collection Development Policy

(Updated October 2023)

## **Purpose:**

To provide guidance for collection management and to inform the public of the principles upon which Library personnel make decisions regarding the selection and maintenance of the collection

## **Identification of Users**

The Golden Valley County Library provides free and equal service to all residents of Golden Valley County, North Dakota.

## **Intellectual Freedom**

Golden Valley County Library is committed to the principles of intellectual freedom. Materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its staff agrees with the ideas and viewpoints it presents.

The Library typically classifies materials according to the target age group (children, teens or adult) as established by cataloging services and other authoritative sources.

## **Responsibility for Selection**

The Library Board approves the collection development policy for the Golden Valley County Library system. The Board delegates the responsibility for administering this policy to the Library Director. The Library Director selects the materials, utilizing professional reviews and other selection aids to provide the most age-appropriate materials for the collection. Suggestions from the general public are welcome and are given consideration within the framework of this policy.

## **Goals of Material Selection**

1. To meet the informational, educational, and recreational needs of the community.
2. To provide diversity of material that reflects the interests of the community.
3. To provide materials in many formats including, but not limited to, books, electronics materials, audio-visual materials, periodicals and newspapers.
4. To maintain a balanced, current and representative collection within the allotted budget and space limitations.

First reading October 10, 2023

Second reading December 12, 2023

Adopted December 12, 2023

## **Evaluative Criteria**

Selection of Library material is an active process that applies both to materials purchased by the library and materials donated to it. The following general criteria are used in the selection process to help ensure that all materials in the Library are in keeping with its goals and mission, and are of use to the community served.

1. The collection will attempt to provide a balance of viewpoints on controversial issues.
2. The collection will attempt to include a cross-section of viewpoints representative of patron needs and interests.
3. The collection will attempt to provide significant items of local and regional interest, history and authorship.
4. Reviews from professional publications are considered in the selection of Library materials.
5. Patron requests are considered in the selection of materials.

When evaluating specific materials for inclusion in the Library collection, consideration is given to the following.

1. Authority (is the item from a trusted source?)
2. Clarity, accuracy and logic of presentation.
3. Currency of the information (unless the item is a classic)
4. Artistic presentation and/or literary merit.
5. Popular interest.
6. Relevance to the community
7. Appropriateness for the age and maturity levels of the users.
8. Size of item
9. Cost.

## **Special Collections**

The Library preserves archival materials relevant to local history, this includes pictures, atlases and local history books.

## **Resource Sharing**

The Golden Valley County Library actively shares materials with other libraries through Interlibrary Loan, giving the collection nationwide outreach.

First reading October 10, 2023  
Second reading December 12, 2023  
Adopted December 12, 2023

## **De-selection (Weeding)**

The Library cannot and should not retain most materials indefinitely. Shelving space is finite, and in order to fulfill our mission and meet the diverse educational, cultural, research and personal enrichment needs of our community, the materials we offer must be current, accurate, relevant and useful in format and condition. Materials that are no longer current, accurate or used must be withdrawn from the collection to make way for new materials. This does not mean that they were a waste of money, rather they have served their purpose, providing benefit to our community for the years they remained in our collection.

It is the goal of the Golden Valley County Library to de-select (weed) roughly one item for every item added.

Weeded items in good condition may be donated to organizations or made available for give away or sale. Items that are in disrepair will be discarded.

## **Explicit Sexual Material**

North Dakota Century Code 12.1-27.1 prohibits a public library from maintaining in its children's collection inventory books that contain explicit sexual material, with an implementation deadline of March 31, 2024.

Adoption of this policy as required by law does not constitute endorsement by the Golden Valley County Library Board of Directors or the Library Director.

'Explicit Sexual Material' shall be defined as set forth in N.D.C.C. 12.1-27.1-01 and any amendments thereto. It "means any material which:

1. Taken as a whole, appeals to the prurient interest of minors;
2. Is patently offensive to prevailing standards in the adult community in North Dakota as a whole with respect to what is suitable material for minors; and
3. Taken as a whole, lacks serious literary, artistic, political or scientific value for minors."

## **Procedure**

The Golden Valley County Library staff will review its collection of materials for children and teens to remove or relocate any explicit sexual materials by March 31, 2024. Formal review will proceed under the constraints of time, staffing and budget. Library staff shall conduct its review using the following guidelines.

1. Library staff will utilize lists of challenged materials to flag books with questionable sexual content.
2. Staff will scan the library collection for Explicit Sexual Material, flagging anything questionable for review by the Director. However, staff are not required to review materials un the following circumstances.

First reading October 10, 2023

Second reading December 12, 2023

Adopted December 12, 2023

# **Resolution of the Golden Valley County Library Board Concerning Challenged Materials**

Revised October 2023

## **Overview**

The Golden Valley County Library is committed to freedom of thought and expression as outlined in the Library Bill of Rights of the American Library Association. Libraries collect information that is necessary and relevant for their communities, with limitations of space and financial resources. GVCL attempts to reflect a wide range of viewpoints within our community, the Library does not endorse the viewpoints expressed in the diverse materials in its collection.

The Library Bill of Rights states the following:

1. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

## **Reconsideration Procedure**

Upon request, the Library Director or Board may remove, relocate or balance materials in the Library collection if those materials fail to meet criteria outlined in the Collection Development Policy.

1. Any Golden Valley County Library patron or cardholder or legal Golden Valley County resident may challenge library materials.
2. A person objecting to materials ("Complainant") will be asked to fill out a "Request for Reconsideration of a Work" ("Request"). The Director shall review the Request and meet with the Complainant filing the Request. The Director may decline the Request or recommend to the Library Board any one of the following: (a) removal of the item; (b) relocation of the item; or (c) balancing the collection with other material. The Director shall also have discretion to submit any Request directly to the Board. If the Library Director declines the Request, the Complainant may appeal the decision to the Board by submitting an appeal in writing to the Library Director within 10 business days of the Library Director's decision. The Library Director shall transmit the appeal to the Board who shall determine its validity at its next regularly scheduled meeting. No appeal is valid if: (a) the Request does not specify the name, address and phone number of the Complainant; (b) Complainant is challenging a material which was subject to a prior decision of the Library Board within the last three years; (d) a Complainant has appealed and the Board has declined the appeal on 5 or more Request with a two-year period. (e) Complainant fails to attend a meeting

First reading October 10, 2023

Second reading December 12, 2023

Adopted December 12, 2023

Grand Forks Public Library



## Collection Development Policy

### Introduction

Collection development at Grand Forks Public is founded on the principles of intellectual freedom, diversity and equal access for all. The library provides a collection that strives to balance viewpoints across a broad spectrum of opinions and subjects in formats suitable to a variety of learning and recreational interests and skills. Using selection practices that are flexible and responsive to the changing needs of the community, the library builds and maintains collection for the general public while recognizing the needs of special population groups.

This policy is a statement of principles set forth by the Grand Forks Public Library Board. It serves as a guide for the library staff in developing the collection of print, audio, technological and other materials intended to meet the community's information, entertainment, and interpersonal wants and needs. The policy provides a basis for collection development, weeding, and public objection to materials. Budget limitations necessitate the selection of materials relevant to these needs.

### Responsibility for Selection

Ultimate responsibility for the direction, purpose, and scope of collection development rests with the Library Director, under the authority of the Grand Forks Public Library Board. The Director may delegate library collection development responsibilities to specific library staff members who more closely manage the wide range of services related to particular areas of the collection. All aspects of collection development are directed toward fulfilling the mission of the Grand Forks Public Library.

The community has a role in shaping the library collection development through suggestions and feedback. Suggestions from members of the community concerning materials selection are welcome and each suggestion will be considered within the framework of this policy. Appropriate forms are available at the Information Services and Children's desks.

Materials selected for the library collection are intended to meet the current and future educational, informational, recreational, and cultural needs of the residents of the library's service area. The emphasis will be on acquiring materials of wide-ranging interest to the general public within budgetary limitations. Materials unavailable at this Library but available through cooperative library networks will be borrowed upon request of the user.

## **Criteria for Selection of Physical and Digital Materials**

Materials are evaluated according to one or more of the following criteria; however, an item need not meet all of these criteria in order to be included in the Library's collection:

- Current and anticipated needs and interests of the community
- Permanence or timeliness of the work
- Authoritativeness and/or standing and reputation of the author/artist/composer/producer
- Group and individual social significance
- Format
- Price and/or availability of funds
- Importance of subject matter
- Contemporary significance: i.e. attention of critics, reviewers and the public
- Date of publication
- Relationship to existing collection
- Availability elsewhere in the community, area, or region

The Library will endeavor to provide a wide range of subjects, authors, and points of view. The inclusion of an item in the library collection in no way represents an endorsement of its contents. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered.

The Library recognizes that many materials are controversial and that any given item may offend some. It is the responsibility of each individual library user to determine which materials are most appropriate for their needs and consistent with their personal or family values. Although library users are free to reject for themselves materials of which they do not approve, they may not restrict the freedom of others to read what they choose.

The Library encourages individual and parental oversight in the choice of materials, databases or internet usage. Adult responsibility for children's reading rests with parents or legal guardians. Materials selection for the adult collection is intended for mature readers, and will not be restricted by the possibility that children or young adults may obtain materials which their parents or legal guardian consider inappropriate.

### **Materials Withdrawal**

Materials withdrawal is an important aspect of collection development. Materials may be withdrawn if they are physically worn out or damaged, infrequently used, or no longer current.

### **Reconsideration of Library Materials**

Any Grand Forks Public Library cardholder residing in Grand Forks County may request that an item in the library's collection be reviewed to ensure it complies with the Library's Collection Development Policy. The library patron must complete the GFP Request for Reconsideration form and read the library's Collection Development Policy, available at any library service desk and on the library website. Upon completion, the form should be sent to the Library Director.

Please note that the library patron seeking review must read, view, or listen to the entirety of the work before requesting reconsideration of library material and should also read the library's Collection Development Policy.

The completed Request for Reconsideration will be reviewed by the Library Director to determine whether retention of the item would be in violation of the Collection Development Policy in its entirety. The Director will notify the patron in writing of the decision within 30 days of receipt of the request.

Should the library patron believe that the Director's decision is not supported by the Library's Collection Development Policy, the library patron may appeal the decision in writing to the Library Board within 30 days of receipt of the Director's decision. Such an appeal shall not exceed two pages and should include copies of the original Request for Reconsideration Form and the Director's written response. The Library Board will reconsider the decision based on whether or not the particular item conforms to the Board-approved Collection Development Policy. The Library Board shall then make the final determination of the matter, notifying the library patron in writing within 30 days of receipt of the appeal. This decision will be final.

The completed decision on reconsideration of a specific title shall remain in effect for three years and that title will not be reconsidered again during that time.

No works in question will be added to or removed from the collection or from the library shelves and no changes in service or policy will be made while the above process is underway.

## **Gifts and Donations**

Unconditional gifts, donations, and contributions to the library are encouraged and may be accepted by the Library Director on behalf of the Grand Forks Public Library Board. Those items donated may be added to the collection or donated to the Friends of the Library. No old, damaged, or musty materials will be accepted.

## **Guiding Documents**

American Library Association's Bill of Rights  
American Library Association's Freedom to Read  
American Library Association's Freedom to View

Approved by the GFPL Board 3/08/2012; 1/16/2019; 4/20/22; 10/18/23

Griggs County Public Library

## **Collection Development Policy**

Griggs County Library

Adopted June 2023

### **Purpose**

The purpose of this policy is to guide library staff in the selection of library materials, to inform the Library Board and the general public of the principles upon which selections are made, and to declare the library's commitment to the principles of free access to ideas and information.

### **Intellectual Freedom**

The Griggs County Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement [Appendix] and the Library Bill of Rights [Appendix]. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints it presents.

### **Responsibility for Selecting Library Materials**

The Griggs County Board of Directors has given the Library Director the responsibility for the selection of materials who shall operate within the confines of this policy and the set budget. Suggestions from readers are welcome and will be carefully considered. The Director may delegate this responsibility to other members of the staff but the Director shall retain the final determination.

### **Budget**

The Griggs County Library Board of Directors will set the budget for collection development each year. The Library Director will determine the breakdown and allotment per of that line item by genre based on needs of the patrons and circulations statistics.

### **Evaluative Criteria and Selection Aids**

Selection of library material is an active process that applies both to materials purchased by the library and materials donated to it. The following criteria are

used in the selection process to help ensure that all materials in the library are in keeping with its goals and mission and are of use to the community served.

- The collection will attempt to include a cross-section of media formats, topics, and a balance of viewpoints on all controversial issues, representative of patron needs and interests
- The collection will attempt to provide interest information, and enlightenment representative of the community's wants and needs.
- The library will attempt to meet all relevant collection standards, whether issued by governmental agencies, professional associations, or regional accrediting bodies
- Reviews from professional publications (journals and websites), as well as patron requests are considered in the selection of library materials

This criteria shall apply to all materials whether nonfiction or fiction and adult or juvenile

- Permanence or timeliness;
- Accuracy, clarity, and presentation of material;
- Authoritativeness: the standing and reputation of author, artist, composer, producer, publisher, etc.;
- Date of publication;
- Structural integrity;
- Suitability and importance to the whole collection;
- Format;
- Price;
- Redundancy with material available through Online Library Resources;
- Overall purpose;
- Readability and popular appeal.

**Selection Aids:**

- Standard lists
- Library catalogs
- Reviews from:
  - Subject specialist journals
  - Library journals
  - Book selection journals

- Newspapers (local and national)
- Advance notices

### **Formats**

When possible based on price and availability the following formats will be purchased:

- Hardbound books over trade paper or paperback books. No comb-bound material unless no other format is available.
- Unabridged versions over abridged versions whether classic books or audio books.
- The most current or popular format of materials – technologies that have recently obsolesced, including but not limited to, VHS, audiocassette, are no longer being included in the collection.

### **Special Collections**

The Griggs County Library will maintain a North Dakota section in a variety of formats. This will include local or state authors and materials written about or set in North Dakota. The library will maintain a historical file of information pertaining to Griggs County and the greater North Dakota region.

### **Library of Things Collection**

To provide the community with materials that are engaging, resourceful, and educational the Library maintains a Library of Things (LOT) collection. This Collection consists of STEAM materials (Science, Technology, Engineering, Art, and Materials), games and puzzles, and other non-traditional library materials.

### **Resource Sharing**

The Griggs County Library will participate in the Interlibrary Loan system provided by the North Dakota State Library. Material can be requested for patrons that is not available at the Library. The Library will mail material requested by the North Dakota State Library to patrons outside of the Griggs County Library system.

The Griggs County Library will participate in the Overdrive consortium to provide access for patrons to e-books, e-videos, and e-audios. This participation will be reviewed yearly based on use and cost.

As other consortiums or resource sharing opportunities arise, the Griggs County Board of Directors will review them and decide if they provide a new or enhanced resource for the patrons of the library.

### **Deselection of Material**

Material infrequently used and not of lasting value will be withdrawn on a periodic basis from the collections. Obsolete materials include but is not limited to the following:

- outmoded items,
- superseded editions,
- superfluous duplicates,
- worn out items.

Such items will be removed from circulation and disposed as library staff so deems.

### **Consideration of Library Material**

Patron may use the Consideration to Add form to request that an item be added to the collection. The Library Director will review the request and determine if it follows the Evaluative Criteria and Selection Aids found in the policy. The Griggs County Library Board of Directors has given the Library Director the responsibility for the selection of materials for the Library's collection; therefore, this decision is final.

### **Reconsideration of Library Material**

Please see Reconsideration Policy.

Date Approved: June 1, 2023

## **Reconsideration Policy**

Griggs County Library

Adopted April 2023

### **Intellectual Freedom**

The Griggs County Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement [Appendix] and the Library Bill of Rights [Appendix]. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints it presents.

### **Reconsideration Requests**

When a complaint about library items is made, the following steps will be followed:

1. Informal:
  - a. The consideration will be listened to calmly and courteously.
  - b. The Library's selection policy and commitment to intellectual freedom will be explained, to help the patron understand the value of a diverse library collection and that ownership of an item does not indicate agreement or endorsement of the ideas, values, or principles expressed therein. This will be done respectfully and in a fashion that acknowledges and restates the patron's concerns.
  - c. If the patron has recommendations for other materials on the topic, they will be noted, and if appropriate, procured.
  - d. If the patron is not satisfied, advise the patron of the library's policy and procedures for handling a reconsideration request, and provide the patron with a copy of the Library's Selection Policy and of the Request for Reconsideration Form.
2. Formal:
  - a. If the form is filled out, make sure a prompt written reply related to the concern is sent.

- b. The item shall remain part of the collection until a decision has been made.
- c. Notify the Director and/or the Library Board of the complaint and assure them that the Library's procedures are being followed. Present full, written information giving the nature of the complaint and identifying the source.
- d. Notify the Chairperson of the North Dakota Library Association's Intellectual Freedom Committee that a reconsideration request has been filed.
- e. The Director and staff involved in collection development shall review the request for reconsideration. This includes:
  - i. Reading/viewing/listening to the challenged item in its entirety.
  - ii. Considering the objections in terms of the Library's Selection Policy, the principles of the Library Bill of Rights, and the opinions of various reviewing sources used in materials selection.
- f. If the reviewed material does not meet the criteria set forth in the Selection Policy, the Library shall acknowledge that the material is unsuitable and it will be withdrawn from the collection.
- g. If the material does meet the selection criteria, the item shall remain part of the collection
- h. The Director will respond to the request clearly and precisely, stating the reasons the material was withdrawn or retained. This response will also inform the requestor how to pursue the matter further.

### 3. Appeal:

- a. If the requestor feels that the problem has been dealt with inadequately, a final appeal to the Library Board can be made.
- b. A public hearing will be conducted with the Board acting as the decision-making body.
- c. The Director will notify the American Library Association Intellectual Freedom Office, and their advice will be enlisted.

4. Hearing:

- a. An open meeting will be held—the location, beginning, and ending times of the meeting will be publicized in advance of the meeting.
- b. The meeting will be conducted by the Director or Assistant Director.
- c. The Library Board will act as the decision-making body. A quorum must be present.
- d. News coverage will be arranged by the Director.
- e. Persons wishing to speak must register prior to speaking, giving their name, address, and organization represented (if any).
- f. Each speaker will be given four minutes in which to present his/her point of view. A timekeeper will be appointed prior to the meeting.
- g. Library Board members will be given time to ask questions following each testimony.
- h. Each speaker should present a written copy of his/her testimony to the Library Board members.
- i. The Board will review the testimonies heard. They will vote at a later date after they have had time to weigh and consider the testimonies. The Board will issue its opinion within 14 working days after the hearing.
- j. The Board will make their decision public and the Library will take action in accordance with that decision.

Date Approved: March 2, 2023

Harry L Petrie Public Library



# **HARRY L. PETRIE LIBRARY**

101 1st NE Street  
P.O. Box 416  
Linton, North Dakota 58552  
701-254-4737

## **Reconsideration Policy**

### **Harry L. Petrie Public Library**

#### **Intellectual Freedom**

The Harry L. Petrie Public Library is committed to the principles of intellectual freedom and affirms the AMLA's Freedom to Read Statement and the Library Bill of Rights. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of a item does not indicate that the Library, its Board, or its Staff agree with the ideas and viewpoints it presents.

#### **Reconsideration Requests**

When a complaint about library items is made, the following steps will be followed:

1. **Informal:**

- a. The consideration will be listened to calmly and courteously.
- b. The Library's selection policy and commitment to intellectual freedom will be explained, to help the patron understand the value of a diverse library collection and that ownership of an item does not indicate agreement or endorsement of the ideas, values, or principles.

This will be done respectfully and in a fashion that acknowledges and

restates the patron's concerns.

- c. If the patron has recommendations for other material on the topic, they will be noted, and if appropriate, procured.
- d. If the patron is not satisfied, advise the patron of the library's policy and procedures for handling a reconsideration request, and provide the patron with a copy of the Library's Selection Policy and of the Request for Reconsideration Form.

## 2. Formal:

- a. If the form is filled out, follow with a prompt written reply.
- b. The item shall remain part of the collection until a decision has been made.
- c. Notify the Director and/or the Library Board of the complaint and assure them the Library's procedures are being followed.
- d. Notify the Chairperson of the North Dakota Library Association's Intellectual Freedom Committee that a reconsideration request has been filed.
- e. The Director and staff involved in collection development shall review the request for reconsideration. This includes:
  - i. Reading/viewing/listening to the challenged item.
  - ii. Considering the objections in terms of the Library's Selection Policy, the principles of the Library Bill of Rights, and the opinions of various reviewing sources used in materials

selection.

iii. The Library will employ the Miller Test to determine obscenity.

1. whether the average person would find the work, taken as a whole, appeals to the prurient interest.
2. whether the work describes in a patently offensive way, sexual conduct defined by the applicable state law; and
3. whether the work lacks serious literary, artistic, political or scientific value.

iv.

- f. If the reviewed material does not meet the criteria set forth in the Selection Policy, the Library shall acknowledge that the material is unsuitable and it will be withdrawn from the collection.
- g. If the material does meet the selection criteria, the item shall remain.
- h. The Director will respond to the request clearly and precisely, stating the reasons the material was withdrawn or retained. This response will also inform the requestor how to pursue the matter further.

3. Appeal:

- a. If the requestor feel that the problem has been dealt with inadequately, a final appeal to the Library Board can be made.
- b. A public hearing will be conducted with the Board acting as the decision-making body.
- c. The Director will notify the American Library Association Intellectual Freedom Office, and their advice will be enlisted.

#### 4. Hearing:

- a. An open meeting will be held-the location, beginning and ending times of the meeting will be made public in advance of the meeting.
- b. The meeting will be conducted by the Director.
- c. The Library Board will act as the decision-making body.
- d. News coverage will be arranged by the Director.
- e. Persons wishing to speak must register, giving their name, and address.
- f. Each speaker will be given four minutes in which to present their view.
- g. Library Board members will be given time to ask question following each testimony.
- h. Each speaker should present a written copy of the testimony to the Library Board members.
- i. The Board will review the testimonies heard. They will vote at a later date after they have had time to weigh and consider the testimonies. The Board will issue its opinion within five working days after the hearing.
- j. The Board will make their decision public and the library will take action in accordance with that decision.



## **HARRY L. PETRIE LIBRARY**

101 1st NE Street  
P.O. Box 416  
Linton, North Dakota 58552  
701-254-4737

### **Collection Development Policy**

#### **Purpose**

The purpose of this policy is done to provide guidelines for meeting the needs of patrons in our community.

#### **Selecting Library Material**

The responsibility for collection development is the Director/Librarian. Suggestions from other staff members, library board members and patrons are welcome.

#### **Selection Criteria**

The Library stives to provide a variety of subject matter according to the needs of the community. The following criteria will be used to determine the selection of material.

1. Patron recommendations
2. Demand and popularity
3. Timeliness of subject matter

4. Local Interest
5. Availability of funds

## **Maintenance of the Collection**

To keep the collection updated, the librarian continuously weeds out materials that are damaged and old. Those materials are then discarded in accordance with state policy.

## **Reconsideration of Materials**

A patron may request that an item be reconsidered if it is objectionable to them. Patrons wishing to withdraw an item must submit a Request for Reconsideration of Library Materials form from the Director. After the form is entirely filled out, the Director will review the item and the form. Final decision will be made by the Library's Board of Directors.

Harvey Public Library

## **Reconsideration Policy**

### Harvey Public Library

#### **Intellectual Freedom**

The Harvey Public Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement [Appendix] and the Library Bill of Rights [Appendix]. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints it presents.

#### **Reconsideration Requests**

When a complaint about library items is made, the following steps will be followed:

1. Informal:
  1. The consideration will be listened to calmly and courteously.
  2. The Library's selection policy and commitment to intellectual freedom will be explained, to help the patron understand the value of a diverse library collection and that ownership of an item does not indicate agreement or endorsement of the ideas, values, or principles expressed therein. This will be done respectfully and in a fashion that acknowledges and restates the patron's concerns.
  3. If the patron has recommendations for other materials on the topic, they will be noted, and if appropriate, procured.
  4. If the patron is not satisfied, advise the patron of the library's policy and procedures for handling a reconsideration request, and provide the patron with a copy of the Library's Selection Policy and of the Request for Reconsideration Form.
2. Formal:
  1. If the form is filled out, make sure a prompt written reply related to the concern is sent.
  2. The item shall remain part of the collection until a decision has been made.
  3. Notify the Director and/or the Library Board of the complaint and assure them that the Library's procedures are being followed. Present full, written information giving the nature of the complaint and identifying the source.

4. Notify the Chairperson of the North Dakota Library Association's Intellectual Freedom Committee that a reconsideration request has been filed.
  5. The Director and staff involved in collection development shall review the request for reconsideration. This includes:
    1. Reading/viewing/listening to the challenged item in its entirety.
    2. Considering the objections in terms of the Library's Selection Policy, the principles of the Library Bill of Rights, and the opinions of various reviewing sources used in materials selection.
  6. If the reviewed material does not meet the criteria set forth in the Selection Policy, the Library shall acknowledge that the material is unsuitable and it will be withdrawn from the collection.
  7. If the material does meet the selection criteria, the item shall remain part of the collection
  8. The Director will respond to the request clearly and precisely, stating the reasons the material was withdrawn or retained. This response will also inform the requestor how to pursue the matter further.
3. Appeal:
1. If the requestor feels that the problem has been dealt with inadequately, a final appeal to the Library Board can be made.
  2. A public hearing will be conducted with the Board acting as the decision-making body.
  3. The Director will notify the American Library Association Intellectual Freedom Office, and their advice will be enlisted.
4. Hearing:
1. An open meeting will be held—the location, beginning, and ending times of the meeting will be publicized in advance of the meeting.
  2. The meeting will be conducted by the Director.
  3. The Library Board will act as the decision-making body. A quorum must be present.
  4. News coverage will be arranged by the Director.
  5. Persons wishing to speak must register prior to speaking, giving their name, address, and organization represented (if any).

6. Each speaker will be given four minutes in which to present his/her point of view. A timekeeper will be appointed prior to the meeting.
7. Library Board members will be given time to ask questions following each testimony.
8. Each speaker should present a written copy of his/her testimony to the Library Board members.
9. The Board will review the testimonies heard. They will vote at a later date after they have had time to weigh and consider the testimonies. The Board will issue its opinion within thirty working days after the hearing.
10. The Board will make their decision public and the Library will take action in accordance with that decision.

# Selection Policy

Harvey Public Library

## **Purpose**

The purpose of this policy is to guide library staff in the selection of library materials, to inform the Library Board and the general public of the principles upon which selections are made, and to declare the library's commitment to the principles of free access to ideas and information.

## **Background**

The Harvey Public Library community is mainly composed of patrons over the age of fifty. We select material based off of what would be checked out the most. We have increased our large print material due to the constant demand of the patrons having to turn to that size of font.

## **Library Mission, Goal, and Objectives**

To provide services which meet the needs for future generations in this ever-changing world.

## **Intellectual Freedom**

The Harvey Public Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement [Appendix] and the Library Bill of Rights [Appendix]. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints it presents.

## **Target Audience**

- Adults- Fiction material is heavily bought in order to meet the needs of the adults in the community.
- Children- ER books are bought in order to teach children how to read
- Young Adults- Teenagers have an ever-changing demand for the new series and/or book that has just come out.

- Students- The Harvey Public Library has homeschooling families that come in to gather material for their upcoming lessons. The material selected is based on what we currently don't have and adding to and replacing the material that we do have. Children from the Harvey Public Schools come to the public library to seek information that the school library might be missing.

## **Responsibility for Selecting Library Materials**

The library director is responsible for selecting the material they feel would add to the collection. The director will take into account patrons requests for certain items.

## **Evaluative Criteria and Selection Aids**

Selection of library material is an active process that applies both to materials purchased by the library and materials donated to it. The following criteria are used in the selection process to help ensure that all materials in the library are in keeping with its goals and mission and are of use to the community served.

The collection will attempt to provide a balance of viewpoints on all controversial issues

- The collection will attempt to include a cross-section of media formats, topics, and viewpoints representative of patron needs and interests
- The library will attempt to meet all relevant collection standards, whether issued by governmental agencies, professional associations, or regional accrediting bodies
- Reviews from professional publications (journals and websites), as well as patron requests are considered in the selection of library materials

Specific criteria can be provided by audience or age level, by subject area/Dewey range, material type (large print, digital, A/V, etc.), special collections, etc. Examples of specific criteria that can be used include:

- Authority (is it from a trusted source—both author and publisher can factor in)
- Self-published/POD materials (will your library purchase these? Are there exceptions?)

- Comprehensiveness and depth of treatment
- Clarity, accuracy, and logic of presentation
- Currency of the publication
- Artistic presentation and/or literary merit
- Popular interest
- Relevance to the community
- Structural integrity (library will not purchase comb-bound materials...)
- Materials by local/ND authors
- Materials about the city/county/state
- Redundancy with materials available through Online Library Resources (rationale for exclusion, especially of periodicals)

### **Special Collections**

- Yearbooks
- North Dakota Century Code
- Official Roster
- North Dakota History Magazine
- North Dakota Horizons Magazine
- North Dakota Living Magazine
- North Dakota Outdoors Magazine
- Plains Talk Magazine
- North Dakota Water Magazine
- Plat Books

### **Resource Sharing**

The Harvey Public Library is involved in the Interlibrary Loan Process. The Harvey Public Library has the right to deny another library's lending request. The Harvey Public Library will attempt to get any book requested by a patron by borrowing it from another library. The patron will have to pay the shipping fee which is \$3.07 per book.

Hatton School & Public Library

<https://www.livebinders.com/b/3134813>

## Collection Development

The responsibility for the selection and de-selection of materials is delegated to the school librarian, that is trained to develop and maintain the library collection. In selecting materials, the school librarian will evaluate available materials in relationship with curricular needs. Reputable, unbiased, professionally prepared selection aids will be consulted to aid the process. Several periodicals, books, and online resources are available that will provide valuable information about materials. The actual materials will also be examined whenever possible.

The Miller Test will be used when selecting materials.

These guidelines are the three prongs of the Miller test. They are:

- (1) whether the average person applying contemporary [community standards](#) would find the work, taken as a whole, appeals to the prurient interest;
- (2) whether the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law; and
- (3) whether the work, taken as a whole, lacks serious literary, artistic, political or scientific value.

The media specialist will accept recommendations for the purchase of materials from students and staff but does not guarantee that recommendations will be ordered. Additional suggestions may come from other library reading lists, professional exhibits and displays, and promotional offers.

Once the need for specific resource materials has been determined and the amount of funding available has been calculated, purchase orders need to be processed. This processing involves several steps:

- The vendor is determined, and a list is made of resources to purchase from the said vendor.
- A requisition is created with the appropriate categories completed by the media specialist.
  - A list of items to be purchased is attached to the requisition
  - The principal/superintendent's signature is procured
  - A copy of the requisition is kept on file with a follow-up date
  - The requisition is forwarded (via mail, phone, or fax) to the vendor

## Criteria for Selection:

- Needs of the students
- Relevance to interests and needs of the school

- The extent of publicity, critical review, and current or anticipated demand
- The current or historical significance of the author or subject
- Local significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Authoritativeness and/or standing and reputation of the author, artist, composer, producer, etc.
- Suitability of format to Library circulation and use
- Date of publication
- Price, availability, and Library materials budget
- Importance of subject matter
- Contemporary significance: i.e., attention of critics, reviewers, and the public.

### **Consideration for Selection of Materials**

There are general selection criteria that apply to all library media materials. The following media formats require additional considerations.

#### **Books**

Due to the high cost of materials, it is vital to examine books with the following additional criteria in mind before purchasing:

- Illustrations and layout
- Typestyle and text density
- Paper quality
- Durability of bindings
- Readability and interest levels

#### **Paperbacks**

Paperbacks are an inexpensive way to supplement the library media collection for duplication of titles, in-depth studies, special projects, and leisure reading. It is recommended that the first copies of picture books be hardbacks.

When deciding whether to purchase paperback books or hardbound books, consider the following:

- Curricular demands placed on these books in the individual school
- Use of these materials for research, independent reading, duplication of classics, and popular fiction
- Cost and benefit of paperback books as compared to the cost of hardback books

## **Periodicals**

Periodicals support the curriculum and provide leisure reading for students. Professional review journals and library periodicals for instruction may be considered for purchase.

## **Newspapers**

Newspapers may be ordered as needed. Consider access to full-text online newspaper databases, e.g., *Grand Forks Herald*, *New York Times*, *Washington Post*, from Dialog Information Services, and the limited editions of the duplicate titles on the World Wide Web.

## **Pamphlets**

Pamphlets that support the curriculum may be added to the collection. It is recommended that they be organized in an information file by subject rather than fully cataloged. Apply general selection criteria.

## **Reference**

Reference materials in both print and electronic formats provide comprehensive information in both general and subject-specific areas. They also serve as access tools to data from other sources, including school, public, academic, and electronic collections.

The following points need to be considered:

- Cost-effective in terms of projected use
- Authority
- Arrangement and indexing
- User-friendly

## **Considerations for Selection of Non-print Materials**

The criteria for the selection of non-print materials are essentially the same as for print materials. The quality of auditory and visual presentation should be considered as well as the accuracy of the information and the appropriateness of format.

Non-print materials should:

- Promote instructional goals and support the curriculum
- Provide a variety of media formats to meet the needs of the curriculum
- Present content in the appropriate form and of acceptable technical quality.
- Avoid dense text and graphics.

## **Considerations for Selection of Electronic Resources**

The criteria for the selection of electronic resources are essentially the same as for print materials. Electronic resources such as CD-ROM, computer software, and online services provide greater access to information. Access to these fee-based database services should be 24 hours a day with remote access from home. Availability of network versions and site license agreements are also factors in selection.

Electronic resources should:

- Provide learner control through flexible pacing, variable difficulty, and optimal branching and linking
- Information is accurate and reliably maintained
- Organization, searching capabilities, and navigation tools enhance information retrieval
- Provide record keeping and management options, if applicable
- Provide readable text, attractive graphics, and an appealing layout
- Have easy-to-understand, comprehensive documentation.
- User friendly

24-hour access with remote connection from home

### **Reconsideration**

Library users occasionally object to titles that have been selected for the collection, and the media specialist recognizes the importance of providing a method whereby opinions from the public regarding library materials can be voiced. Individuals may request reconsideration of a selection decision by completing a [Request for Reconsideration form](#), which is available in the school office. Upon completion, the documents may be delivered to the school librarian. The principal and media specialist needs to be informed when a form is submitted. The School Library Collection Evaluation Committee will review the request. Members of the School Library Collection Evaluation Committee include:

- School library media specialist
- Member of the school administration
- Faculty member (preferably a member pertaining to the age level of the book)
- Member of the community

As part of the review process, each committee member will complete an [Evaluation of Materials](#) form, considering the concerns that the patron expressed. A [Decision of the Reconsideration Committee](#) form will be filled out. As soon as possible, the written decision of the School Library Collection Evaluation Committee should be given to the person(s) submitting the request for reconsideration. The committee needs to decide to retain the item on the shelf, restrict the item requiring parental permission, or remove the item from the library. The decision of the committee will be final.

No works in question will be added to or removed from the collection or the shelves, and no changes in service or policy will be made while the above process is underway.

Hazen Public Library

# **Reconsideration Policy**

## **Hazen Public Library**

### **Intellectual Freedom**

The Hazen Public Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement and the Library Bill of Rights. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints it presents.

### **Reconsideration Requests**

Requests will be taken only from community members and/or current patrons:

Only one (1) request at a time will be considered per community member and / or current patron.

When a complaint about library items is made, the following steps will be followed:

1. Informal:
  - a. The consideration will be listened to calmly and courteously.
  - b. The Library's selection policy and commitment to intellectual freedom will be explained, to help the patron understand the value of a diverse library collection and that ownership of an item does not indicate agreement or endorsement of the ideas, values, or principles expressed therein. This will be done respectfully and in a fashion that acknowledges and restates the patron's concerns.
  - c. If the patron has recommendations for other materials on the topic, they will be noted, and if appropriate, procured.
  - d. If the patron is not satisfied, advise the patron of the library's policy and procedures for handling a reconsideration request, and provide the patron with a copy of the Library's Selection Policy and of the Request for Reconsideration Form.
  
2. Formal:
  - a. If the form is filled out, make sure a prompt written reply related to the concern is sent.
  - b. The item shall remain part of the collection until a decision has been made.

- c. Notify the Director and/or the Library Board of the complaint and assure them that the Library's procedures are being followed. Present full, written information giving the nature of the complaint and identifying the source.
  - d. Notify the Chairperson of the North Dakota Library Association's Intellectual Freedom Committee that a reconsideration request has been filed.
  - e. The Director and staff involved in collection development shall review the request for reconsideration. This includes:
    - i. Reading/viewing/listening to the challenged item in its entirety.
    - ii. Considering the objections in terms of the Library's Selection Policy, the principles of the Library Bill of Rights, and the opinions of various reviewing sources used in materials selection.
  - f. If the reviewed material does not meet the criteria set forth in the Selection Policy, the Library shall acknowledge that the material is unsuitable and it will be withdrawn from the collection.
  - g. If the material does meet the selection criteria, the item shall remain part of the collection
  - h. The Director will respond to the request clearly and precisely, stating the reasons the material was withdrawn or retained. This response will also inform the requestor how to pursue the matter further.
3. Appeal:
- a. If the requestor feels that the problem has been dealt with inadequately, a final appeal to the Library Board can be made.
  - b. A public hearing will be conducted with the Board acting as the decision-making body.
  - c. The Director will notify the American Library Association Intellectual Freedom Office, and their advice will be enlisted.
4. Hearing:
- a. An open meeting will be held—the location, beginning, and ending times of the meeting will be publicized in advance of the meeting.
  - b. The meeting will be conducted by the Director or Assistant Director.
  - c. The Library Board will act as the decision-making body. A quorum must be present.
  - d. News coverage will be arranged by the Director.
  - e. Persons wishing to speak must register prior to speaking, giving their name, address, and organization represented (if any), and be calm and courteous to all present to they will be asked to leave.

- f. Each speaker will be given four minutes in which to present his/her point of view. A timekeeper will be appointed prior to the meeting.
- g. Library Board members will be given time to ask questions following each testimony.
- h. Each speaker should present a written copy of his/her testimony to the Library Board members.
- i. The Board will review the testimonies heard. They will vote at a later date after they have had time to weigh and consider the testimonies. The Board will issue its opinion within 7 to 10 working days after the hearing.
- j. The Board will make their decision public and the Library will take action in accordance with that decision.

Adopted: 5/11/2023

Effective: 5/25/2017

Revised: 5/11/2023

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: \_\_\_\_\_

# Selection Policy

## Hazen Public Library

### **Purpose**

The purpose of this policy is to guide library staff in the selection of library materials, to inform the Library Board and the general public of the principles upon which selections are made, and to declare the library's commitment to the principles of free access to ideas and information.

### **Library Mission, Goal, and Objectives**

The mission of the Hazen Public Library is to provide and promote open access to reading and cultural, intellectual and informational resources that will enrich and enlighten all segments of our community.

### **Intellectual Freedom**

The Hazen Public Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read Statement and the Library Bill of Rights. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints it presents.

### **Target Audience**

Materials acquired by the library will support library patrons who are:

- a. Pursuing life-long learning;
- b. Using leisure time to enjoy books and other library materials;
- c. Improving skills in daily life and pursuing hobbies;
- d. Keeping abreast of new ideas;
- e. Examining various sides of issues;
- f. Becoming informed citizens of the community, the nation and the world;
- g. Improving business success and occupational performance;
- h. Discovering and developing creativity.

Over the years, the share of the budget and shelf space allotted to each of these purposes will shift according to use and demand, but each one will always be presented in our collection.

### **Responsibility for Selecting Library Materials**

The Library Director is responsible for the selection of the library materials. Recommendations by the assistants and patrons will be taken into consideration.

### **Evaluative Criteria and Selection Aids**

Selection of library material is an active process that applies both to materials purchased by the library and materials donated to it. The following criteria are used in the selection process to

help ensure that all materials in the library are attaining its goals and mission as well as of use to the community served.

- The collection will attempt to provide a balance of viewpoints on all controversial issues
- The collection will attempt to include a cross-section of media formats, topics, and viewpoints representative of patron needs and interests
- The library will attempt to meet all relevant collection standards, whether issued by governmental agencies, professional associations, or regional accrediting bodies
- The collection will follow the Miller Test as established in 1973 by the Supreme Court
  - Whether "the average person, applying contemporary community standards", would find that the work, taken as a whole, appeals to the prurient interest,
  - Whether the work depicts or describes, in a patently offensive way, sexual conduct or excretory functions<sup>(4)</sup> specifically defined by applicable state law,
  - Whether the work, taken as a whole, lacks serious literary, artistic, political, or scientific value. \*Wikipedia definition
- The library will not have any material that is sexually explicit in the children's collection. ND Century Code: 12.1-27.1-03.5
- Reviews from professional publications (journals and websites), as well as patron requests are considered in the selection of library materials.

Specific criteria can be provided by audience or age level, by subject area/Dewey range, material type (large print, digital, A/V, etc.), special collections, etc. Examples of specific criteria that can be used include:

- Authority (is it from a trusted source—both author and publisher can factor in)
- Self-published/POD
- Comprehensiveness and depth of treatment
- Clarity, accuracy, and logic of presentation
- Currency of the publication
- Artistic presentation and/or literary merit
- Popular interest
- Relevance to the community
- Structural integrity
- Materials by local/ND authors
- Materials about the city/county/state
- Redundancy with materials available through Online Library
- Price

Selection Aids:

- Patron Demand
- Subject bibliographies
- Standard lists
- Library catalogs

- Reviews from:
  - Subject specialist recommendations
  - Library journals
  - Book selection journals
  - Newspapers (local and national)

### **Special Collections**

1. Local History: The library acknowledges a particular interest in the local history of the area and in the works of local authors and artists. Everything reasonably obtainable will be acquired and preserved.
2. Legal and Medical: The library purchases general legal and medical materials intended for the citizen or general reader.
3. Religion: The library will attempt to acquire major works representing all doctrinal beliefs without prejudice.
4. Textbooks: Textbooks will be acquired for the collection when they are the only source of information on a subject deemed of interest to library users. The library will not attempt to acquire textbooks to provide basic curriculum support for the public or private schools in the area, but may acquire supplemental study materials for students.

### **Resource Sharing**

The majority of Hazen Public Library's items can be requested to be on hold for you at the library through our online library catalog or via phone at 701-748-2977. Our library catalog shows items from all Central Dakota Library Network locations which may be requested to be delivered to the Hazen Public Library.

If you cannot find the item you are looking for in our library catalog, the library provides Interlibrary Loan (ILL) services for our current cardholders who have a library card in good standing with overdue fines of less than \$3.00.

Materials can also be ordered from locations inside and outside of North Dakota through the North Dakota State Library (ODIN).

Adopted: November 26, 2019

Effective: November 26, 2019

Revised: August 10, 2023

Heart of America Library

## **Heart of America Library De-Selection Policy Adopted May 2022**

The following policy is adapted from the recommendations put forth by the Texas State Library and Archives Commission in the 2008 publication *CREW: a Weeding Manual for Modern Libraries*, revised and updated by Jeanette Larson.

### **Rationales for De-selection**

Shelving space is finite and in order to fulfill our mission and meet the diverse cultural, educational, research, and personal enrichment needs of our community, the materials we offer must be current, accurate, relevant, and in a useful format and condition. Subsequently, materials that are no longer accurate, used, or useful must be withdrawn from the collection. This does not mean that they were a waste of money, just that they have fulfilled their purpose.

### **Local History and Special Interest Materials**

The following criteria need not be applied to items with local historical value, which typically possess appeal, significance, and scarcity in excess of materials of no cultural relation to the region. Local history materials may be retained indefinitely.

### **De-selection Guidelines for Material Formats and Conditions**

Non print materials can lose utility and vitality as technology advances. Older formats, such as filmstrips, slides, audiocassettes, videocassettes, computer software on magnetic media (floppy disks), etc. should be culled from the collection as the devices needed to make use of them obsolesce. The same holds true for sets and kits that include obsolete components.

Optical media (DVDs, Blu-ray discs, CDs, etc.) should be replaced or withdrawn if they are chipped, cracked, warped, or have deep scratches that affect their play.

For print materials, the following six negative factors (MUSTIE) can compromise their usefulness, making them prime candidates for de-selection:

- M**     **Misleading** and/or factually inaccurate
- U**     **Ugly** (worn and beyond mending/re binding)
- S**     **Superseded** (either by a new edition or a much better book on the subject)
- T**     **Trivial** (of no discernible literary or scientific merit; of past ephemeral interest)
- I**     **Irrelevant** to the needs and interests of your community
- E**     **Elsewhere** (easily available electronically or through Interlibrary Loan)

## II. LIBRARY COLLECTION AND SERVICES

### A. Collection and Procurement

1. The Director shall be responsible for the selection and purchase from the mass of available materials those items which best meet the interests and needs of the community.
2. Each acquisition shall be coded to identify purchase and ownership by the Heart of America Library.

### B. Gifts, Bequests, Memorials

1. The Library accepts gifts of suitable materials with the understanding that they will be added to the library collections only when needed and disposed of at the discretion of the Director. The same principles of selection applied to purchases are applied to gifts.
2. Unrestricted gifts of money, lands, or property will be gratefully accepted by the Board. Restricted gifts or bequests will be reviewed by the Board before acceptance or rejection.

### C. Materials Selection

1. Ultimate responsibility for book selection, as for all library activity, rests on the Director, who operates within the framework of policies and objectives determined by the Board of Trustees. So far as practical, all members of the staff will participate in the selection process because an informed staff contributes to intelligent use of the book collection. All aspects of materials selection will aim at implementing the Library's general objectives.
2. Objectives of Selection

The primary objective of the Heart of America Library is to provide opportunity and encouragement for people of all ages to educate themselves continuously. It is the duty of the Library to provide a wide range of materials with diversity of appeal and the presentation of different points of view.

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:

- a. Provide materials that will enrich the community, taking into consideration the varied interest, abilities and educational levels of the citizens served.
  - b. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
  - c. Provide a background of information which will enable citizens to make intelligent judgments in their daily life.
  - d. Provide materials on opposing sides of controversial issues so that citizens may develop the practice of critical analysis of all media.
  - e. Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
  - f. Place principle 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.
3. The Library will maintain an up-to-date array of selection tools such as reviewing services, review publications and catalogs of recommended purchases.

#### 4. Criteria for Selection of Materials

Need 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:

- a. Permanence and timeliness
- b. Accuracy
- c. Authoritativeness and/or standing and reputations of the author/artist/composer/producer/etc.
- d. Clearness and usability of presentation
- e. Group and individual social significance
- f. Suitability and importance to the whole collection
- g. Format

- h. Price and/or availability of funds
  - i. Overall purpose
  - j. Importance of subject matter
  - k. Readability and popular appeal
5. Procedures for Selection

In selecting materials for purchase, the Director evaluates the existing collection and consults reputable, unbiased, professionally prepared selection aids.

In specific areas the Director follows these procedures;

- a. Gift materials are judged by basic selection standards, and are accepted or rejected by these standards.
  - b. Multiple items of outstanding and much in demand media are purchased as needed.
  - c. Worn or missing standard items are replaced periodically if relevant.
  - d. Out-of-date or no longer useful materials are withdrawn from the collection under a systematic procedure.
  - e. Sets of materials and materials acquired by subscription are examined and are purchased only to fill a definite need.
  - f. Duplication of materials available in special (medical, etc.) school and academic libraries will be avoided whenever possible.
6. 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.
- a. The Library will not maintain a closed shelf collection of materials, but will encourage individual and parental discrimination in the choice of materials.

- b. 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.
  7. 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.
  8. The Library adopts the policy statement of the American Library Association which includes the Library Bill of Rights and the Freedom to Read Statement on book selection and controversial materials. (Copies of the Library Bill of Rights and Freedom to Read Statement attached.)
- D. Procedure for handling complaints regarding materials present or not present in 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 fair hearing.

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

1. Instructions to the Staff

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

- a. Neither defends nor condones the item or the act. React in a manner which indicates your understanding of this person’s concern (even though you may disagree with the complaint). The responsibility for selection of materials for the Library has been vested in the Director. Let him/her provide the defense.
- b. 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.

2. Instructions to the Director

- a. Upon receipt of the Request for Reconsideration of Material, examine the complaint, the materials in question, the circumstances involved in the complaint and submit to the patron no later than one (1) week after receipt a response based on your reasons for the selection of the material, the policies of the Library and etc.
- b. Provide complainant with a copy of the Library's Selection Policy. Inform patron of their right to an additional hearing on the complaint should he feel that the response of the Director is not supported by the policy statement.

3. Instructions to 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.

- a. 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.
  - b. 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.
  - c. 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.
4. Above all the Board has as its concern the fairness of such a hearing, so as to protect the rights of all persons involved in accordance with community standards.

Should it be necessary, the Board can ask the Director to inform the Intellectual Freedom Committee of NDLA, the Intellectual Freedom Committee of ALA, the State Librarian, and other concerned persons or

groups of the situation, requesting either their opinion, recommendations or involvement.

E. Services of the Public Library

1. The Library staff will provide guidance and assistance for people to obtain information.
2. The Library will initiate programs to stimulate the use of library materials to fill the needs of people of all ages.
3. The Library will co-operate with civic and community agencies and organizations to help them with program materials.
4. The Library will supplement, but cannot perform the functions of, school and other libraries which are designed to meet special needs. This Public Library will at all opportunities co-operate with other libraries to strengthen the services and resources of all.

- A. Procedure for handling complaints regarding materials present or not present in 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 fair hearing.

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

1. Instructions to the Staff

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

- a. Neither defends nor condones the item or the act. React in a manner which indicates your understanding of this person’s concern (even though you may disagree with the complaint). The responsibility for selection of materials for the Library has been vested in the Director. Let him/her provide the defense.
- b. 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.

2. Instructions to the Director

- a. Upon receipt of the Request for Reconsideration of Material, examine the complaint, the materials in question, the circumstances involved in the complaint and submit to the patron no later than one (1) week after receipt a response based on your reasons for the selection of the material, the policies of the Library and etc.
- b. Provide complainant with a copy of the Library’s Selection Policy. Inform patron of their right to an additional hearing on the

complaint should he feel that the response of the Director is not supported by the policy statement.

3. Instructions to 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.

- a. 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.
  - b. 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.
  - c. 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.
4. Above all the Board has as its concern the fairness of such a hearing, so as to protect the rights of all persons involved in accordance with community standards.

Should it be necessary, the Board can ask the Director to inform the Intellectual Freedom Committee of NDLA, the Intellectual Freedom Committee of ALA, the State Librarian, and other concerned persons or groups of the situation, requesting either their opinion, recommendations, or involvement.

Iris Swedlund School & Public Library

# **Iris Swedlund School & Public Library of Velva**

## **Collection Development Policy**

### **A. Objectives**

The purpose of the Iris Swedlund School & Public Library is to provide all individuals in the community with carefully selected books and other 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 materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Iris Swedlund School & Public Library Board of Trustees and are integral parts of the policy.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises by our Board which consists of the Library Director, School Board Member, City Commission Member and 3 at large members from the community.

### **B. Responsibility for Selection**

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Iris Swedlund School & Public Library Board. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

### **C. Criteria for Selection**

1. The main points considered in the selection of materials are:
  - a. individual merit of each item
  - 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 about new materials. The primary source(s) of reviews are GoodReads, Amazon, and School Library Journal.
3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

## D. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Iris Swedlund School & Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

## E. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested. The Iris Swedlund School & Public Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

## F. Weeding

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. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

## G. Potential Problems or Challenges

The Iris Swedlund School & Public Library recognizes that some materials are controversial and that 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 this 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.

## H. Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a Reconsideration form which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Velva Public School Board.

**REVIEW & COMPLAINTS OF INSTRUCTIONAL & RESOURCE MATERIAL**

In order to consider the opinions of those persons in schools and the community who are not directly involved with the instructional and resource material selection process, and to avoid the possibility of a biased or prejudicial attitude influencing selection, a superintendent-appointed district review committee shall deal with formal complaints about and/or requests for reconsideration of library and instructional materials.

This committee shall be responsible for reviewing all selection standards and procedures and shall work with all departments in clarifying selection criteria.

All citizen requests for reconsideration of and complaints about instructional and resource material will be processed through the District Review Committee.

A procedure for processing and responding to criticism of approved material shall be established and followed. This procedure shall include the use of a formal signed "Request for Reconsideration of Instructional Resources" form.

The District subscribes to the philosophy stated in the School Library Bill of Rights.

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**Complimenting NDSBA Templates (may contain items not adopted by the Board)**

- GAAC-BR, Procedure for Reviewing Complaints about Instructional/Resource Material
- GAAC-E1, Request for Reconsideration of Instructional Resources
- GAAC-E2, Library Bill of Rights
- GAAC-E3, Access to Resources & Services in School Library Media Program
- GAAC-E4, Hatch Amendment Sample Letter

**End of Velva Public School District Policy GAAC.....Adopted: 05.12.2015**

**PROCEDURE FOR REVIEWING COMPLAINTS ABOUT  
INSTRUCTIONAL/RESOURCE MATERIAL**

**Review Committee**

The Board shall appoint an instructional/resource material review committee annually before the commencement of the school year. The committee shall be composed of the following individuals as selected by the Superintendent:

1. A media specialist
2. A teacher or teacher(s)
3. A parent or parents
4. The principal(s)
5. The Superintendent

The committee may obtain the assistance of individuals with expertise in an area/subject that comes before the committee for review and may hold a public forum to receive community input when instructional or resource material is contested.

**Review Procedure**

When a complaint or request for review of instructional material is made, the following procedure shall be followed:

1. The building principal shall require the complainant to complete a Request for Reconsideration of Instructional/Resource Material form.
2. The building principal shall submit the completed form to the Superintendent who shall call the review committee meeting to initiate the review process as soon as practicable.
3. If the item being contested is a library book, the item may be placed on reserve in the library during the review process, requiring parental permission to check out. If the review relates to curricular material, the principal may issue notice to parents of the instructional material under review and may provide parents the option of electing an alternative assignment for their children during the course of the review process.
4. The review committee shall generate a report of recommendations. Recommendations to remove or restrict access to material must be based on the following criteria:
  - a. The material is pervasively vulgar.
  - b. The material is not educationally suitable.
  - c. The material is not age appropriate.
  - d. The material is part of the curriculum and forces students to profess or deny a belief in what they are reading or engage or refrain from engaging in a practice contrary to their religious belief.
  - e. The material violates the requirements of NDCC 15.1-21-05.1.

Recommendations shall not be made to suppress a viewpoint or limit student exposure to divergent ideas. Mere exposure to an idea does not violate students' rights and the District shall not prescribe what is orthodox in politics, nationalism, religion, or other matters of opinion. Consequently, the committee should consider alternatives to removing instructional/resource material such as, but not limited to,

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(Cognia Required)**

Descriptor Code: GAAC-BR

- an opt-out option for curricular material or placing check-out restrictions on library material.
5. If the review committee does not unanimously agree on the recommendations, the dissenting committee members may generate a minority report. This report must contain all components listed above.
  6. The review committee shall issue recommendations to the Board as soon as practical.
  7. The board's ruling is final. All findings and records related to the review process shall be retained by the Superintendent.

**End of Velva Public School District Board Reg. GAAC-BR .....Adopted: 01.10.2023**

James River Valley Library System

**Resolution of the James River Valley Library System Board  
Concerning Challenged Materials  
(Revised 14 June 2023)**

**Overview**

James River Valley Library System is committed to freedom of thought and expression as outlined in the Library Bill of Rights of the American Library Association. Libraries collect information that is necessary and relevant for their communities, with limitations of space and financial resources. JRVLS attempts to reflect a wide range of viewpoints within our community. The Library does not endorse the viewpoints expressed in the diverse materials in its collection.

The Library Bill of Rights states the following:

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

**Reconsideration Procedure**

Upon request, the Library Director or Board may remove, relocate, or balance materials in the Library collection if those materials fail to meet the criteria outlined in the Collection Development Policy.

1. Any JRVLS patron (“Cardholder”) or resident of JRVLS’s legal service area may challenge library materials.
2. A person objecting to materials (“Complainant”) will be asked to fill out a “Request for Reconsideration of a Work” (“Request”). The Director shall review the Request and meet with the Complainant filing the Request. The Director may decline the Request or recommend to the Library Board any one of the following: (a) removal of the item; (b) relocation of the item; or (c) balancing the collection with other material. The Director shall also have discretion to submit any Request directly to the Board. If the Library Director declines the Request, the Complainant may appeal the decision to the Board by submitting an appeal in writing to the Library Director within 10 business days of the Library Director’s decision. The Library Director shall transmit the appeal to the Board who shall determine its validity at its next regularly scheduled meeting. No appeal is valid if: (a) the Request does not specify the name, address, and phone number of the

Complainant; (b) Complainant is not a cardholder or resident of JRVLS's legal service area; (c) Complainant is challenging a material which was subject to a prior decision of the Library Board within the last three years; (d) a Complainant has appealed and the Board has declined the appeal on 5 or more Requests within a two-year period (e) Complainant fails to attend a meeting with the Library Director or (f) the appeal is made after the time for appeal has passed.

3. Upon a valid appeal or at the recommendation of the Library Director, the Board shall conduct a hearing to review and evaluate the material at a regular Board meeting. The Complainant shall be notified of the date and time of the hearing at least one week prior to the meeting at the address or e-mail address provided in the Request form. The item shall be listed in the agenda which is posted online.
4. The Board President or the President's designee shall conduct the hearing and may extend any allotted timeframes for addressing the Board. The Rules of Civil Procedure and the Rules of Evidence shall not apply. The Complainant will present their case first and will have five minutes to present to the Board. Concerned members of the public may be allowed to speak for up to two minutes each. The Library Director or the Director's designee may present a response. Either party may present as evidence critical reviews or other documents the Board deems relevant for its review. Upon conclusion of the Library Director's response, the Board President may allow the Complainant two minutes to reply. This shall conclude the Public Hearing.
5. Upon conclusion of the Public Hearing, the Board shall deliberate and first determine if the material fails to meet the Library's Collection Development Policy. A supermajority vote (five of seven) by the members of the Board is required in order to find that the material fails to meet the Library's Collection Development Policy. If the vote fails, the Appeal is denied. If the vote passes, the Board may then vote to remove the material, relocate the material, or rebalance the Collection by a simple majority vote of the members present. The Library Director shall inform the Complainant of the Board's decision in writing.
6. All Requests and Appeals brought to the Board are subject to North Dakota Open Records Laws.
7. No person may challenge more than three items at a time.
8. The Board will not reconsider more than three items per board meeting, with Requests being addressed in the order in which they were received.
9. To protect the rights of all patrons, challenged items will not be removed or relocated from the collection while being reviewed.
10. An item that has been challenged and retained by the Board may not be challenged again by any person for three years from the date of the Board's decision.
11. The decision of the Board is final.

## **Collection Development Policy** (Updated 4/13/20 and 6/14/23)

### **Purpose**

To provide guidance for collection management and to inform the public of the principles upon which Library personnel make decisions regarding the selection and maintenance of the collection.

### **Identification of Users**

The James River Valley Library System provides free and equal service to all residents of Stutsman County, North Dakota.

### **Intellectual Freedom**

James River Valley Library System is committed to the principles of intellectual freedom. Materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its staff agrees with the ideas and viewpoints it presents.

The Library typically classifies materials according to the target age group (children, teens, or adult) as established by cataloging services and other authoritative sources.

### **Responsibility for Selection**

The Library Board approves the collection development policy for the James River Valley Library System. The Board delegates the responsibility for administering this policy to the Library Director. The Director, the Children's Librarian, and the Teen Librarian perform selection of materials, utilizing professional reviews and other selection aids to provide the most age-appropriate materials for the collection. Suggestions from other staff members and the general public are welcome and are given consideration within the framework of this policy.

### **Goals of Material Selection**

1. To meet the informational, educational, and recreational needs of the community.
2. To provide diversity of material that reflects the interests of the community.
3. To provide materials in many formats including, but not limited to, books, electronic materials, audio-visual materials (including video games), periodicals, and newspapers.
4. To maintain a balanced, current, and representative collection within the allotted budget and space limitations.

## **Evaluative Criteria**

Selection of Library material is an active process that applies both to materials purchased by the library and materials donated to it. The following general criteria are used in the selection process to help ensure that all materials in the Library are in keeping with its goals and mission, and are of use to the community served:

1. The collection will attempt to provide a balance of viewpoints on controversial issues
2. The collection will attempt to include a cross-section of viewpoints representative of patron needs and interests
3. The collection will attempt to provide significant items of local and regional interest, history, and authorship
4. Reviews from professional publications are considered in the selection of Library materials
5. Patron requests are considered in the selection of materials.

When evaluating specific materials for inclusion in the Library collection, consideration is given to the following criteria:

1. Authority (is the item from a trusted source?)
2. Clarity, accuracy, and logic of presentation
3. Currency of the information (unless the item is a classic)
4. Artistic presentation and/or literary merit
5. Popular interest
6. Relevance to the community
7. Appropriateness for the age and maturity levels of the users
8. Structural integrity of the physical item
9. Size of the item
10. Cost

## **Special Collections**

The Library preserves archival materials relevant to local history, including letters, pictures, and manuscripts. The library provides digital access to archival materials as time and resources permit.

## **Resource Sharing**

James River Valley Library System actively shares materials with other libraries through Interlibrary Loan, giving the collection nationwide outreach. Because the Library lends to other libraries, we are able to overcome some space and budget limitations, greatly expanding the scope of information patrons may access.

## **De-selection (Weeding)**

The Library cannot and should not retain most materials indefinitely. Shelving space is finite, and in order to fulfill our mission and meet the diverse educational, cultural, research, and personal enrichment needs of our community, the materials we offer must be current, accurate, relevant, and useful in format and condition. Materials that are no longer current, accurate, used, or broadly useful must be withdrawn from the collection to make way for new materials. This does not mean that they were a waste of money. Rather, these have served their purpose, providing benefit to our community for the years that they remained in our collection.

It is the goal of James River Valley Library System to de-select (weed) roughly one item for every item added.

Weeded items in good condition may be donated to organizations such as schools, non-profits, and prisons that can continue utilizing them, sent to used book distributors, or made available for sale through the Friends of the James River Valley Library System for the benefit of the Library. Items that are not disburseable must be properly discarded.

## **Explicit Sexual Material**

North Dakota Century Code 12.1-27.1 prohibits a public library from maintaining in its children's collection inventory books that contain explicit sexual material, with an implementation deadline of March 31, 2024.

Adoption of this policy as required by law does not constitute endorsement by the JRVLS Board of Directors, Library Director, or staff.

'Explicit Sexual Material' shall be defined as set forth in N.D.C.C. § 12.1-27.1-01 and any amendments thereto. It "means any material which:

1. Taken as a whole, appeals to the prurient interest of minors;
2. Is patently offensive to prevailing standards in the adult community in North Dakota as a whole with respect to what is suitable material for minors; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value for minors."

## **Procedure**

JRVLS shall review its collection of materials for children and teens to remove or relocate any explicit sexual material by March 31, 2024. For purposes of this review, Resource Sharing or e-book access offered by the Library shall not be deemed to be part of the children's collection inventory. Formal review will proceed under the constraints of time, staffing, and budget. Library staff shall conduct its review using the following guidelines:

1. Library staff will utilize lists of challenged materials to flag books with questionable sexual content and bring them to the Director for review.

2. Staff will scan the library collection for Explicit Sexual Material, flagging anything questionable for review by the Director. However, Staff are not required to review materials under the following circumstances:
  - materials that have been in the JRVLS collection for ten years or more with no local challenges; these works will be considered classics; and
  - materials appearing in H. W. Wilson's Core Collection series;
3. The Director will review each flagged book and document the decision to retain, remove, or relocate the item. The Director may relocate an item under the following circumstances:
  - Director determines a cataloging error has occurred.
  - Director determines the item's location doesn't meet the needs of the JRVLS service population.
4. If the Director believes an item should be removed or relocated due to possible Explicit Sexual Material or other viewpoint considerations, the Director shall request review of the Library Board as set forth in the Reconsideration Policy.
5. A compliance report will be sent to the State of North Dakota by May 1, 2024.

### **Future Review of the Children's Collection**

Maintaining a children's book collection free from Explicit Sexual Material will be an ongoing project.

1. New purchases that could be questionable will be flagged for review by the Director.
2. Stamps or stickers will denote materials that have been reviewed. No Library Staff is required to conduct an additional review of any materials which were previously reviewed.
3. Library cardholders or residents of the legal service area of the Library may challenge items as outlined in the Reconsideration Policy.
4. After the initial review period, Library Staff will conduct a review not less than once a year by comparing lists of nationally challenged or banned books to the children's collection, flagging any materials with questionable sexual content, and bringing those items to the Director for review with documentation. Until a decision has been made to remove or relocate the flagged material, it shall be made available to patrons. If the Director determines a material should be removed or relocated due to Explicit Sexual Content, the Director shall request review of the Library Board as set forth in the Reconsideration Policy.

Kidder County Public Library

# Kidder County Public Library

(d) Notify the Chairperson of the North Dakota Library Association's Intellectual Freedom Committee that a reconsideration request has been filed.

(e) The Library Director shall review the request for reconsideration. This includes:

(f) Reading/Viewing/listening to the challenged material in its entirety.

(g) Considering the objections in terms of the Library's Materials Selection Policy, the principles of the Library Bill of Rights, and the opinions of various reviewing sources used in materials selection.

(h)

(i) If the reviewed material does not meet the criteria set forth in the Material's Selection Policy, the Library shall acknowledge that the material is unsuitable, and it will be withdrawn from the collection or, if applicable, moved to an appropriate section of the library.

(j) If the material does meet the selection criteria, the material shall remain part of the collection.

(k) The Library Director will respond to the request clearly and precisely within 30 business days, stating the reasons the material was withdrawn, moved, or retained. This response will also inform the requestor how to pursue further.

## 3. Appeal:

(a) If the requestor feels the request for reconsideration of materials has been dealt with inadequately, a final appeal to the Library Board can be made.

(b) A public hearing, to be determined by the Library Board and Library Director, will be conducted with the Board acting as the decision-making body within 30 business days.

(c) The Director will notify the American Library Association Intellectual Freedom Office, and their advice will be enlisted.

## 4. Hearing:

(a) An Open meeting will be held within 30 business days- the location and beginning time of the meeting will be publicized in advance of the meeting.

(b) The meeting will be conducted by the Director.

(c) The Library Board will act as the decision-making body. A quorum must be present.

(d) Persons wishing to speak must register prior to speaking, giving their name, address, and organization represented (if any).

(e) Each speaker will be given four minutes in which to present their point of view. A timekeeper will be appointed prior to the meeting.

(f) Library Board members will be given time to ask questions following each testimony.

(g) Each speaker should present a written copy of their testimony to the Library Board members.

## Kidder County Public Library

- (h) The Board will review testimonies heard. They will vote at a later date after they have time to weigh and consider the testimonies. The Board will issue its opinion within ten business days after the hearing.
- (i) The Board will make their decision public and the Library will take action in accordance with that decision.
- (j) Once a decision has been made, said material cannot be challenged again for three years from the final decision date.

# Kidder County Public Library

## MATERIALS SELECTION POLICY

### **Purpose**

The purpose of this policy is to guide staff in the selection of library materials, to inform the Library Board and the general public of the principles upon which selections are made, and to declare the library's commitment to the principles of free access to ideas and information.

### **Definitions**

- All Materials are those items considered for addition to the Library's collection.
- All Materials Selection refers to the decision to add material to the collection or to retain materials already in the collection. It neither refers to reader guidance nor details specific types of materials to be added.

### **Goals of Material Selection**

- Material Selection aims at maintaining a collection of materials for meeting the informational, reference, research, educational and recreational needs of Kidder County residents. Budget limitations necessitate the choosing of materials relevant to these needs.
- The Kidder County Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement and the Library Bill of Rights. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its staff agrees with the ideas and viewpoints presented.

### **Responsibility for Selection**

- Final responsibility for materials selection rests with the Library Director who functions within the framework of policy adopted by the Library Board of Trustees.
- Suggestions from members of the community concerning materials selection are welcome. Each suggestion will be considered within the framework of this policy.

### **General Principle**

The Library is a forum for information and ideas. The following basic principles will guide its materials selection:

- Books and other library resources will be provided for the interest, information, and enlightenment of all people in the community.
- Materials will not be excluded because of the origin, background, or views of those contributing to their creation.
- Materials will not be proscribed or removed because of partisan or doctrinal disapproval. Within reason, materials information provided will present the various general points of view of current and historical issues.

# Kidder County Public Library

- Adult responsibility for children's reading rests with parents or legal guardians. Materials selection for the adult collection is intended for mature readers and will not be restricted by the possibility that children may obtain materials which their parents or legal guardians consider inappropriate. Separate collections are available for children and young people.
- Materials unavailable at this library but available through the cooperative library networks will be borrowed upon the request of the user. Charges for interlibrary materials may be passed on to the patron.
- Textbooks or other curriculum-related materials are acquired only when they serve the general public.
- Consideration is given to the adequate availability of materials for the visually impaired.

## **Specific Principles**

The following general criteria are considered in selecting materials:

### **Adult Materials**

- Permanent value
- Popular interest
- Widely regarded reputation of the author
- Comprehensiveness and depth of treatment
- Clarity, accuracy, and logic of presentation
- Reputation of publisher
- Date of publication
- Relationship to existing collection
- Artistic merit
- Insight and/or perspective into human and social conditions
- Availability elsewhere in the community
- Price

### **Children's and Young Adult's Materials**

In addition to the criteria for adult materials, consideration is also given to the following:

- Appropriate content
- Appropriate vocabulary for the general age group
- Determined value for stimulating the informational, recreational, and cultural reading interest of children and youth.

### **Gifts and Donations**

Gifts and donations are always welcome. Acceptance is based on the following criteria:

- All such items must meet the same criteria listed under Specific Principles as purchased items.
- Attached conditions of the donor as to use, location or disposition will not be permitted.
- Funds may be designated for the purchase of materials by general subject area.

# Kidder County Public Library

- All gifts, when accepted, become the property of the Library and may not be reclaimed by the donor.
- Unneeded donations will not be retained.
- The receipt of specific items will be acknowledged.
- All gifts should be left at the Library or mailed to the attention of the Library Director.

## **De-Selection of Materials**

- Shelving space is finite and in order to fulfill our mission and meet the diverse cultural, educational, research and personal enrichment needs of our community, the materials we offer must be current, accurate, relevant and in useful format and condition. Subsequently, materials that are no longer accurate, used or useful must be withdrawn from the collection. This does not mean that they were a waste of money, just that they have fulfilled their purpose. The CREW (Continuous, Review, Evaluation, and Weeding) method is used to aid in de-selection.
- The Previous criteria need not be applied to items with local historical value, which typically possess appeal, significance, and scarcity in excess of materials of no cultural relation to the region. Local history materials may be retained indefinitely.

# Kidder County Public Library

## REQUEST FOR RECONSIDERATION OF MATERIALS POLICY

The board of Trustees recognizes the importance of providing a method whereby opinions from the public regarding materials selection can be voiced. Therefore, it has established a policy and procedure which will apply to all requests for reconsideration of materials including:

- Those materials represented in the collection
- Those materials not represented in the collection

To comply with this procedure please be advised of the following guidelines:

- A formal request for reconsideration of materials must be made in writing. Forms are available at the circulation desk and upon completion must be delivered in person to the Library Director. Forms must be completed in their entirety.
- One request for reconsideration of materials from a household is accepted at one time. Household must be Kidder County Public Library cardholders.
- Material being challenged must be read/listened to/viewed in full by the challenger.
- The Request for Reconsideration of Materials form and its written response becomes part of the Kidder County Public Library's public record.

When a request for reconsideration of library materials is made, the following steps will be followed:

1. Informal:

- (a) The reconsideration will be listened to calmly and courteously.
- (b) The Library's Materials Selection Policy and commitment to intellectual freedom will be explained, to help the patron understand the value of a diverse library collection and that ownership of an item does not indicate agreement or endorsement of the ideas, values, or principles expressed therein. This will be done respectfully and in a fashion that acknowledges and restates the patron's concerns.
- (c) If the patron has recommendations for other materials on the topic, they will be noted, and if appropriate, procured.
- (d) If the patron is not satisfied, advise the patron of the library's policy and procedures for handling a reconsideration request, and provide the patron with a copy of the Library's Materials Selection Policy, Request for Reconsideration of Materials Policy, and the Request for Reconsideration of Materials form.

2. Formal:

- (a) If a request for reconsideration of materials form is received, the Library Director will provide a prompt written reply letting the challenger know they have received the request, and a decision will be made within 30 business days.
- (b) The material shall remain part of the collection until a decision has been made.
- (c) Notify the Library Board of the request for reconsideration and assure them the library's procedures are being followed. Present to the Library Board full, written information giving the nature of the reconsideration and identifying the source.

Kindred Public Library

# Kindred Public Library

## MATERIAL SELECTION POLICY

The Directors are responsible for material selection and purchase based on the following guidelines. The final responsibility for selection of materials rests with the Trustees, based on the recommendations of the Directors and the Material Selection Policy.

### A. Principles of Selection

1. Popular demand: title, author, book series, and/or subject area
2. Timeliness and accuracy
3. Balance within the subject area
4. Cost in consideration of entire book budget
5. Reviews and recommendations
6. Suitability of physical form for library use
7. Appropriateness of subject and style for intended audience
8. Compliance with North Dakota state law
9. Patron request, dependent on above criteria

### B. Scope of the Collection

1. Recreational reading for all ages
2. Basic, balanced nonfiction collection
3. North Dakota collection reflective of the region and state
4. Audio books
5. Large print titles in fiction and nonfiction
6. Videos with G, PG, PG-13, and R rating.
7. Reference collection (for in-library use only)
8. Additional materials may be offered through North Dakota State Library or other providers

### C. Donations, Memorial Books, and Gifts

See Material and Financial Donations Policy

### D. Weeding

To make room for new materials and keep the library orderly and inviting, the following criteria will be used to remove materials:

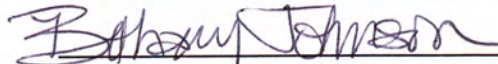
1. Poor physical condition
2. Defacement
3. No longer timely or accurate
4. May be harmful or dangerous
5. Imbalance within the subject area
6. More than 3 years since last circulation
7. In conflict with North Dakota state law

E. Reconsideration of Item by Patron Request

See Patron Request for Reconsideration of Library Materials Policy and Patron Request for Reconsideration of Library Materials Form.

**Amended:**

In witness whereof, the Library Board of Trustees President has hereto subscribed this 20<sup>th</sup> day of November, year of 2023

 President  
Bethany Johnson

**Kindred Public Library**  
**RECONSIDERATION OF MATERIAL POLICY**

When a patron objects to material found in the Kindred Public Library, the following policy will aid the patron, Directors, and the Trustees in resolving the matter.

- A. Objections to any Library material must be made on the Patron Request for Reconsideration of Library Materials form provided by the Library.
- B. The Trustees or Directors will not consider verbal objections or complaints made on other paper.
- C. The form must be signed by the patron making the complaint.
- D. A Director will present the reconsideration form, the material concerned, reviews of the material (when possible), the ALA Library Bill of Rights, and this selection policy to the Trustees at its next regular meeting.
- E. The Trustees will try to resolve the matter at that meeting or will schedule a special meeting for that purpose. The patron making the request for reconsideration may attend.
- F. If a special meeting is needed, the patron will be notified as soon as possible and may be asked to attend.
- G. A letter of decision will be sent from the Trustees to the patron who initiated the request for reconsideration.

**Amended:**

In witness whereof, the Library Board of Trustees have hereunto subscribed our names this \_\_\_\_ day of \_\_\_\_\_, year of \_\_\_\_\_

\_\_\_\_\_ President  
Joan Pratt

\_\_\_\_\_ Vice President  
Jen Guzik

\_\_\_\_\_ Secretary  
Jackie Johnson

\_\_\_\_\_ Treasurer  
Deb Grossnickle

\_\_\_\_\_ Member at Large  
Sara Anderson

\_\_\_\_\_ City Council Representative  
Jason DuBord

Lake Region Public Library



## LAKE REGION PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

### Introduction

Collection development at the Lake Region Public Library coincides with its mission: to enrich our citizens and communities through expanding access to innovation, information, ideas, and inspiration. The Library provides a collection that strives to balance viewpoints across a broad spectrum of opinions and subjects in formats suitable to a variety of learning and recreational interests and skills. By implementing and following selection practices that are flexible and responsive to the changing needs of the community, the Library builds and maintains a collection for the general public while recognizing the needs of special population groups.

This policy is a statement of principles set forth by the Lake Region Public Library Board. It serves as a guide for library staff in developing the collection of print, audio, technological, and other materials intended to meet the community's information, entertainment, and cultural wants and needs. This policy serves five vital purposes:

- It acts as a blueprint for our collection, guiding staff in decision-making regarding the selection, management, and preservation of the collection
- It identifies responsibilities for developing collections
- It establishes parameters and priorities, guiding staff in developing budgets and allocating resources
- It informs the public of the principles guiding our collection development
- It states the Library's commitment to intellectual freedom and to providing information expressing a variety of viewpoints

### ACQUISITION

#### Responsibility for Selection

Ultimate responsibility for the direction, purpose, and scope of collection development rests with the Library Director, under the authority of the Lake Region Public Library Board. The Director may delegate library collection development responsibilities to specific library staff members who more closely manage the wide range of services related to particular areas of the collection. All aspects of collection development are directed toward fulfilling the mission of the Lake Region Public Library.

Suggestions from members of the community concerning materials selection are welcome and each suggestion will be considered within the framework of this policy. Appropriate forms are available on the Lake Region Public Library website and at the circulation desk.

Materials selected for the library collection are intended to meet the current and future educational, informational, recreational, and cultural needs of the residents of the library's service area. The emphasis will be on acquiring materials of wide-ranging interest to the general public within budgetary limitations. Materials unavailable at the



Lake Region Public Library but available through cooperative library networks will be borrowed upon request of the user.

### Selection

Library staff utilize professional judgment and expertise in making collection development decisions, including decisions about choosing titles, identifying quantities for purchase, and selecting locations for materials. Anticipated demand, community interests, strengths and weaknesses of the existing collections, system-wide availability, physical space limitations, acquisitions procedures, and available budgets are all factors taken into consideration. Materials can be acquired in multiple formats when appropriate, including print, audiovisual, and digital forms. Highest selection priority is given to those materials in all formats having the broadest appeal.

Library staff use their training, subject knowledge, and the selection criteria to identify collection goals and priorities for the Lake Region Public Library. The following criteria are used to evaluate and select items for the collection. An item need not meet all these criteria to be selected. Certain materials are selected to address local community needs.

Sources for selection decisions include, but are not limited to, published reviews from standard review sources, publisher/vendor catalogs and advertisements, professional and trade bibliographies, and customer requests and recommendations. The Library strongly encourages customer input, and all customer requests and recommendations are subject to the selection criteria outlined below.

### Criteria

- Content
  - a. Accuracy of the information
  - b. Comprehensiveness
  - c. Enduring significance or interest
  - d. Integrity
  - e. Purpose
  - f. Quality
  - g. Representation of controversial or diverse points of view
- Cost in relation to use and/or enhancement of the collection
- Critical reviews
- Date of publication
- Availability elsewhere in the community, area, or region
- Price and/or availability of funds
- Current and anticipated appeal
- Format (additional format criteria are considered when selecting digital content, including: accessibility, ease of use, equipment, training, and technology requirements; license agreement requirements and vendor support; unique content)
- Local interest
- Relationship to the existing collection

- Relationship to other resources in the community
- Significance of the author/creator or publisher
- Support of library programs and initiatives
- Timeliness

The Lake Region Public Library will endeavor to provide a wide range of subjects, authors, and points of view. The inclusion of an item in the library collection in no way represents an endorsement of its contents. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered.

The Library recognizes that many materials are controversial and that any given item may offend some. It is the responsibility of each individual library user to determine which materials are more appropriate for their needs consistent with their personal or family values. Although library users are free to reject for themselves materials of which they do not approve, they may not restrict the freedom of others to read what they choose.

The Library encourages individual and parental oversight in the choice of materials, databases, or internet usage. The Lake Region Public Library does not and will not act in loco parentis. Adult responsibility for children's reading rests with parents and/or legal guardians. Materials selected for the adult collection are intended for mature readers, and will not be restricted by the possibility that children or young adults may obtain materials which their parents or legal guardians consider inappropriate.

#### Gifts and Donations

The Library accepts gifts of materials for the collection using the same selection criteria that are applied to purchased materials. Decisions regarding the final disposition of gifts are the responsibility of designated staff, using the following guidelines:

- Not all gifts are added to the collection. Gift materials not added to the collection are not returned to the donor.
- The Library retains unconditional ownership of the gift.
- The Library reserves the right to decide the conditions of display, housing, and access to the materials.
- Gifts added to the collection are housed in the most appropriate location, determined by evaluating staff.
- No old, damaged, or musty materials will be accepted.
- Unused gifts may be given to the Lake Region Public Library Foundation for public sale, or they may be disposed of through other means determined by the Library.
- The Library does not place a value on gifts, nor provide appraisals for income tax or any other purpose.

The Library is pleased to accept monetary gifts intended for the purchase of library materials when the donors' intentions for the gifts and the library's collection development objectives are consistent.

## COLLECTION EVALUATION AND MAINTENANCE; DE-SELECTION OF MATERIALS

Once materials have been added to the Lake Region Public Library's collection, they are managed through an assessment and evaluation process to ensure that ongoing collection priorities are met; that collections remain up to date, balanced, and attractive; and that space limitations are minimized. This process identifies items for replacement, retention, or de-selection. Library staff utilize professional judgment and expertise in deciding which materials to retain, replace, repair, or de-select.

### De-Selection

De-selection (removing items from the collection) is an integral part of collection development. A practical, useful collection will be maintained through a continual process of selection and de-selection. De-selected materials will, at the Library's discretion, be donated to the Lake Region Public Library Foundation for book sales, or disposed of through other means determined by the Library. The Library retains those materials that continue to have enduring or permanent significance to its mission and overall collection goals.

Along with the same criteria used to select new materials, general criteria for retaining, replacing, repairing, or de-selecting include:

- Availability of item in alternative formats
- Unnecessary duplicates or multiple copies
- Feasibility, cost of repair
- Historical significance, interest, or value
- Physical condition
- Relative usefulness of item
- Space considerations
- Superseded, inaccurate, or out-of-date context
- Usage

### Reconsideration of Library Materials

If a library user questions the content, tone, or placement of an item in the Library's collection, they should first address the concern with a library staff member. Library users who wish to continue their request for reconsideration of library materials may do so by completing a Request for Reconsideration form, available on the Lake Region Public Library's website and at the circulation desk. Upon completion, this form may be emailed, mailed, or otherwise delivered to the Library Director.

The request will be reviewed by the Library Director, who will respond in writing within four weeks of receipt of said request. The Director shall provide the complainant with a copy of this policy and inform the individual of the availability of a Lake Region Public Library Board hearing. Should the complainant feel that the decision of the Director is not supported by the Library's collection development policy, the complainant may request a Library Board hearing by notifying the Director, who will make the necessary arrangements. Following the hearing, the decision of the Lake Region Public Library Board will be final.



No works in question will be added to or removed from the collection or from the shelves and no changes in service or policy will be made while the above process is underway.

#### Collection Development Policy Implementation, Evaluation, and Revision

The collection development policy of the Lake Region Public Library will be reviewed not less frequently than every three years by staff and the Library Director. Revisions will be referred to the Lake Region Public Library Board for final approval.

#### Guiding Documents

American Library Association's Bill of Rights

American Library Association's Freedom to Read

American Library Association's Freedom to View

American Library Association's Access to Electronic Information Services and Resources

LaMoure Public & School Library

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# LAMOURE SCHOOL & PUBLIC LIBRARY

POLICY

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**I. LIBRARY BILL OF RIGHTS**

**II. LIBRARY POLICY**

**III. ROLE OF THE LIBRARY BOARD POLICY**

**IV. SELECTION POLICY**

**V. INTERNET POLICY**

**VI. OVERDUE, LOST, OR DAMAGED BOOKS**

**VII. MEMORIALS, GIFTS, AND DONATIONS**

**VIII. PATRON ELIGIBILITY**

**IX. CHECKOUTS**

**X. ACCESS**

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## LIBRARY BILL OF RIGHTS

We subscribe to the ideals set forth in the Library Bill of Rights.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

## LIBRARY POLICY

### (1) Role of Board and Superintendent

- (a) The role of the board of education toward the public library shall to be to maintain and operate the physical plant under the same policies as the school library. The school board shall appoint one (1) member to the Public Library Board from its membership and the school board will appoint the other at large members to the library board. The City Council also appoints one (1) of their members to the library board.

The role of the school superintendent toward the public library shall be to carry out the policies of the school board as they relate to the operation and maintenance of the school and public library. He shall also serve as an advisor to the Public Library Board. The personnel which operate the public library shall be responsible to the superintendent or principal in matters which relate to the school policies and responsible to the Public Library Board in matters which relate only to the public library.

Where there is a conflict there is a conflict between the library board policies and the school board policies, the school board policies shall prevail.

### (2) Librarian Role

- (a) The primary role is to develop and implement a building library media program based on the educational philosophy, goals, and objectives of the local school and compatible with current instructional practices.

Major Duties:

- 1) Develop, implement, and evaluate a library media program
- 2) Interpret the library media program to faculty, administrators, students, parents, and community members.

- 3) Make recommendations for strengthening and improving the library media program.
- 4) Search for/evaluate/select/acquire/organize/circulate resources and equipment to support the instructional program and meet the varied interests, abilities, and maturity levels of students served.
- 5) Serve on or assist curriculum committees.
- 6) Serve as a resource consultant to the staff.
- 7) Develop/implement, in cooperation with the staff, a sequential library media skills program
- 8) Coordinate the school library media program with other area libraries and information centers.
- 9) Propose, justify, and recommend a budget after consulting with the staff, students, and administrators.
- 10) Direct and be responsible for maintenance of library media center records.
- 11) Coordinate the use of library media center facilities and provide accessibility to resources and equipment.
- 12) Provide instruction for students and staff in access, retrieval, and utilization of resources.
- 13) Develop a climate that encourages students and staff to take full advantage of the media center and its resources.

(3) Policy for Removal of Materials from the LaMoure School and Public Library:

The school board and library board recognize the importance of providing a method whereby opinions from the public regarding material selections can be voiced. Therefore, they have established a procedure which will apply to all complaints including those about materials represented in the collection or not represented in the collection.

To comply with this procedure, a complaint must be in writing. Forms are available at the library circulation desk and upon completion, may be mailed or delivered to the librarian. Upon Receipt of the signed form, the school librarian will:

- (a) Examine the material in question, the issues raised and the circumstances involved.
- (b) Present it to the review committee who shall make a decision to remove or retain the material in question.
- (c) Within a reasonable time after the committee has reviewed it, they will respond in writing to the complaint.

(d) Provide the complainant with a copy of this policy and inform the individual of the availability of a school board hearing. Should the complainant feel that the decision of the review committee is not supported by the policy, the complainant may request a school board hearing by notifying the librarian who will make the necessary arrangements. The media review committee will have the responsibility as delegated by the city council, the library board, and the school board to arrive as a decision about questioned material. It will consist of the library board (made up of representatives of the school board, city council and the community at large, the school superintendent and principal, a faculty member appointed by the superintendent and a librarian. Following the hearing, the decision of the committee will be filed with the school board and the city council and if the person is not satisfied, they may take the complaint for a final hearing to the school board meeting.

Above all, the school board and the library board have as its concern the fairness of such a hearing so as to protect the rights of all persons involved.

## ROLE OF THE PUBLIC LIBRARY BOARD

APPOINTMENT | Five members will be appointed by the following means

- One member will be a representative of the city council.
- one member will be a representative of the school board.
- Three members from the community will be appointed by the school board.
- Members must live within the school district.

TERMS | Each member of the library board may serve two, three year terms for a total of six years. A person may be appointed again after sitting out for one term.

OFFICERS |

- President - the school board representative shall be president of the library board
- Secretary - a secretary shall be elected from among the board members to keep minutes of the meetings and take care of any correspondence.
- Treasurer - A treasurer shall be elected from among the board members to keep the financial records and pay the bills. ~~Alternatively, at present, the school's business manager has agreed to assume this responsibility.~~

RESPONSIBILITIES |

- selects, hires, and pays the public librarian who works under the school librarian
- works with the librarians, superintendent, and the school board to establish policies and rules to govern the library.
- determines the budgeting of funds received from the city mill levy and any state funds designated for public library use.
- The school maintains control over the building and its maintenance.
- Follows the other rules and duties as outlined in the North Dakota Public Library Standards and Century Code (40-38).

## SELECTION POLICY

- (1) Selection Objectives: As a combination public and school library, there is a combination of objectives in selection. The primary objective of the school's library is to implement, enrich and support the educational program of the school. It is the duty of the library to provide a wide range of materials on all levels of difficulty, with diversity of appeal, and the presentation of different points of view. It is the responsibility of the public library to provide circulating material and reference service to meet or supplement the needs of the local area residents of all ages. For this purpose, materials are selected for general information, education, occupational uses and the enjoyment and enrichment of leisure time. The LaMoure Board of Education and the LaMoure Library Board are legally responsible for setting policies and matters relating to the operation of the LaMoure Public and School Library. The responsibility for the selection of materials is delegated to the professionally trained personnel employed by these two entities. The administrative librarian (school) is responsible for coordinating the selection of instructional materials. The administrative librarian may also be required to select for the public or delegate to the assistant librarian (public) that responsibility. This is dependent on the assistant librarian's training. The involvement of many people may be enlisted including principals, teachers, students and public patrons.
- (2) Criteria for Selection: The needs of the school and community based on the knowledge of the curriculum, the students of the community and the existing collection. Materials for purchase are considered on the basis of: - overall purpose - timeliness or permanent - importance of the subject matter - quality of the writing/production - readability and popular appeal - authoritativeness - reputation of the publisher/producer - reputation and significance of the author/artist/composer producer, etc. - format and price - availability from other

sources - requests from faculty, students and public patrons are given consideration  
- when selecting materials considered suitable for the general public but unsuitable in a school setting, the needs of the student should take precedence

(3) Procedures for Selection: - Reputable, unbiased, professional prepared selection aids must be consulted as guides. - Consult specialists from all departments or grade levels. - Preview all materials, books or AV before selecting either personally or by professional guide. - Gift materials are judged by basic selection criteria and are rejected by these standards. - Multiple items of outstanding and much in demand media are purchased as needed. - Worn or missing standard items are replaced periodically.

## **INTERNET POLICY (FROM SCHOOL BOARD POLICY XIV)**

- Section XIV. INTERNET LaMOURE SCHOOL DISTRICT COMPUTER NETWORK SYSTEM and ACCEPTABLE USE OF TECHNOLOGY TOOLS 30 The LaMoure Board of Education considers computers and computer networks to be valuable tools for education and encourages their use in district classrooms. The purpose of the District's computer network systems is educational. This system will enable students to communicate with people around the world and gather appropriate educational material. The LaMoure Local Area Network and its connection to the Wide Area Network, also known as the Internet, is an electronic communications network which provides vast, diverse and unique resources. In an effort to promote educational excellence in the LaMoure School District, students, staff and guest users of this technology, have the responsibility to use the computer network systems properly in accordance with the rules of the district. Use of the computers and Internet access is a privilege, not a right.

1. Acceptable Use Must be in support of education and research consistent with the District's mission and goals. Must be consistent with the rules appropriate to any network being used/accessed. Research material must be cited appropriately. Use of a personal computer is allowed in accordance with the district's Acceptable Use Policy.

2. Unacceptable Use The following actions are considered unacceptable and are prohibited: Sending or displaying threatening or obscene material (such as

Leach Public Library

# Collection Development Policy



## Library Mission Statement

The Leach Public Library provides a variety of resources in order to meet our community's informational, recreational, and cultural needs.

## Library Vision Statement

The Leach Public Library will be a hub of collaboration, inspiration, and life-long learning for our community.

## Purpose

This policy is a guide for library staff, to assist them in developing and maintaining their collection of print, audio-visual, digital, and technological materials, in order to fulfill the library's purpose as stated in the Mission and Vision Statements. This policy may also be used to inform members of the community about material selection and deselection guidelines, as well as providing guidance for public challenges to materials.

## Intellectual Freedom

The Leach Public Library is committed to the principles of intellectual freedom, and upholds the American Library Association's [Library Bill of Rights](#), [Freedom to Read](#), and [Freedom to View](#) statements. Following these principles, the library will collect materials representing the wide range of viewpoints in our community, including controversial ones. Selection of an item does not indicate that the library, its staff, or its Library Board agree with or endorse the ideas and viewpoints it presents.

The library does not restrict or limit access to the collection because of origin, age, race, religion, background, gender identity, or sexuality. These same criteria will not be used to exclude materials, or author/creators from the collection. Parents and legal guardians have the sole responsibility for what their children read, view, and hear. Selection of library materials will not be restricted by the possibility that materials may be seen by or come into a child's possession.

## **Responsibility for Selection**

The ultimate responsibility for collection development, including deselection, rests with the library director, under the authority of the Leach Public Library Board. The Library Director may delegate selection/deselection of materials to qualified staff members.

## **Criteria for Selection**

Selection of library materials is an active process that applies to both materials purchased by the library and donated to it. The following criteria are used in the selection process to help ensure that all materials in the library are in keeping with its mission and are of use to the community.

- Current popular demand and interest
- Timeliness and information and/ or significance of subject
- Authoritativeness and/or reputation of author or creator
- Evaluations by professionally recognized review sources
- Clarity, accuracy, and comprehensiveness
- Relationship to the existing collection
- Format
- Quality
- Availability elsewhere in the community or region
- Ability to replace lost/ damaged items or updated editions
- Local interest
- Price and availability of funds

The Leach Public Library uses the following resources and tools when making selection decisions: Professional review journals, trade journals, publishers' catalogs and promotional materials, reviews from reputable sources, popular newspapers and magazines, related websites, and sales representative recommendations.

Patron recommendations and feedback are an important resource, and suggestions will be evaluated and purchased based on the criteria set out in this policy and the current collection budget.

## ***Collections***

*Adult Collection:* The adult collection consists of fiction, genre fiction, large print fiction, graphic novels, and non-fiction titles. Materials are selected and maintained using the selection criteria laid out in this policy. Deselection of materials in this collection is also based on these

standards. The library does not deny or limit access to these items because of a patron's origin, race, age, or views.

*Youth Collection:* The youth collection is made up of fiction, graphic novels, and non-fiction titles for children and youth ages 0-18. It serves the educational and recreational needs of community children, teachers, parents, and homeschoolers. Material selection and weeding is based on the selection guidelines laid out in this policy. Textbooks for local schools and homeschool curricula are-not collected. The library does not limit or restrict the materials that youth patrons borrow. Parents and legal guardians have the sole responsibility for the materials chosen by their children.

*Audio-Visual Collection:* The library's AV collection includes music CDs, audiobook CDs and devices, and DVDs for adults and children. Material selection is based on the selection guidelines laid out in this policy. Formats will be added or withdrawn based on technology trends, availability, and budget.

*North Dakota Collection:* The library maintains a collection of historical and/or locally relevant books, documents, and newspapers. Materials are added to this collection at the discretion of the library director, based on availability and funding. Items in this collection may be fragile and/or unique, and may therefore be limited to in-library use only.

*Special Collections:* Special collections includes non-print, non-AV physical items, and includes cake pans, story time kits, STEM kits, and tablets for adults and children. New items will be added to the collection based on community interest and need, availability of new formats and technologies, available space, and funding.

*Digital Resources:* The Leach Public Library provides its patrons with access to databases, eBooks, emagazines, and other resources that can be accessed digitally with the use of computers, tablets, phones and other internet-connected devices. The library is able to provide these resources because of resource sharing agreements with the North Dakota State Library, the Online Dakota Information Network (ODIN), and the North Dakota Digital Consortium. Collection development and deselection decisions are made by and in cooperation with these organizations, not specifically by the Leach Public Library. Collection concerns or challenges can be submitted in writing to the library to be passed along to the relevant organization; however, the Leach Public Library does not have control over the final decision made by those organizations.

### **Deselection**

Deselection, or weeding, is the planned removal of materials from the library's collection. Evaluating materials for quality, reliability, relevance, and appearance contribute to the

reliability, reputation, accessibility and overall usefulness and attractiveness of the library. Deselection is an ongoing process.

It is the function of librarians to select and weed library materials without bias, based on the needs of their collections and community. Every title requires individual judgement. Each item is considered from the standpoint of its value to the community, as well as in relation to the rest of the collection. The following criteria apply when evaluating materials for deselection:

- Frequency of circulation
- Accuracy of information
- Subject interest or significance
- Availability of similar materials or updated editions
- Duplicate or redundant titles
- Physical appearance and condition
- Format obsolescence

Books and other materials that have been removed from the collection will be available for purchase at Friends of the Leach Public Library used book sales, based on condition. While the library makes a concerted effort to sell or donate weeded materials, these books may be recycled or otherwise disposed of, based on condition and the library's storage capabilities.

### **Gifts and Donations**

*Gift of Materials:* The Library gladly accepts donations of books and AV materials, with the understanding that they are subject to the same criteria for inclusion in the collection as purchased materials. The library reserves the right to accept or dispose of any gift through transfer to another library, through the Friends of the Leach Public Library used book sales, or by discarding them. The library will not provide a valuation of donated materials for tax purposes.

Items that will not be accepted for donation include: items that are moldy or foul-smelling, are visibly water damaged or in poor physical condition, old textbooks, encyclopedia sets.

*Monetary Gifts:* The library accepts monetary donations without conditions on their use or for projects previously approved by the board. Donations will also be accepted for the purpose of purchasing library materials consistent with the library's Collection Development Policy. Public acknowledgement of monetary gifts is at the discretion of the Library Board.

*Memorials:* The library actively encourages donations as memorials, as tributes to living individuals or groups on special occasions. Such acts provide the library with an opportunity to add materials or equipment which it might not otherwise be able to afford. These donations

also provide an opportunity to honor loved ones with a lasting statement of admiration and respect.

Except in rare circumstances, memorials and tributes are accepted in the form of monetary donations. The library will make every effort to honor the donor's wishes regarding the materials to be purchased; however, the final decision rests with the library in accordance with its needs and selection criteria. Bookplates will be placed in items purchased with memorial and tribute gifts. Each bookplate will record the honoree as well as the donor, unless otherwise requested. The library will send letters to notify all parties of the gift.

*Miscellaneous Gifts:* The decision as to the acceptance of furnishings, appliances, and equipment shall be made by the Library Director on the advice of the Library Board. Criteria influencing the decision include need, space, impact on staff, and expense and frequency of maintenance.

The decision as to the acceptance of all other gifts not previously addressed shall be made by the Library Director on the advice of the Library Board.

### **Reconsideration of Library Materials**

The Leach Public Library recognizes the right of patrons and community members to question materials that are selected for inclusion in the library's collections. Upon request, the Library Director or Library Board may remove or relocate materials in the collection if they are found to not meet the criteria of the collection portion of this policy. Complaints must be submitted in writing. Forms requesting the removal of an item are available at both Library Service desks. Upon completion, the form may be mailed or hand delivered to the Library Director.

Upon receipt, the Library Director will:

- Examine the item, or assign a staff member to examine it, the issues raised and the circumstances involved
- Make a decision to remove, retain, or relocate the material in question
- Respond to the complainant promptly in writing within two weeks
- Provide the complainant with a copy of this policy, and inform the complainant of their right to carry the complaint forward to a Library Board Meeting if desired.

Should the complainant feel that the decision of the Library Director is not supported by the policy, the complainant may request a hearing with the Library Board by notifying the Library Director within two weeks of the Director's decision. The Director will make the necessary arrangements for the Board to hear the complaint at its next regularly scheduled meeting.

At the end of the Board hearing, the members of the Library Board will deliberate and determine whether the material fails to meet the Collection Development Policy. A super majority vote (four of five) is required to find the item does not meet the Library's Collection Development Policy. If the vote fails, the appeal is denied. If the vote passes, the Library Board must vote to remove or relocate the item. Following the hearing, the decision of the Library Board will be final.

The following should be considered when filing a complaint:

- Appeals are not considered valid if a) they do not include the full name, address and phone of the complainant, b) complainant is not a cardholder and a resident of the library's legal service area, c) complainant is challenging material which was subject to a previous decision made by the Library Board within the last three (3) years
- All requests and appeals brought to the Board are subject to North Dakota's Open Records Laws
- No person may challenge more than three (3) items at a time
- The Board will not reconsider more than three (3) items per meeting. Requests will be addressed in the order in which they were received.
- The item(s) in question will not be removed from the shelves while the above process is underway.
- An item challenged and retained by the Board may not be challenged again by any person for three (3) years from the date of the Board's decision.

Regarding obscene materials: North Dakota Century Code 12.1-27.1 prohibits public libraries from maintaining sexually explicit materials in their children's collections. For the purpose of this law, a child is considered to be anyone person 0-18 years of age. Library staff use the criteria set forth in the Miller Test (Miller vs California, 1973) to determine sexual explicitness and the suitability of materials.

1. Whether the average person, applying contemporary adult community standards, finds that the matter, taken as a whole, appeals to prurient interests.
2. Whether the average person, applying contemporary adult community standards, finds that the matter depicts or describes sexual conduct in a patently offensive way; and
3. Whether a reasonable person finds that the matter, taken as a whole, lacks serious literary, artistic, political, or scientific value.

Leeds Public Library

### **Specific Principles**

The following general criteria are considered in selecting materials:

#### **Adult Materials**

- Permanent value
- Popular interest
- Widely regarded reputation of the author
- Comprehensiveness and depth of treatment
- Clarity, accuracy, and logic of presentation
- Reputation of publisher
- Date of publication
- Relationship to existing collection
- Artistic merit
- Insight and/or perspective into human and social conditions
- Availability elsewhere in the community
- Price

#### **Children's and Young Adult's Materials**

In addition to the criteria for adult materials, consideration is also given to the following:

- Appropriate content
- Appropriate vocabulary for the general age group
- Determined value for stimulating the informational, recreational and cultural reading interest of children and youth

#### **Gifts and Donations**

Gifts and donations are always welcome. Acceptance is based on the following criteria:

- All such items must meet the same criteria listed under Specific Principles as purchased items.
- Attached conditions of the donor as to use, location or disposition will not be permitted
- Funds may be designated for the purchase of materials by general subject area
- All gifts, when accepted, become the property of the Library and may not be reclaimed by the donor
- Unneeded donations will not be retained
- The receipt of specific items will be acknowledged
- All gifts should be left at the Library or mailed to the attention of the Library Director

#### **De-Selection of Materials**

- Shelving space is finite and in order to fulfill our mission and meet the diverse cultural, educational, research and personal enrichment needs of our community, the materials we offer must be current, accurate, relevant and in a useful format and condition. Subsequently, materials that are no longer accurate, used or useful must be withdrawn from the collection. This does not mean that they were a waste of money, just that they have fulfilled their purpose. The CREW (Continuous Review, Evaluation, and Weeding) method is used to aid in de-selection.
- The previous criteria need not be applied to items with local historical value, which typically possess appeal, significance, and scarcity in excess of materials of no cultural relation to the region. Local history materials may be retained indefinitely.

Adopted 1/20/2024

## **LEEDS PUBLIC LIBRARY – COLLECTION DEVELOPMENT POLICY**

### **Purpose**

The purpose of this policy is to guide staff in the selection of library materials, to inform the Library Board and the general public of the principles upon which selections are made, and to declare the library's commitment to the principles of free access to ideas and information.

### **Definitions**

All Materials are those items considered for addition to the Library's collection. All Materials Selection refers to the decision to add material to the collection or to retain materials already in the collection. It neither refers to reader guidance nor details specific types of materials to be added.

### **Goals of Materials Selection**

Materials selection aims at maintaining a collection of materials for meeting the Informational, reference, research, educational and recreational needs of Benson County residents. Budget limitations necessitate the choosing of materials relevant to these needs.

The Leeds Public Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement and the Library Bill of Rights. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints presented.

### **Responsibility for Selection**

Final responsibility for materials selection rests with the Library Director who functions within the framework of policy adopted by the Library Board. The responsibility for selection be delegated to other professional members of the staff. Suggestions from members of the community concerning materials selection are welcome. Each suggestion will be considered within the framework of this policy.

### **General Principle**

The library is a forum for information and ideas. The following basic principles will guide its materials selections:

- Books and other library resources will be provided for the interest, information, and enlightenment of all people in the community.
- Materials will not be excluded because of the origin, background, or views of those contributing to their creation.
- Materials will not be proscribed or removed because of partisan or doctrinal disapproval. Within reason, materials and information provided will present the various general points of view of current and historical issues.
- Adult responsibility for children's reading rests with parents or legal guardians. Materials selection for the adult collection is intended for mature readers and will not be restricted by the possibility that children may obtain materials which their parents or legal guardians consider inappropriate. Separate collections are available for children and young people.
- Materials unavailable at this library but available through cooperative library networks will be borrowed upon the request of the user. Charges for interlibrary materials may be passed on to the patron.
- Textbooks or other curriculum-related materials are acquired only when they serve the general public.
- Consideration is given to the adequate availability of materials for the visually impaired.

- e. The Library Director and staff involved in collection development shall review the request for reconsideration. This includes:
  - i. Reading/viewing/listening to the challenged material in its entirety.
  - ii. Considering the objections in terms of the Library's Materials Selection Policy, the principles of the Library Bill of Rights, and the opinions of various reviewing sources used in materials selection.
- f. If the reviewed material does not meet the criteria set forth in the Material's Selection Policy, the Library shall acknowledge that the material is unsuitable, and it will be withdrawn from the collection or, if applicable, moved to an appropriate section of the library.
- g. If the material does meet the selection criteria, the material shall remain part of the collection.
- h. The Library Director will respond to the request clearly and precisely within 30 business days, stating the reasons the material was withdrawn, moved, or retained. This response will also inform the requestor how to pursue the matter further.

3. Appeal:

- a. If the requestor feels the request for reconsideration of materials has been dealt with inadequately, a final appeal to the Library Board can be made.
- b. A public hearing, to be determined by the Library Board and Library Director, will be conducted with the Board acting as the decision-making body within 30 business days.
- c. The Director will notify the American Library Association Intellectual Freedom Office, and their advice will be enlisted.

4. Hearing:

- a. An open meeting will be held within 30 business days—the location and beginning time of the meeting will be publicized in advance of the meeting.
- b. The meeting will be conducted by the Director.
- c. The Library Board will act as the decision-making body. A quorum must be present.
- d. Persons wishing to speak must register prior to speaking, giving their name, address, and organization represented (if any).
- e. Each speaker will be given four minutes in which to present their point of view. A timekeeper will be appointed prior to the meeting.
- f. Library Board members will be given time to ask questions following each testimony.
- g. Each speaker should present a written copy of their testimony to the Library Board members.
- h. The Board will review the testimonies heard. They will vote at a later date after they have had time to weigh and consider the testimonies. The Board will issue its opinion within ten business days after the hearing.
- i. The Board will make their decision public and the Library will take action in accordance with that decision.
- j. Once a decision has been made, said material cannot be challenged again for three years from final decision date.

Adopted 1/20/24

**LEEDS PUBLIC LIBRARY  
P.O. BOX 295  
LEEDS, ND 58346**

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**REQUEST FOR RECONSIDERATION OF MATERIALS POLICY**

The Library Board recognizes the importance of providing a method whereby opinions from the public regarding materials selection can be voiced. Therefore, it has established a policy and procedure which will apply to all requests for reconsideration of materials including:

Those about materials represented in the collection

Those about materials not represented in the collection

To comply with this procedure please be advised of the following guidelines:

A formal request for reconsideration of materials must be made in writing. Forms are available at the Librarian's desk and upon completion must be delivered in person to the Library Director. Forms must be completed in their entirety.

One request for reconsideration of materials from a household/organization is accepted at one time.

Material being challenged must be read/listened to/viewed in full by challenger.

The Request for Reconsideration of Materials form and its written response becomes part of the Leeds Public Library's public record.

When a request for reconsideration of library materials is made, the following steps will be followed:

**1. Informal:**

- a. The reconsideration will be listened to calmly and courteously.
- b. The Library's Materials Selection Policy and commitment to intellectual freedom will be explained, to help the patron understand the value of a diverse library collection and that ownership of an item does not indicate agreement or endorsement of the ideas, values, or principles expressed therein. This will be done respectfully and in a fashion that acknowledges and restates the patron's concerns.
- c. If the patron has recommendations for other materials on the topic, they will be noted, and if appropriate, procured.
- d. If the patron is not satisfied, advise the patron of the library's policy and procedures for handling a reconsideration request, and provide the patron with a copy of the Library's Materials Selection Policy, Request for Reconsideration of Materials Policy, and the Request for Reconsideration of Materials Form.

**2. Formal:**

- a. If a request for reconsideration of materials form is received, the Library Director will provide a prompt written reply letting the challenger know they have received the request and a decision will be made within 30 business days.
- b. The material shall remain part of the collection until a decision has been made.
- c. Notify the Library Board of the request for reconsideration and assure them the library's procedures are being followed. Present to the Library Board full, written information giving the nature of the reconsideration and identifying the source.
- d. Notify the Chairperson of the North Dakota Library Association's Intellectual Freedom Committee that a reconsideration request has been filed.

Lisbon Public Library

## COLLECTION POLICY

### 1. Materials Selection:

Ultimate responsibility for materials selection rests with the Library Director and the Lisbon Public Library Board of Trustees.

- a. Every attempt will be made to provide a wide range of materials with diversity of appeal and presentation for different points of view.
  - b. Selections will reflect the expressed and anticipated needs of the patrons and the community served by the library.
  - c. Materials selections will be governed by budget considerations.
- ### 2. Video Collection:
- a. Materials for this collection will be selected to serve patrons' needs for a variety of skills, particularly those most easily learned through a visual medium.
- ### 3. Interlibrary Loans:
- a. When the library is unable to supply a patron with the material or information needed within the local library, an interlibrary loan may be requested from North Dakota State Library.
  - b. When items are received from another library, there will be a charge per request to cover the cost of postage. The patron is responsible for payment of the incurred expense before the item leaves the library.

## OVERDUE POLICY

1. The charge for overdue items will be ten (10) cents per day per item.
2. The library patron assumes the responsibility to return library materials borrowed on or before the due date of the materials. If the patron has not returned the materials on time, he/she has violated the policy established by the Library Board and is subject to any charges resulting from a violation of this policy.
3. The library has no responsibility to send an overdue notice to the patron. The notice is sent because material has not been returned according to the established library policy. The patron is responsible for paying established charges resulting from a violation of this policy.
4. The first overdue notice shall be sent electronically when the item is due, and again when the accruing charge reaches two (2) dollars.
5. Patrons with overdue materials will have their borrowing privileges suspended until the materials and all overdue charges have been returned and/or paid.
6. Resources lost due to a disaster (flood, fire, etc.) will not be charged to the patron.
7. If a resource is not useable (damaged or lost), the patron is asked to pay the full replacement value of the item at the librarian's discretion.

## COMPLAINT PROCESS

Opinions from the public regarding resources can be voiced on those resources represented in the collection or on those resources NOT represented in the collection. A complaint must be in writing. Forms are available at the desk, and upon completion may be mailed or delivered to the Librarian. Upon receipt of the signed form, the Librarian will:

1. Examine the resource in question, the issues raised, and the circumstances involved
2. Make a decision to remove or retain the resource in question with the help of Board members
3. Respond in writing to the complainant within one (1) week of receipt.
4. Provide the complainant with a copy of this policy and inform the individual of the availability of a Board meeting. Following a hearing, the decision of the Board shall be final.
5. The Librarian should fill out and mail a "Material Challenge Incident Report" as soon as possible and mail to the current chairperson of the Intellectual Freedom Committee. The name and address may be secured from the president of the North Dakota Library Association or by calling the reference desk at the North Dakota State Library.
6. After each resource challenge incident has been resolved, a "Material Challenge Resolution Report" should be filled out and mailed to the current chairperson of the Intellectual Freedom Committee. The name and address may be secured from the president of the North Dakota Library Association or by calling the reference desk at the State Library.

Copies of the complaint form "Request for Reconsideration of Library Materials," the Material Challenge Incident Report, and the Material Challenge Resolution Report are available on request from the Librarian.

Maddock Community Library

COLLECTION DEVELOPMENT POLICY  
MADDOCK COMMUNITY LIBRARY

**Purpose:**

This policy is to guide library staff in the selection of library material and inform the Library Board and general public of the principles used in selection.

**Mission:**

Maddock Community Library aims to be a welcoming place for the facilitation of lifelong learning.

**Target audience:**

We are a very rural area with some distance to higher education institutions. Key users are preschool and elementary children and young families, adults with various interests so materials are chosen with those audiences in mind.

**Responsibility:**

The director under the Library Board advisory capacity is responsible for the selection of materials.

**Budget:**

The current budget under the supervision of the City of Maddock allots \$1000 annually for books but this can be augmented with outside funds available. Utilization of used books can be a way to stretch this amount. % used in different areas depends on need, requests and current offerings.

**Selection:**

This process applies both to materials purchased and these donated to the library.

- Community interest and reading history
- Balance of viewpoints on controversial issues
- Relevant collection standards by governing bodies
- Reviews and patron requests that are welcomed and considered

**Formats:**

Printed material, including a large selection of board books for preschool, book club kits are the main focus of formats. Audio books are normally on a donation basis and selected with criteria previously mentioned. Some donated DVDs are available.

**Selection:**

When weeding materials or selecting from donated or newly purchases materials (MUSTIE) is a good reflection of what is put on the shelves.

- M – Misleading or factually inaccurate
- U – worn beyond mending
- S – superseded by better information
- T – trivial , discernible literary or scientific merit
- I – irrelevant to the needs and interests of our community
- E – easily available elsewhere

**Donations:**

Those donating materials are informed of how items are chosen and processed and what will be done with them if they do not fit the needs of the library. This is determined by selection listed above

RECONSIDERATION POLICY  
MADDOCK COMMUNITY LIBRARY

Intellectual Freedom:

The collection policy includes reconsideration as a part of selection . Maddock Community Library is committed to the principles of intellectual freedom. Selection of an item does not indicate that the Library, it's Board, or staff agree with the ideas and viewpoints it presents.

Reconsideration Requests:

When a complaint about library items is made, the following steps will be followed:

- a. The consideration will be listened to calmly and courteously.
- b. The selection process will be explained respectfully.
- c. Any appropriate suggestion from the patron will be noted and decided upon for replacement.

Formal:

If the informal consultation does not resolve the issue, the patron can submit a written document outlining their objection and suggestion which shall be brought before the Library Board, considered and responded to appropriately and quickly.

If the issue is still not resolved, a meeting with the Board and a reading of the American Library Association Intellectual Freedom's Right To Read statement and the Library Bill of Rights will be used to find a settlement.

Max Community Library

## Appendix A Library Bill of Rights

Adopted June 18, 1948. Amended February 2, 1961, and January 23, 1980, inclusion of “age” reaffirmed January 23, 1996, by the ALA Council.

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Statement of Policy of the Board of Directors  
Max Community Library  
Max North Dakota

I. General Principles

The public library is a forum for information and ideas. The following basic principles will guide its materials section:

- A. To provide books and other library resources that will meet the needs of all people of the community.
- B. To provide a variety of materials with no material being excluded due to their origin, background or the views of the writers.
- C. To provide materials, within reason, that present the various general points of view on current and historical issues, selecting books and other appropriate material according to ALA standards and patron interests.
- D. To provide the resources to request reading material through the Cooperative Library network if the material is not available at this library.
- E. To provide textbooks or other curriculum-related materials at this library if they are needed to serve the general public.
- F. To provide the availability of materials for persons having a special need.

II. Library Collection and Services

A. Collection and Procurement

- a. The Library Director shall be responsible for the selection and purchase of materials which best meet the interests and needs of the community.
- b. Each acquisition shall be coded to identify purchases and ownership by the Max Community Library.

B. Gifts, Requests, Memorials

- a. The library accepts gifts of suitable materials with the understanding that they will be added to the library collections only when needed and disposed of at the discretion of the library director.
- b. Unrestricted gifts of money, lands, or property will be gratefully accepted by the Board. Restricted gifts of bequests will be reviewed by the board before acceptance or rejection.
- c. The receipt of specific items will be acknowledged, but no statement of financial value for tax or other purposes will be made.
- d. The library board has established a fund to accept memorials and determination of use will be directed by the board.

C. Material Selection

- a. Ultimate responsibility for book selection rests on the library director who operates within the framework of policies and objectives determined by the boards. Staff members are encouraged to suggest material selections according to policy.
- b. It is the right of any citizen to recommend library materials for selection consideration by the Max Community Library and is the obligation of the library director and the staff to consider such recommendations with the same evaluative criteria as set in the objectives of selection.

#### D. Objectives of Selection

- a. The primary objective of the Max Community Library is to provide opportunity and encouragement for people of all ages by providing a wide range of materials with diversity of appeal and viewpoints. To this end, the board reaffirms the objectives of the American Library Association, Library Bill of Rights and Freedom to Read Statement and recognizes a responsibility to:
  - i. Provide materials that will enrich communities, taking into consideration the varied interest, abilities, and educational levels of the citizens served.
  - ii. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
  - iii. Provide a background of information which will enable citizens to make intelligent judgments in their daily life.
  - iv. Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American and North Dakota heritage.
  - v. Provide material on opposing sides of controversial issues so that citizens may develop the practice of critical analysis of all media.
  - vi. Place principle 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 library patrons.
  - vii. Provide materials predicated on the patron's right to intellectual freedom. Selections will be made on the merits of the material itself in relation to the total collection.

#### E. Criteria for selection of Material

- a. Certain factors influence the selection of the library materials:
  - i. Needs of the community.
  - ii. Suitability and importance of the whole collection and region.
  - iii. Accuracy and reputation of the author/artist/composer/producer, etc.
  - iv. Format
  - v. Price and/or availability of funds.
  - vi. Readability and popular appeal.

#### F. Procedures for selection

- a. In selecting print and non-print materials for purchase, the library director evaluates the existing collection and consults reputable, unbiased, professionally prepared selection aids.
- b. In specific areas the library director follows these procedures:
  - i. Gift materials are judged by basic selection standards and are accepted or rejected by these standards.
  - ii. Multiple items of outstanding and much in demand media are purchased as needed.
  - iii. Worn or missing standard items are replaced periodically if relevant.
  - iv. Out-of-date or no longer useful materials are withdrawn from the collection.
  - v. Shelving space is finite and in order to fulfill our mission and meet

diverse cultural, educational, research, and personal enrichment needs of the community, the materials we offer must be current, accurate, used, and useful formats and condition. Subsequently, materials that are no longer accurate, used, or useful must be withdrawn from the collection.

- vi. 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.
- vii. The library will not maintain a closed shelf collection of materials, but will encourage individual and paternal discrimination in the choice of materials. They will strive to provide materials that are appropriate for various age groups. Responsibility for the materials checked by children is the responsibility of the parent or legal guardians.
- viii. 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.
- ix. 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.
- x. 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.

### III. Services of the Library

- A. The library staff will provide guidance and assistance for people to obtain the information they seek as recorded in print and non-print resources.
- B. The library will initiate programs to stimulate the use of library materials to fill the needs of people of all ages.
- C. The library will cooperate with civic and community agendas and organizations to help with the program materials.
- D. The library will supplement, but cannot perform the functions of, school and other libraries which are designed to meet special needs. The public library will at all opportunities cooperate with other libraries to strengthen the services and resources of all.
- E. The library will provide Internet services (see attached policy) pg.21

- IV. Use of the public Library
- A. Within the library, the use of all references and collections are free to all.
  - B. Home use privileges are free to all residents of the City of Max and surrounding areas, families that have children in the Max School District, or areas participating by contract or agreement in the library program.
  - C. Confidentiality of Library Circulation Records.
    - a. It is the policy of the Library Board, in compliance with state law, to protect, as far as possible, the privacy of any patron who uses the library, and not to make an inquiry into the purpose for which a patron requests information or material. Records, which may be required in controlling the use of books, either on-or- off the premises of the library, are for the sole purpose of protecting public property, and such records are not to be used directly or indirectly to identify the kinds of materials used by individual library patrons, except insofar as how the library may be helpful to such patron in finding what he/she wants. Under no circumstances shall the staff of the library answer to a third party about what a patron is reading or calling for from the library's collections. Such information is privileged and if divulged would be an invasion of the patron's privacy.
    - b. Furthermore, it is policy of the library board never to yield any information about its patrons or their reading to any agency of the government, whether local, state, or federal without a court subpoena. Any cost incurred by the library in any search through patron records under a court order, will be charged to agency demanding such a search.
  - D. Service will not be denied or abridged because of age, religion, race, sex, social, economic, or political status.
  - E. Any patron is free to reject for themselves books and other materials of which they do not approve, but may not exercise the right of censorship to restrict freedom of others.
  - F. The use of the library or its services may be denied temporarily for due cause; which includes but is not limited to: failure to return books or to pay service charges or penalties, destruction of library property, disturbance of other patrons or any other objectionable conduct on library premises.
  - G. No animals, except Service Dogs, will be permitted in the library.
  - H. Shoes and shirts will be required by all persons using the library in accordance with State Law. Roller blades, skates, and skateboards will not be allowed at any time.
- V. Lending Policy:
- A. All borrowers must have a valid library card on file at the library in order to check out material.
  - B. Materials shall be loaned for a period set by local librarians and may be renewed for the same period with the exception for new books, which may not be renewed.
  - C. Reserves may be placed on all materials. Materials will be held for 3 days after the patron has been notified and if not picked up, will then be placed back in circulation.

## VI. Over dues, Lost, or Damaged Materials

- A. The Library Patron assumes the responsibility to return library materials on or before the date the materials are due. If the patron has not returned the material on time, he/she has violated a policy established by the library governing board and is subject to any charges resulting from a violation of library policy.
- B. The library has no responsibility on the part of the patron to send an overdue notice. Instead, the notice is sent because material has not been returned according to established library policy. The patron is responsible for paying established charges resulting from a violation of library policy.
- C. An overdue charge per- day -per item will begin immediately after the item is overdue whether or not the notice has been sent. There will be a \$5.00 cap in fines to each item overdue. Patrons with overdue materials will have their borrowing privileges suspended until the library materials and all late charges have been accounted for.
- D. In as much as possible, all patrons are entitled to material in their original unspoiled condition. Therefore, any amount of damage or any lost material will result in the patron reimbursing the library for the total replacement value of the material. If a patron locates lost material after it has been paid for, the patron may keep the material, and the replacement money is not refundable.

## VII. Physical Facilities of Max Community Library

- A. The library will provide for the public as many attractive, educational and cultural exhibits as possible. Use of exhibit space is welcomed.
- B. The library assumes no responsibility for the protection from possible damage of theft of item(s) displayed or exhibited. The individual exhibiting at the library must sign and “Exhibitor’s Agreement” provided by the library which states that the library will assume no responsibility for damages, loss, or theft of the exhibit or display.
- C. No political, religious, or commercial solicitation is permissible. If art objects are on display, the artist may display a card with the price and artist identification.
- D. No poster, display, exhibit, pamphlet, brochure, leaflet, booklet, etc., shall be exhibited, displayed or placed in the library for distribution without the permission from the Library Director.

## VIII. Accessibility Policy

The Max Community Library strives to ensure that everyone is welcome and has access to the full range of information, services, and programs that are offered in the library and makes it a priority to select and acquire, whenever possible, resources that are accessible to all.

- A. Accessibility
  - a. Parking
  - b. Entrances
  - c. Restrooms
- B. Resources for Patrons with Print Disabilities or Visual Impairments
  - a. Audiobooks on CD and through Overdrive, and Libby applications

- b. Talking Books for qualified individuals through the North Dakota State Library
    - c. Large Print materials
  - C. Resources for Patrons with Learning, Cognitive, or Developmental Disabilities
    - a. Movie screenings, art workshops, computer classes
    - b. Sensory-friendly story time and playtime for children
    - c. Talking Books for qualified individuals through the North Dakota State Library
  - D. Resources for Patrons that are Deaf or Hard of Hearing
    - a. Captioned videos and DVDs
  - E. Resources for Patrons with Physical Disabilities
    - a. Books by Mail
    - b. Talking Books for qualified individuals through the North Dakota State Library
    - c. [This policy is adapted from the New York Public Library, University of Michigan Library, Michigan State University Library, and the Massachusetts Court System’s accessibility policies and statements.]

IX. Reconsideration Policy

- A. Intellectual Freedom
  - a. The Max Community Library is committed to the principles of intellectual freedom and affirms the American Library Association’s (ALA) Freedom to Read statement and the Library Bill of Rights. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints it presents.
- B. Reconsideration Process:
  - a. The Board of Directors recognizes the importance of providing a method whereby opinions taken only from community members and/or current patrons regarding materials selection can be voiced; therefore, it has established a procedure which will apply to all complaints including:
    - i. Those about materials represented in the collection
    - ii. Those about materials not represented in the collection.
  - b. To comply with this procedure, a complaint must be in writing. Forms are available at the library and, upon completion, may be mailed or delivered to the Library Director. Upon receipt of the signed form the Director will:
    - i. Examine the material in question, the issues raised and the circumstances involved.
    - ii. Make a decision to remove or retain the material in question.
    - iii. Respond in writing to the complaint within one week of receipt.
    - iv. Provide the complainant with a copy of this policy and inform the individual of the availability of a Board Hearing.
- C. Should the complainant feel that the decision of the Director is not supported by the policy, the complainant may request a Library Board hearing by notifying the Director who will make the necessary arrangements. Following the hearing, the decision of the Board will be final. Above all, the Library Board has as its

concern the fairness of such a hearing so as to protect the rights of all persons who are involved.

- D. Miller Test: The collection will follow the Miller Test as established in 1973 by the Supreme Court
  - a. Whether "the average person, applying contemporary community standards", would find that the work, taken as a whole, appeals to the prurient interest,
  - b. Whether the work depicts or describes, in a patently offensive way, sexual conduct or excretory functions<sup>[4]</sup> specifically defined by applicable state law,
  - c. Whether the work, taken as a whole, lacks serious literary, artistic, political, or scientific value. \*Wikipedia definition
  - d. The library will not have any material that is sexually explicit in the children's collection. ND Century Code: 12.1-27.1-03.5
  
- X. Interlibrary Loan Policy
  - A. Purpose of Interlibrary Loan:
    - a. Interlibrary Loan (ILL) represents a mutual agreement among libraries in North Dakota and throughout the United States to share their library resources. Through ILL we are able to borrow from other libraries materials that are not available within our library system. While we try hard to serve the diverse needs and interests of our community, our resources are limited and it is impossible to purchase everything that may be of interest to everyone. Interlibrary loan enhances our ability to provide you with materials you need and want.
  - B. Eligibility and Limits on Interlibrary Loan Borrowing
    - a. Interlibrary Loan service is available to current Max Community Library cardholders who have a library card in good standing. A patron is allowed up to five active ILL requests at one time. Active requests include those on loan, as well as those in process.
  - C. Materials Offered
    - a. Any materials not currently owned by Max Community Library may be requested through ILL. Every effort will be made to supply the requested material, however new items, archival materials, audiovisual, and other materials may not be available. Photocopies of articles from magazines or periodicals can also be requested. Providing an accurate citation of the material you are looking for is extremely helpful.
  - D. Historical Materials
    - a. Please be as specific as possible when requesting historical material. There may be an extra charge for historical materials requested from outside the state. Some historical materials may be lent out on the condition that they are only used within the library.
  - E. Requesting an Item through Interlibrary Loan
    - a. Interlibrary Loan requests can be made from our online catalog, in person at the Reference Desk, or by calling the library. Please give as much information as possible about the material you are requesting.

McKenzie County Public Library



# McKENZIE COUNTY

• PUBLIC LIBRARY •

## I. Purpose

This policy defines the scope of the collection and articulates the overarching principles which shape the development and management of the McKenzie County Public Library (MCPL or, the Library) collection. This policy guides the Library's responsibility to select, acquire, make accessible, maintain, and preserve the Library's collection.

This policy establishes a process for addressing patron questions and concerns, and defines the roles and responsibilities for addressing any questions or concerns.

## II. Principles

The collection is one of the Library's major assets. It advances the Library's mission to "provide equitable access to resources and opportunities so that residents can achieve their goals, explore their passions, and develop social connections." It helps generate a future where every person has the opportunity and resources to learn, meet, share, read, play, and create.

- We value intellectual freedom and the importance of an individual's right to read, view, and listen to a broad spectrum of knowledge, ideas, opinions, and creative expression. We uphold the right of the individual to access information.
- We embrace the diverse ways in which people learn and acquire information.
- We believe the Library has a responsibility to be inclusive and not exclude materials solely because of the origin, background, or views of those who created it.
- We recognize the importance of resource sharing with other libraries throughout the region because it broadens all library patrons' access to resources and information.
- We expect the Library to be responsive to changing patron interests and demographics, follow professional standards, and stay abreast of the new and evolving ways information is disseminated, accessed, and used.

## III. Definitions

- The Library's collection is the body of materials selected for and made accessible to patrons.
- "Materials" has the widest possible meaning and includes books and other print media; audiovisual, electronic, and digital formats; and other additions to the collection. Materials may be owned or leased by the Library, housed in a physical location, downloaded, or accessed via the Library's website and other Online services.
- "Selection" refers to the decision that is made by Library staff to add a specific item to the MCPL collection and make it accessible either in a physical location or via the Library's website or other Online services.
- Intellectual freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored.

## **IV. Collection Scope**

The Library's collection is designed to support the cultural, informational, educational, and recreational interests of MCPL patrons. It reflects the interests of the general public and supports the demographics and diversity of the community of which it is a part.

The collection has materials on many topics and viewpoints. It has materials in different formats, languages, and levels of difficulty.

The Library emphasizes breadth over depth, unabridged over abridged, and general materials over those that are highly specialized. Budget and space restrictions preclude the Library from duplicating specialized and comprehensive collections that exist elsewhere in the region and are reasonably accessible to MCPL cardholders. The Library is fully committed to providing access to these specialized materials through referral, cooperative agreements, and resource sharing through interlibrary loan. The Library does not serve as an archive for McKenzie County or any organization.

## **V. Access and Resource Sharing**

Access to materials is ensured by the way they are organized, managed, and displayed. The Library uses standards-based cataloging and classification systems. Any labeling, sequestering, or alteration of materials because of controversy surrounding the author or the subject matter will not be sanctioned.

Patrons access the collection via the Library's catalog, the Library's website, other Online services, and through their interactions with staff. The Library's outreach services enable greater access to the collection.

Use limitations ensure fair and equitable access to materials. Access to some items may be limited by their value, uniqueness, fragile physical condition, or a combination of these factors. In-house and remote access to digital and electronic resources is provided within technical, budgetary, and licensing constraints.

Items that are not in the Library's collection may be obtained on behalf of patrons from the Online Dakota Information Network (ODIN) starting in March 2024 or beyond via established interlibrary loan networks. Conversely, MCPL materials may be lent to other organizations that also participate in these networks. Regular evaluation of these exchanges may also influence purchasing and collection development.

## **VI. Intellectual Freedom**

The Library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. Individuals apply their personal interests and values to the materials they choose for themselves. The values of one may not be imposed on another. Parents and legal guardians have the responsibility for their minor's or ward's use of library materials, as per the MCPL Library Card Policy.

MCPL considers reading, listening, and viewing, to be individual, private matters. We believe that full, confidential, and unrestricted access to information is essential for patrons to exercise their constitutional rights. While anyone is free to select or reject materials for themselves; their own minor child(ren); or vulnerable adult(s) in their care; the freedom of others to read or inquire will not be restricted. Only parents and guardians have the right and responsibility to guide and direct the reading, listening, and viewing choices of their own minor child(ren) or vulnerable adult(s). The Library does not stand in the place of parents (in loco parentis) or legal guardians.

The Library's selection of materials for the collection does not constitute an endorsement of the content. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered except for the purpose of protecting them from damage or theft.

The MCPL Board acknowledges the American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements in support of intellectual freedom. In addition, the American Library Association's [Intellectual Freedom and Censorship Q & A](#) provides additional guidance on this subject.

## **VII. Roles and Responsibilities**

The McKenzie County Board of Commissioners appropriates Library funding. The MCPL Board approves the Library's monetary allocations, which includes collection development.

The Library Director works under the direction of the McKenzie County Library Board and within the framework of this policy. The Library Director delegates to staff the authority to interpret and apply this policy in daily operation.

Library staff provide continuity for the development and management of the Library's collection. They plan, budget, select, acquire, catalog, process, replace, remove, and generally manage library materials. The Library recognizes and respects intellectual property rights and conforms to legislative mandates regarding copyright protections.

Library staff participate in collection development and management to serve all members of the community.

MCPL staff:

- Engage in open, continuous two-way communication with patrons and other staff
- Handle all requests equitably
- Understand and respond to demographic, societal, and technological changes
- Identify materials of varying educational levels and formats
- Balance individual patron and local community needs
- Seek continuous improvement through ongoing data collection and evaluation

Patrons also play a key role in the development of the Library's collection. They make suggestions and provide feedback via the [web-form](#) or directly to staff.

## VIII. Selecting Materials for the Collection

Patron interest, both expressed and anticipated, as well as the Library's understanding of current collection and material availability, are the primary influences for the materials and formats that are selected. Collection Development staff use a set of criteria to guide selection decisions. *Not all criteria are applied to each selection decision.* General criteria for selection:

- Patron requests gathered through the public web-form, emails, phone calls, or in-person visits
- Present and potential relevance to community needs
- Format options
- Physical design is suitable for library use
- Subject and style is suitable for intended audience
- Publicity, critiques, and reviews
- Price of material
- Relevance to current trends and events
- Relation to the existing collection
- Potential appeal
- Relation to other community resources
- Representative of movements, subjects, genres or trends of lasting patron interest

Content criteria for selection:

- Competence, reputation, and qualifications of author or publisher
- Consideration of the work as a whole
- Currency of information
- Objectivity and clarity
- Comprehensiveness
- Technical quality
- Represents a diverse point of view
- Sustained interest or demand
- Usefulness of the information

Additional considerations for electronic formats:

- Ease of use
- Available to multiple, concurrent users
- Remote access
- Vendor data privacy practices
- Technical requirements and compatibility with existing equipment and systems
- Technical support and training

## **IX. Reconsideration of Library Materials**

A selection decision may be reconsidered by submitting a “Request for Reconsideration of Materials” form (attached) to the MCPL. Library Administration will submit all reconsideration requests to the Library Board, and notify the patron of the date of the Library Board Meeting at which the review will take place. The patron will be notified in writing via either email or letter as to the Library Boards Decision.

The Library Board, upon request, hears appeals of the Library’s response. Appeals must be presented in writing to the Library Board at least ten (10) days in advance of the next regularly scheduled meeting of the Board. Decisions on appeals are based on careful review of the objection, the material, and this Collection Development policy. Additional guidance for an appeal may come from the Library Bill of Rights, Freedom to Read, and Freedom to View documents. Appeals are heard and decisions finalized at Library Board meetings. An Item once adjudicated upon by the library board will not be subject to the reconsideration process for a year starting from the date of the Library Boards final decision.

## **X. Collection Maintenance**

The collection is reviewed and evaluated on an ongoing basis in order to maintain its usefulness, currency, and relevance. Items may be kept, repurchased, re-catalogued, or withdrawn.

Staff rely on a set of criteria to guide their decisions to withdraw items from the collection. While not all criteria are applied to each de-selection decision, multiple factors are considered in most cases. Criteria include:

- Space limitations
- Insufficient use or lack of patron demand
  - Examples include, circulation over item’s lifetime, current year, and year-to-date
- Purchase and item record creation date
- Format or physical condition is no longer suitable for library use
  - Examples include, damage, wear and tear, or missing parts
- Obsolescence
  - Examples include, information that is no longer timely, accurate, or relevant
- Little or no relevance to current trends and events
- Content is available in multiple formats to MCPL patrons
- Sufficient number of copies in the collection
- Ease of availability to MCPL patrons through other regional collections

Withdrawn materials may be sent to third-party vendors, the Friends of the MCPL, outreach sites, sold, recycled, offered to the public, or discarded.

Materials of longstanding or historical value are donated to the North Dakota State Library and other regional archives.

McLean-Mercer Regional Library

## Section 1.01

## II. LIBRARY COLLECTION AND SERVICES

### (a) A. Collection and Procurement

1. The Director shall be responsible and assisted by member libraries for the selection and purchase of materials which best meet the interests and needs of the communities.
2. Each acquisition shall be coded to identify purchase and ownership by the McLean-Mercer Regional Library.

### (b) B. Gifts, Requests, Memorials

1. The Library accepts gifts of suitable materials with the understanding that they will be added to the Library collections only when needed and disposed of at the discretion of the Director.
2. Unrestricted gifts of money, lands, or property will be gratefully accepted by the Board. Restricted gifts or bequests will be reviewed by the Board before acceptance or rejection.

### (c) C. Materials Selection

1. Ultimate responsibility for book selection, rests on the Director, who operates within the framework of policies and objectives determined by the Board. Staff members are encouraged to suggest material selections according to policy.

#### 2. Objectives of Selection

The primary objective of the McLean-Mercer Regional Library is to provide opportunity and encouragement for people of all ages by providing a wide range of materials with diversity of appeal and viewpoints.

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

- a. Provide materials that will enrich the communities, taking into consideration the varied interest, abilities, and educational levels of the citizens served.
- b. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
- c. Provide a background of information which will enable citizens to make intelligent judgments in their daily life.

- d. Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
- e. Provide materials on opposing sides of controversial issues so that citizens may develop the practice of critical analysis of all media.
- f. Place principle 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.

3. The Library will maintain an up-to-date array of selection tools.

4. Criteria for Selection of Materials

- a. Needs of the communities.
- b. Suitability and importance to the whole collection and region.
- c. Accuracy and reputation of the author/artist/composer/producer, etc.
- d. Format.
- e. Price and/or availability of funds.
- f. Readability and popular appeal.

5. Procedures for Selection

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

In specific areas the Director follows these procedures:

- a. Gift materials are judged by basic selection standards, and are accepted or rejected by these standards.
- b. Multiple items of outstanding and much in demand media are purchased as needed.
  - c. Worn or missing standard items are replaced periodically if relevant.
- d. Out-of-date or no longer useful materials are withdrawn from the collection.

6. 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.

- a. The Library will not maintain a closed shelf collection of materials, but will encourage individual

and parental discrimination in the choice of materials.

b. 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.

7. 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.

8. 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.

#### (d) D. Procedure for Handling Complaints

Procedure for handling complaints regarding materials present or not present in the collection.

In the MATERIALS SELECTION POLICY OF THE McLEAN-MERCER REGIONAL LIBRARY it states that "final responsibility for selection resides with the Director of the Library". All complaints will be directed to his/her attention. The MMRL Board shall be notified of any complaints. The Board in their adoption of the Materials Selection Policy, the Library Bill of Rights, and the Freedom to Read Statement, support the Director in his/her exercise of the selection responsibility. They will hear complaints only if the complainant feels that the policy statement does not support the Director's decision, and then only if they feel it necessary to study the decision more closely.

##### (i) 1. *Instructions to the Staff:*

Should a patron question any material in the collection or question the lack of material in the collection, you are asked to comply with the following procedure:

a. Neither defend nor condone the item or the act. React in a manner which 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 the patron provide the defense.

b. Provide the patron with a copy of the form (see attached), 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.

##### (ii) 2. *Instructions to the Director:*

a. 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.

b. Provide complainant with a copy of the Library Selection Policy. Inform patron of their right to an additional hearing on the complaint should he feel that the response of the director is not supported by the policy statement.

*(iii) 3. Instructions to the Board:*

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.

a. 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. The Director is also asked to recommend action to the Board.

b. 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.

c. 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.

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

Should it be necessary, the Board may ask the Director to inform the Intellectual Freedom Committee of NDLA, the Intellectual Freedom Committee of ALA, the State Librarian, and other concerned persons or groups of the situation, requesting either their opinion, recommendations or involvement.

McVille Community Library

# **Collection Development Policy**

## **McVille Community Library**

### **Mission Statement:**

The Mission of the McVille Community Library is to provide material and services that help the community residents obtain information that meets their professional, educational, cultural and historical needs and serves as a learning and activities center for community residents of all ages.

### **Introduction**

Collection development at the McVille Community Library is founded on the principles of intellectual freedom, diversity, and equal access for all. The library provides a collection that strives to balance viewpoints across a broad spectrum of opinions and subjects in formats suitable to a variety of learning and recreational interests and skills. Using selection practices that are flexible and responsive to the changing needs of the community, the library builds and maintains collections for the general public while recognizing the needs of special population groups.

### **Purpose**

The purpose of this policy is a statement of principles set forth by the McVille Community Library Board. It serves as a guide for the library staff in developing the collection of print, audio, technological and other materials intended to meet the community's information, entertainment and interpersonal wants and needs. The policy provides a basis for collection development, weeding, and public objection to materials. Budget limitations necessitate the selection of materials relevant to these needs.

### **Intellectual Freedom**

The McVille Community Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement (Appendix 1) and the Library Bill of Rights (Appendix 2). As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints it presents.

### **Responsibility for Selection**

Ultimate responsibility for the direction, purpose, and scope of collection development rests with the Library Director, under the authority of the McVille Community Library Board. The Director may delegate library collection development responsibilities to specific library staff members who more closely manage the wide range of services

related to particular areas of the collection. All aspects of collection development are directed toward fulfilling the mission of the McVille Public Library.

The community has a role in shaping the library collection by participating in the collection development process through suggestions and feedback. Suggestions from members of the community concerning materials selection are welcome and each suggestion will be considered within the framework of this policy. Item Request form is available at the circulation desk.

Materials selected for the library collection are intended to meet the current and future educational, informational, recreational, and cultural needs of the residents for the library's service area. The emphasis will be on acquiring materials of wide-ranging interest to the general public within budgetary limitations.

### **Criteria and Selection of Print and Digital Materials**

Selection of library material is an active process that applies both to materials purchased by the library and materials donated to it. The following criteria are used in the selection process to help ensure that all materials in the library are in keeping with its goals and mission and are of use to the community served:

- Current and anticipated needs and interests of the community
- Permanence or timeliness of the work
- Price and/or availability of funds
- Date of publication
- Popular interest
- Relevance to the community
- Materials by local/ND authors
- Materials about the city/county/state
- Relationship to existing collection

The collection will attempt to include a cross-section of media formats, topics, and viewpoints representative of patron needs and interests.

Reviews from professional publications (journals and websites), as well as patron requests are considered in the selection of library materials.

The collection will endeavor to balance special group interests with general demand and to present a balance of viewpoints on all controversial issues. The inclusion of an item in the library collection in no way represents an endorsement of its contents.

The Library recognizes that many materials are controversial and that any given item may offend some. It is the responsibility of each individual library user to determine which materials are most appropriate for their needs and consistent with their personal or family values. Although library users are free to reject for themselves materials of which they do not approve, they may not restrict the freedom of others to read what they choose.

The Library encourages individual and parental oversight in the choice of materials, databases, or internet usage. Adult responsibility for children's reading rests with parents or legal guardians. Materials selection for the adult collection is intended for mature readers and will not be restricted by the possibility that children or young adults may obtain materials which their parents or legal guardians consider inappropriate.

Consideration is given to adequate availability of materials for those who cannot read regular print or who have other disabilities.

Materials unavailable at this Library but available through cooperative library networks will be borrowed upon request of the user. No fees for Interlibrary Loans.

## **Reconsideration of Library Materials**

Library users occasionally object to titles that have been selected for the collection. The McVile Community Library Board recognizes the importance of providing a method whereby opinions from the public regarding library materials can be voiced. Individuals may request reconsideration of a selection decision by completing a Request for Reconsideration form (Appendix 3), available at the Circulation Desk.

The Request will be reviewed by the Library Director, who will respond in writing within four weeks of receipt of the request. The Director shall provide the complainant with a copy of this policy and inform the individual of the availability of McVile Community Library Board hearing.

Should the complainant feel that the decision of the Director is not supported by the Library's Collection Development policy, the complainant may request a Library Board hearing by notifying the Director, who will make the necessary arrangements. Following the hearing, the decision of the McVile Community Library Board will be final.

No works in question will be added to or removed from the collection or from the shelves and no changes in service or policy will be made while the above process is underway.

## **Materials Withdrawal**

Materials withdrawal is an important aspect of collection development. When library items lose the value for which they were originally selected, they should be withdrawn so that the collection remains vital and useful. *CREW: A Weeding Manual for Modern Libraries* is used for materials withdrawal. These are a few of the guidelines for materials withdrawal:

- Physically worn out or damaged volumes will be removed from the library collection.
- Worn or missing standard items will be replaced periodically if relevant.
- Materials infrequently used or not of lasting value will be withdrawn on an ongoing basis.
- Obsolete materials include outdated books, superseded editions, superfluous materials, duplicates and worn-out items, will be removed from the collection and disposed of by sale or donation.

Reviewed 9/1/2022

Approved 12/19/2019

Minot Public Library

## II. COLLECTION MANAGEMENT POLICY (last update & approval December 21, 2023)

### A. Purpose

This policy is a statement of principles by the Board of Trustees of the Minot Public Library. It serves as a guide for the Library staff in developing the collections of both print, non-print materials, and electronic resources. It provides the procedures for public objection to materials held and for suggestions for collection development.

The mission of the Minot Public Library is to be the center of information and exploration for the community. It is the duty of the Library to provide a wide range of materials with diversity of appeal and the representation of different points of view.

### Intellectual Freedom

The Minot Public Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement [Appendix] and the Library Bill of Rights [Appendix]. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints it presents.

### Diversity, Equity, and Inclusion

The Minot Public Library is committed to develop collections that support an equitable and inclusive approach to the community. We affirm that considering the needs of under-resourced groups is integral to collection development and management. We recognize the linguistic and cultural diversity of the communities we serve. As we purchase more e-resources, we advocate for the institution to provide technological solutions that make possible inclusive community-wide services to ensure equitable collection access for all.

We commit to regularly assessing the adequacy of existing collections to ensure they are reflective of the diversity of the library's populations. We review demographic trends for our user communities to inform our work. We advocate for inclusive cataloging that improves equity in access to materials.

\*\*Based on the San Diego State University Collection Development Diversity Statement  
<https://library.sdsu.edu/about-us/collections/collection-development-diversity-statement>

### B. Access to Materials

The Library does not deny or abridge use of the Library because of an individual's actual or perceived race, color, religion, sex, pregnancy or parenthood status, political affiliation, domestic abuse victim status, sexual assault victim status, genetic information, sexual orientation, gender identity or expression, military or veteran status, national origin, age, mental or physical disability, and marital status.

The Library does not act in the place of a parent. Parents and/or legal guardians are responsible for children's and young people's information consumption, including, but not limited to, their reading, viewing, and listening.

The Library does not restrict access to Library materials in an effort to avoid controversy with parents. Young people have varied levels of intellectual development and families have differing backgrounds and child-rearing philosophies. Such significant factors are not accommodated by a uniform policy based on age. The Library has a responsibility to ensure that young people have access to a wide range of informational and recreational materials and services to meet their diverse needs.

The Library does restrict access to certain materials for the express purpose of the preservation of these materials in order to protect them from theft or mutilation.

### C. Objective

Materials selection aims at maintaining a collection of materials for meeting the information, reference, research, educational, and recreational needs of the Minot community. Budget limitations necessitate the choosing of materials relevant to these needs.

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

The collection management policy is used by the Library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Minot Public Library Board of Trustees and are integral parts of the policy. Both of these documents can be found in the appendix.

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

### D. Responsibility for Selection

1. Ultimate responsibility for book selection, as for all Library activity, rests on the Director, who operates within the framework of policies and objectives determined by the Board of Trustees. So far as practical, all members of the staff will participate in the selection process because an informed staff contributes to intelligent use of the book collection. All aspects of materials selection will aim at implementing the Library's mission, vision, and strategic priorities.
  - a. Suggestions from members of the community concerning materials selection are welcome. Each suggestion will be considered within the framework of this policy.
    - i. Appropriate forms for suggestions are available at the Circulation Desks.
  - b. The Library will maintain an up-to-date array of selection tools such as reviewing services, review publications and catalogs of recommended purchases. Tools include, but are not limited to: *Library Journal*, *Booklist*, *New York Times Book Review*, *Core Collection* series, *Publishers Weekly*, *School Library Journal*, *Billboard*, *Foreword Reviews*, *Horn Book*, *Kirkus*, *Children's & Teen Non-Fiction- Reputable publishers*.

### E. Criteria

Materials for purchase are considered on the basis of:

1. Needs of the community, based on knowledge of the Library's mission and vision and the existing collection are given first consideration
2. Lasting value
3. Authoritativeness and/or standing and professional reputation of the author/artist/composer/producer/publisher, etc.
4. Popularity
5. Format
6. Price and/or availability of funds
  - i. When considering out-of-print materials for purchase, purchasers will make every effort to select materials that are no more than double the original list price
7. Importance of subject matter
8. Contemporary significance: i.e. attention of critics, reviewers, and the public
9. Comprehensiveness and depth of treatment
10. Clarity, accuracy, and logic of presentation

11. Currency of information
12. Relationship to existing collections
13. Artistic merit
14. Trends in recent patron use
15. Requests from patrons are accepted while not every request is able to be fulfilled, requests provide valuable insight into what patrons would like to see in the collection.
16. Insight and/or perspective into human and social conditions
  - i. Topics including race, sexuality, disability, and other diversifying factors will be included in the Library's collection when they also meet the above criteria
  - ii. Controversial topics that affect patrons of all ages will be included in the collection when reliable, accurate, and objective materials are available with consideration for including multiple viewpoints
17. Availability elsewhere in the community, including in the Library's own collection
  - i. Duplication of items in the same format will generally be avoided except for high-demand materials

### **Children's and Young Adult Materials**

In addition to the criteria for adult materials, consideration is also given to the following:

- a. Appropriate vocabulary level for the general age group
- b. Determined value for stimulating the informational, recreational, and cultural reading interest of children and youth

### **Formats**

New formats shall be considered for the collection when, by industry report, national survey results, and evidence from local requests, a significant portion of the community population has the necessary technology and desire to make use of the format. Availability of items in the format, the cost per item, and the Library's ability to acquire, store, and handle the items will also be factors in determining when a new format will be collected. Similar considerations will influence the decision to delete a format from the Library's collections.

For individuals with visual impairment or other barriers in consuming books and media, the Library maintains a collection of large print books, audiobooks, and downloadable eAudiobooks which contain materials of general interest. Films in DVD and digital formats are available with closed captioning. The Library assists people who are unable to read print materials to participate in the Talking Books program/service from the ND State Library.

### **F. Procedures for Selection**

In selecting materials for purchase, the purchasing staff evaluates the existing collection and consults reputable, unbiased, professionally prepared selection aids.

In other areas, the purchasing staff follow these procedures:

1. Multiple items of outstanding and much in demand media are purchased as needed.
2. Sets of materials and materials acquired by subscription are examined and are purchased only to fill a definite need.
3. Duplication of materials available in special (medical, legal, etc.), school, and academic libraries will be avoided whenever possible.
4. 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.
5. The Library will not maintain a closed shelf collection of materials but will encourage individual and parental discrimination in the choice of materials.

6. In addition, the Board recognizes the duty of the Library to furnish materials outside the "mainstream of popular output" and to provide in its collection a substantial representation of the critical, provocative and experimental products as well as the classics.
7. All phases of the selection procedure will work toward the establishment of a representative collection of materials of high quality based on achievement or the services the Library is expected to perform.
8. Adult responsibility for children's reading rests with parents or legal guardians. Materials selection for the adult collection is intended for mature readers and will not be restricted by the possibility that children or young adults over eighth grade may obtain materials which their parents or legal guardian consider inappropriate. Separate collections are available for children in seventh grade and lower.
9. Materials unavailable at this Library but available through cooperative Library networks will be borrowed upon request of the user for a fee based on shipping costs.
10. Consideration is given to adequate availability of materials for those who cannot read regular print.

## **G. Selection Policy for Specific Materials**

### **1. Print Materials**

#### **i. Book Club Kits**

The purpose of this collection is to provide the community with the means to formulate individual book clubs, separate from Library programs. Book clubs encourage critical thinking and deeper engagement with stories. The criteria for selecting and deselecting materials will be based on the criteria for all materials, as well as, the availability of supplemental materials for discussion by patrons utilizing these kits.

#### **ii. Genealogy and Heraldry**

Genealogies of individual families, except in the case of historically famous ones, are not purchased. The Library will purchase genealogy materials of a general nature (ex. Indexes with broad coverage, journals of a general nature). Genealogy materials related to the Minot area and to some extent North Dakota will be acquired, and maintained as are all other Library collections.

The Library will accept gifts of genealogical related materials based on the usefulness of the material to the collection and the potential for its use by area citizens. The Library will not maintain original archival records because of the nature of public library service.

#### **iii. Government Documents & Locally Relevant Academic Publications**

The Library collects and preserves documents primarily of local importance, with emphasis upon those published by the City of Minot, Ward County, and quasi-governmental agencies of local interest. The Library buys selectively those State and Federal government publications that are important as reference materials or for popular reading and study. Minot State University is a Depository Library for State and Federal documents in Minot. Older government documents may be retained in the Great Plains Room.

#### **iv. Law**

The Library recognizes the difficulty of the layman in understanding legal publications and will purchase for circulation only those books written for the layman; for example, books on jury duty, taxation, court procedure, history of law, etc. The Minot City Ordinances and the North Dakota Century Code are available digitally and staff are available to assist patrons in locating these.

#### **v. Local History**

Whenever possible, the Library obtains and retains a copy of all printed materials for the Great Plains Collection, which contributes to a knowledge of Minot, Ward County, and Region II, past and present. Duplications of some items are available for circulation.

Local studies made by Minot State University and publications of local agencies comprise a part of the Library's holdings. We have a special interest in acquiring publications by local, state, and regional authors. MPL will be a repository for scrapbooks from Minot High Schools class reunions as possible, though these items will may not be cataloged nor shelved with other collection areas.

1. **Telephone Directories**

A collection of current Minot telephone directories will be maintained as long as they are available. A digital resource with access to phone numbers and other information is also available through subscription by the Library.

vi. **Rare Books**

The Library does not seek rare or valuable materials but does accept some as gifts and is particularly receptive to rare items of local interest. The Library refers other rare and valuable items to appropriate libraries and organizations. The relatively few items of rarity in the collection are either gifts or have acquired their extra value through time and circumstance. They are maintained because their contents are useful, not for rarity's own sake.

vii. **Maps**

Individual maps are acquired in limited numbers to meet the general interests of the community in areas such as travel and history. Files of topographical and county maps are maintained.

The Library maintains a representative collection of maps of counties in our service area in atlas form. Criteria for selection are accuracy, completeness, and timeliness. Historical maps of Minot and Ward County are purchased, depending upon availability and cost.

viii. **Medicine**

Books and digital resources on health, hygiene, and common diseases written for the layman are purchased for the circulating collection. The reference collection includes recent books related to health and medicine such as medical dictionaries, encyclopedias, and directories. No attempt is made to develop a collection of technical or professional medical literature especially since the Angus L. Cameron Medical Library Collection is well developed in this area.

ix. **Reference & Usage**

Though the need for print reference materials is declining, the Library will maintain a small reference collection containing professional librarian resources books over \$300 in value, encyclopedia sets, and frequently used reference books. Items in this collection will only be available for use outside of the Library with special permission. Traditional reference material under \$300 will be considered for the circulating collection.

Whenever possible, digital versions of higher value and comprehensive reference materials will be purchased instead of print editions.

x. **Textbooks**

As a general rule, textbooks used in the local schools and colleges are not purchased. Textbooks are only added to provide information on subjects where there is little or no material available in any other form, and it is considered useful to the general reader.

2. **Media**

i. **Digital Resources**

The Minot Public Library provides access to locally mounted databases (such as the Clubs and Organizations Database), networked full-text indexes, reference/information sources, internet websites, remote library catalogs, and other digital resources.

Digital resources enhance the quality, quantity, and accessibility of information to Library users in the most appropriate and cost-effective means.

1. It is essential that each resource selected shall:
  - a. Provide high quality content.
  - b. Permit on-site use by non-Minot residents.
  - c. Provide a user interface that will be easy to use for the general users and provide appropriate searching strategies for specialists.
  - d. Provide rapid and consistent delivery of information-
  - e. Bring significant cost/value benefit to the Minot community when product and hardware costs, labor costs, and enhanced services to users are all considered.
  - f. As with print sources, scope and currency of information, reputation of publisher and editor(s), comparison to existing sources, cost, and estimated usage will be evaluated.
  - g. Provide access to information not freely available on the internet.
2. It is highly desirable that digital resources include:
  - a. Ability to access resources outside the Library.
  - b. Availability of vendor-produced user instruction and materials, and marketing materials.
  - c. Availability of vendor-produced usage statistics in a timely manner.
  - d. Provision of updated information on a daily basis.
  - e. Continued access to retrospective information when necessary or desirable.
3. Other selection considerations:
  - a. Priority will be given to cooperative purchase of digital resources (full-text magazine, databases, reference resources, electronic books, etc.) in cooperation with other North Dakota and Minitex libraries.
  - b. Duplication of digital resources available in special, school, and academic libraries will be avoided whenever possible.
  - c. Multiple formats (ex. book, audio, electronic) will be purchased based on demand and funding available. Funds allocated to each format will be determined annually in the materials budget allocations.
  - d. Copyright restrictions for digital resources will be followed according to the restrictions for each specific digital resource.
  - e. Allow user rights even when print formats are cancelled.

ii. **Audiobooks & Playaways**

The selection and deselection of Audiobooks and Playaways (pre-loaded audiobooks on MP3 players) will follow the same guidelines as for print with additional consideration for publishers and narrators. In literary recordings, there will be little duplication of titles by different readers or speakers. Whenever possible, purchasers will avoid selecting abridged titles.

1. Audiobooks and Playaways are selected with these points in mind:
  - a. Excellence of interpretation and technique
  - b. Importance of artist
  - c. Technical quality of the recording
  - d. Need for material based on public request and present holdings
  - e. Price
  - f. Shelf-ready packaging

iii. **Music Recordings**

The purpose of the recordings collection is to provide significant material in recorded form for the use of individuals and groups in the community. Music Recordings are selected to cover a wide variety of music including popular music. In musical selections, several different compact discs of a particular work are purchased in order to have different interpretations.

1. Music Recordings are selected with these points in mind:
  - a. Excellence of interpretation and technique
  - b. Importance of artist
  - c. Technical quality of the recording
  - d. Need for material based on public request and present holdings
  - e. Price

iv. **DVDs**

The purpose of this collection is to provide the community with a selection of DVDs for home use only. The Library collection of DVDs will consist of critically acclaimed popular titles, classic films, and documentary/non-fiction topics. The selection process will be based on current Library selection policy.

v. **Video Games**

Video games are included in the collection to provide a wide variety of gaming experiences for patrons of all ages. We strive to provide high quality video games that provide patrons with access to many different types of genres. Games developed for the most current systems are purchased, while donations of older games may be accepted. Games should have at least 3 stars on a gaming review website or other platform for consideration in the collection. Games donated that do not meet these criteria will be used for other purposes than the circulating collection.

vi. **Microforms**

Space considerations, as well as preservation, dictate the acquisition in microform of the *Minot Daily News* and other resources of local interest.

### 3. **Special Collections**

The Minot Public Library is able to provide a variety of special collections to continue meeting the needs of its patrons. New collections are added when funding is available, there is appropriate space for storing collections, staff are able to maintain the collection, and the Library can ensure future upkeep of the collection.

i. **Board Games**

The purpose of the Board Game Collection is to make available recreational and educational games for patrons to check-out and take home. The games collected will include traditional board games, card games, and role-playing games of varying mechanics and style. Both modern and traditional games will be collected for both adults and children. In accordance with the Freedom to Read Statement, no board games will be excluded from their collection because of controversial or objectionable ideas or themes. The inventory in the board game collection should be kept between 125 and 200 titles. Although the collection budget may vary, it would be ideal to spend approximately \$500 a year to replace damaged board games, fulfill patron requests, and add newly released games that would be of interest to patrons.

A board game will be considered for deselection if it contains one or more of the following qualities: 1) the box or its pieces are in poor condition, 2) it has not averaged circulation of 3 times per year after 3 years of being in the collection, and 3) it duplicates a theme, mechanism, or educational principle that is already well represented in the collection by material of a higher quality, condition, or circulation count.

ii. **STEM Kits**

The Minot Public Library's circulating STEM Kit collection contains educational materials in Science, Technology, Engineering, and Math for children ages 3-10. STEM kits will be purchased based on price and educational content. STEM kits will be replaced when the kit is no longer able to be used due to missing pieces or lack of relevance.

iii. **Makerspace**

The goal of the Makerspace collection at the Minot Public Library is to help patrons become creators of technology, not just users. Circulating Makerspace items are intended to support both the education and recreation of users – these items will allow users to learn, build, and create.

Due to the ever-changing nature of technology, items within the Makerspace collection will vary greatly to accommodate the changing needs of users. The inventory of the Makerspace collection will be kept between 30 and 50 items and purchases will be funded through the regular Collection Management budget with supplementary funding from grants and donations. Although the collection does not currently have a designated budget, it would be ideal to spend approximately \$500 a year to replace damaged items, fulfill patron requests, and add newly released items that would be of interest to patrons. Careful consideration is given to emerging technologies with consideration for the practical use and circulation of items. Purchasers will especially consider items that may not be available to average users due to cost.

The Makerspace collection is intended for users 12 and older. A Makerspace item will be considered for deselection if it contains one or more of the following qualities: 1) pieces are in poor condition, 2) low circulation, and 3) the technology has become outdated or obsolete.

iv. **Tools**

MPL provides a Tool Library which allows patrons to borrow tools from its inventory. The MPL Tool Library loans a variety of tools that have all been donated or bought with grant dollars. This free service recirculates idle tools into the hands of residents who may not be able to afford them. Not only does this give the tools a second life, but it also helps develop a more resilient community by improving our ability to recover from a disaster. The Minot Tool Library will give all Minot residents, regardless of income, the opportunity to feel the satisfaction of finishing a home repair project or of starting a new hobby without having to make a financial investment in the necessary tools. Gardening, landscaping, home improvement tools, and more can be borrowed. Although the collection budget may vary, it would be ideal to spend no more than \$500 a year to replace damaged tools, fulfill patron requests, and add new tools that would be of use to patrons.

A tool will be considered for deselection if it contains one or more of the following qualities: 1) pieces are in poor condition, 2) low circulation, and 3) it has become outdated or requires more upkeep and/or parts than is cost effective.

v. **eReaders**

The Minot Public Library is able to loan eReaders (Nooks, Kindles, iPads, Launchpads, etc.). eReaders will be purchased based on need and compatibility with current and updated operating systems (iOS, android, Google).

vi. **WiFi Hotspots**

The Library is able to loan out WiFi hotspots to help bridge the digital literacy divide for all members of our community. WiFi hotspots are selected based on criteria from the Technology Committee and the need demonstrated by the public. They will be deselected when they are no longer usable or there is a major decline in usage, as with other collections at MPL.

4. **Periodicals**

Basic popular and general informational magazines are selected to supplement the book collection, to keep the Library collection up-to-date on current issues, to provide materials not yet in book form, to supplement the Reference and non-fiction collection, to fill in those areas where book resources are weak or non-existent, and to satisfy general reading interests. Magazine and newspaper subscriptions are reviewed annually.

Principles governing selection of magazines and newspapers are:

- i. Availability of full-text in an electronic resource
- ii. Accuracy and objectivity
- iii. Community interests
- iv. Need to provide reference/information services
- v. Presentation of variety of points of view
- vi. Frequency of customer demand
- vii. Price
- viii. The availability of the title in other libraries in the area
- ix. Indexing of contents through online databases
- x. Provide current information
- xi. Satisfy casual interest in current events
- xii. Area represented and geographical location
- xiii. National significance

## H. Audiences

Purchasers for the Juvenile and Teen collection will use available resources to check the intended audience age. Resources include:

1. Baker & Taylor
2. NoveList
3. Good Reads
4. Kirkus
5. Compass Books
6. Common Sense Media
7. Amazon
8. The publisher's website

If the purchaser is still unsure, they will pass it to their counterpart for input

### 1. Juvenile

The children's collections of the Minot Public Library serve children from birth through seventh grade, as well as their parents, teachers, caregivers, and other professionals working with children, by providing books and other media of the best available quality for recreational use, general information, and elementary school curriculum support. Literary excellence, accuracy, and timeliness of factual material, and high-quality art and illustrations are the standards met in materials selected for the Library's collection. The children's collection will not draw back from topics including race, sexuality, disability, and other diversifying factors. We intend to make our collection a composite of "windows, mirrors, and sliding glass doors." (Rudine Sims Bishop)

### 2. Teen

The Minot Public Library Young Adult collections are designed to address the recreational, developmental, and informational needs and interests, including those which are curriculum related, of youth in grades eight to twelve and to stimulate the interests of young people in reading and the world around them. These collections are intended to be browsing in nature, to contain current interest material, to be changing constantly and to be aesthetically appealing.

### 3. Students

General student use of the Library is welcomed. Since the public library's function is to serve a wide variety of interests and a diversified clientele, and since the obligation of providing duplicate copies for students is primarily that of school and college libraries, the Library functions only as a supplementary source for student reading or reference purposes. It does not provide multiple copies of individual books for student assignments, nor can it duplicate subject materials extensively as a result of class assignment demands.

### 4. Non-English Readers

Materials in foreign languages will be considered only if it is shown that they would be useful to the community. Foreign language materials may be obtained through Interlibrary Loan for individuals.

## **I. Collection Maintenance, Replacement and Weeding**

1. Book withdrawal is an important aspect of collection development. When library books lose the value for which they are originally selected, they should be withdrawn so that the collection remains vital and useful. The withdrawal of books is based on the following guidelines:
  - i. Librarians will refer to the most recent edition of the publication “CREW: A Weeding Manual for Modern Libraries” from the Texas State Library and Archives Commission. This manual will act as a guide for the weeding process.
  - ii. Efforts will be made to maintain all library materials for at least five years from the date of purchase. Materials older than five years are candidates for weeding if several other criteria are met including low usage and/or outdated information.
  - iii. Efforts will be made to retain all materials that are recommended for Public Libraries by Core Collections even if usage is low. Core Collections are impartial, authoritative guides developed by experienced librarians and other professionals that help libraries build and maintain well-rounded collections of the most highly recommended reference, nonfiction, and fiction books.
  - iv. Physically worn out or damaged volumes from the library will be weeded.
  - v. Worn or missing standard items will be replaced periodically if relevant.
  - vi. Materials infrequently used or not of lasting value will be withdrawn on a periodic basis from the collections.
  - vii. Obsolete materials include: outdated books, superseded editions, and superfluous duplicates. Such materials will be removed from the collection and disposed of in the book sale or recycled when possible.
  - viii. Materials withdrawn from the collection are either sold at the Friends of the Library book sale, gifted to local schools and organizations, or recycled when possible.

## **J. Interlibrary Loan**

Because of limited budget and space, the Library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this Library’s collection.

In order to offset the cost of returning items to lending libraries, the Minot Public Library will charge the patrons a small fee.

## **K. Gifts and Donations**

1. Gifts and donations are always welcome. Acceptance will be based on the following criteria:
  - i. In order to be considered for an addition to the collection, all such items must meet the same criteria listed under Criteria for Selection of materials as purchased items.
  - ii. Attached conditions of the donor as to use, location, or disposition will not be permitted.
  - iii. Funds may be designated for the purchase of materials by general subject area.
  - iv. All gifts, when accepted, become the property of the Library and may not be reclaimed by the donor.
  - v. Unneeded donations will not be retained and will be forwarded to the Friends of the Minot Public Library and may be sold at the Friends of the Library book sale or otherwise discarded.
  - vi. The receipt of items will be acknowledged, but no statement of financial value for tax or other purposes will be made and donations will not be itemized.
    1. Donors wishing to use an itemized list for tax purposes should create this list themselves and attach it with the MPL “Recognition of Library Gift Policy” which can be provided by staff at the time the donation is made.
  - vii. All gifts should be left at the Library or mailed to the attention of the Library Director.

## L. Reconsiderations

1. The Board of Trustees recognizes the importance of providing a method whereby opinions from the public regarding materials selection can be voiced; therefore, it has established a procedure which will apply to all complaints including:
  - i. Those about materials represented in the collection
  - ii. Those about materials not represented in the collection.
2. To comply with this procedure, a complaint must be in writing. Forms are available online and at both circulation desks and upon completion, forms may be mailed, delivered, or emailed to the Library Director. Upon receipt of the signed form the Director will:
  - i. Examine the material in question, the issues raised and the circumstances involved.
  - ii. Make a decision to remove or retain the material in question.
  - iii. Respond in writing to the complainant in a timely manner not to exceed 30 days barring exigent circumstances.
  - iv. Provide the complainant with a copy of this policy and inform the individual of the availability of a Board Hearing.
  - v. Should the complainant wish to appeal the decision of the Director, they may request a Library Board hearing by notifying the Director who will make the necessary arrangements. The hearing must be completed within 60 days.
3. During the appeal process the board will:
  - i. Review the challenged material and review the Director's decision prior to the hearing
  - ii. Following the hearing, the decision of the Board will be final.
  - iii. Above all, the Library Board has as its concern the fairness of such a hearing so as to protect the rights of all persons who are involved.

## M. Appendix

1. Definitions
  - i. "Materials" are those items considered for addition to the Library's Collection.
  - ii. "Materials Selection" refers to the decision to add material to the collection or to retain materials already in the collection. It neither refers to reader guidance nor details specific types of materials to be added.
  - iii. "Materials Deselection" refers to the decision to remove or "weed" material from the collection outlined in Section 8: Collection Maintenance, Replacement, and Weeding.

Mohall Public Library

# Reconsideration Policy

## Mohall Public Library

### Intellectual Freedom

The Mohall Public Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement [Appendix] and the Library Bill of Rights [Appendix]. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints it presents.

### Reconsideration Requests

When a complaint about library items is made, the following steps will be followed:

1. Informal:
  - a. The consideration will be listened to calmly and courteously.
  - b. The Library's selection policy and commitment to intellectual freedom will be explained, to help the patron understand the value of a diverse library collection and that ownership of an item does not indicate agreement or endorsement of the ideas, values, or principles expressed therein. This will be done respectfully and in a fashion that acknowledges and restates the patron's concerns.
  - c. If the patron has recommendations for other materials on the topic, they will be noted, and if appropriate, procured.
  - d. If the patron is not satisfied, advise the patron of the library's policy and procedures for handling a reconsideration request, and provide the patron with a copy of the Library's Selection Policy and of the Request for Reconsideration Form.
2. Formal:
  - a. If the form is filled out, make sure a prompt written reply related to the concern is sent.
  - b. The item shall remain part of the collection until a decision has been made.
  - c. Notify the Director and/or the Library Board of the complaint and assure them that the Library's procedures are being followed. Present full, written information giving the nature of the complaint and identifying the source.
  - d. Notify the Chairperson of the North Dakota Library Association's Intellectual Freedom Committee that a reconsideration request has been filed.
  - e. The Director and staff involved in collection development shall review the request for reconsideration. This includes:
    - i. Reading/viewing/listening to the challenged item in its entirety.
    - ii. Considering the objections in terms of the Library's Selection Policy, the principles of the Library Bill of Rights, and the opinions of various reviewing sources used in materials selection.

- f. If the reviewed material does not meet the criteria set forth in the Selection Policy, the Library shall acknowledge that the material is unsuitable and it will be withdrawn from the collection.
  - g. If the material does meet the selection criteria, the item shall remain part of the collection
  - h. The Director will respond to the request clearly and precisely, stating the reasons the material was withdrawn or retained. This response will also inform the requestor how to pursue the matter further.
3. Appeal:
- a. If the requestor feels that the problem has been dealt with inadequately, a final appeal to the Library Board can be made.
  - b. A public hearing will be conducted with the Board acting as the decision-making body.
  - c. The Director will notify the American Library Association Intellectual Freedom Office, and their advice will be enlisted.
4. Hearing:
- a. An open meeting will be held—the location, beginning, and ending times of the meeting will be publicized in advance of the meeting.
  - b. The meeting will be conducted by the Director or Assistant Director.
  - c. The Library Board will act as the decision-making body. A quorum must be present.
  - d. News coverage will be arranged by the Director.
  - e. Persons wishing to speak must register prior to speaking, giving their name, address, and organization represented (if any).
  - f. Each speaker will be given four minutes in which to present his/her point of view. A timekeeper will be appointed prior to the meeting.
  - g. Library Board members will be given time to ask questions following each testimony.
  - h. Each speaker should present a written copy of his/her testimony to the Library Board members.
  - i. The Board will review the testimonies heard. They will vote at a later date after they have had time to weigh and consider the testimonies. The Board will issue its opinion within [Number of Working Days] working days after the hearing.
  - j. The Board will make their decision public and the Library will take action in accordance with that decision.

# **Selection Policy**

## **Mohall Public Library**

### **Purpose**

The purpose of this policy is to guide library staff in the selection of library materials, to inform the Library Board and the general public of the principles upon which selections are made, and to declare the library's commitment to the principles of free access to ideas and information.

### **Background**

Mohall Public Library serves Mohall and the surrounding rural area. The library collection has variety of books for patrons' reading enjoyment and does not maintain research materials but does maintain limited local history materials.

### **Library Mission, Goal, and Objectives**

Refer to the current Mohall Public Library Strategic Plan.

### **Intellectual Freedom**

The Mohall Public Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement (attached) and the Library Bill of Rights (attached). As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints it presents.

### **Target Audience**

The Library collection will maintain materials for adults, children, young adults, and students covering a range of genres in a variety of formats for their reading enjoyment.

### **Responsibility for Selecting Library Materials**

The Library Director of Mohall Public Library is solely responsible for selecting library materials. If any questions arise, they will be directed to the Mohall Public Library Board.

### **Evaluative Criteria and Selection Aids**

Selection of library material is an active process that applies both to materials purchased by the library and materials donated to it. The following criteria are used in the selection process to help ensure that all materials in the library are in keeping with its goals and mission and are of use to the community served.

- The collection will attempt to provide a balance of viewpoints on all controversial issues

- The collection will attempt to include a cross-section of media formats, topics, and viewpoints representative of patron needs and interests
- The library will attempt to meet all relevant collection standards, whether issued by governmental agencies, professional associations, or regional accrediting bodies
- Reviews from professional publications (journals and websites), as well as patron requests are considered in the selection of library materials
- Artistic presentation and/or literary merit
- Popular interest
- Relevance to the community
- Materials by local/ND authors
- Materials about the city/county/state
- Redundancy with materials available through Online Library Resources (rationale for exclusion, especially of periodicals)

### **Formats**

Paperback and hardcover books are both selected for use in Mohall Public Library. Audio books only in the form of CD, and movies in the form of DVD or Blu-Ray. Mohall Public Library also has access to RBDigital, which gives digital access to audiobooks, magazines and e-Books.

### **Special Collections**

There are many books to choose from on the topics of North Dakota, its history, and local information. Mohall Public Library also has a large collection of Mohall School Yearbooks; these are not allowed to leave the library.

### **Resource Sharing**

Mohall Public Library is able to get Inter-Library Loans from many libraries within the state of North Dakota. Patrons may request to order a book through Inter-Library Loan if Mohall Public Library does not have the book.

*Reviewed and Adopted by MPL Board January 7, 2019*

Morton Mandan Public Library



MORTON MANDAN  
**PUBLIC LIBRARY**

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# PATRON HANDBOOK

# COLLECTION MANAGEMENT



## Statement of Purpose

Effective democratic societies require that individuals have free and open access to information and ideas on all subjects.

Morton Mandan Public Library recognizes that, for many residents of the City of Mandan and Morton County, the public library serves as the primary resource for information access.

The library actively integrates information and referral services, various interlibrary loan functions, and collection management to provide the most efficient and timely delivery of information services.

## Philosophy of Collection Management

MMPL's Collection Management Policy follows the Library Bill of Rights and the Intellectual Freedom to Read Statement as adopted by the Council of the American Library Association.

Collection management procedures involve selecting materials according to budget and physical limitations. The library will not attempt to collect either the most fleeting of popular materials or the most obscure of research documents.

Collections designed to serve patrons engaged in serious and extensive research are to be the function of academic and special libraries in the area.

Professional information management also requires the timely removal of materials which have become dated or are for other reasons no longer considered suitable for retention. The removal of items from the collection shall be governed by this policy through the application of management guidelines

## Collection Management Responsibility

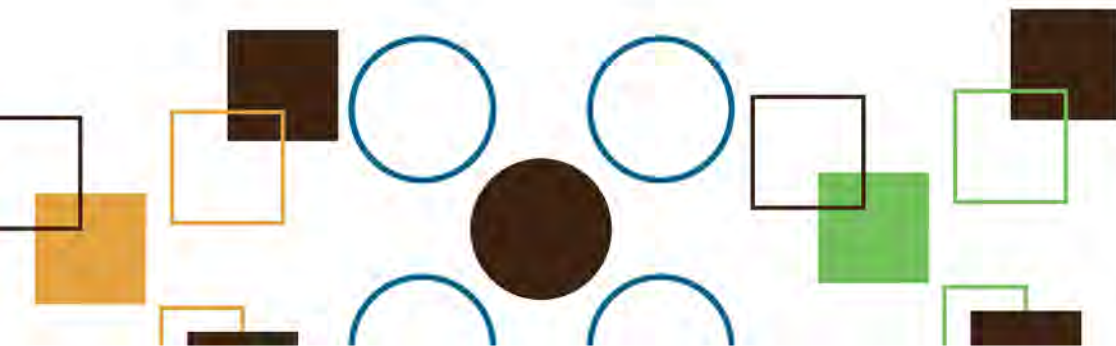
Staff takes the lead when selecting library materials but final responsibility of the collection is assigned to the Director.

Patrons have certain rights and responsibilities concerning MMPL collections and staff carefully considers and reviews the following requests:

- Purchase Recommendations: Complete a written 'Suggest a Purchase' form.
- Title Reconsideration: Complete a written 'Request for Reconsideration of Library Material' form.

During any material review, policy standards and selection criteria procedures are consistently applied.

MMPL understands parental concerns regarding suitability of reading matter for children and young adults. However, ultimate responsibility for materials individual children select rests with the child's parents or legal guardians.



# COLLECTION MANAGEMENT



## Selection Criteria

To develop a collection of quality within the library's budget, thorough standards are established to analyze materials to be purchased or accepted as donations.

Items will be periodically reviewed and evaluated on their overall content and style, not on any isolated or random portion. Ideally, publications in all media should be available to everyone.

General criteria may include:

- Representation of varied viewpoints
- Current interest or relevance
- Acceptability of format
- Effectiveness of presentation
- Expressed or anticipated patron demand
- Favorable reviews in professional or popular media
- Scope and depth of present collection
- Continuation of a series already held
- Suitability of vocabulary and content for age (for Easy and Junior materials only)
- Adult and young adult collections will be periodically reviewed and evaluated based on usefulness, currency, relevance, and age-appropriateness for young adults.
- For Nonfiction Text:
  - Significance of subject matter
  - Accuracy, quality, authenticity
  - Sufficiency of scope

Materials will not automatically be included or excluded based on the following criteria:

- Race, religion, nationality, sexual orientation, age, gender, or political views of the author
- Frankness or coarseness of language
- Controversial nature of item
- Endorsement or disapproval of an item by any individual or organization in the community

The following are tools used in the selection process:

- Professional review media, such as Publishers Weekly, Library Journal, School Library Journal, Booklist, Kirkus Reviews
- Popular media, including newspapers, magazines, and broadcast programs
- Subject bibliographies chosen by specialists

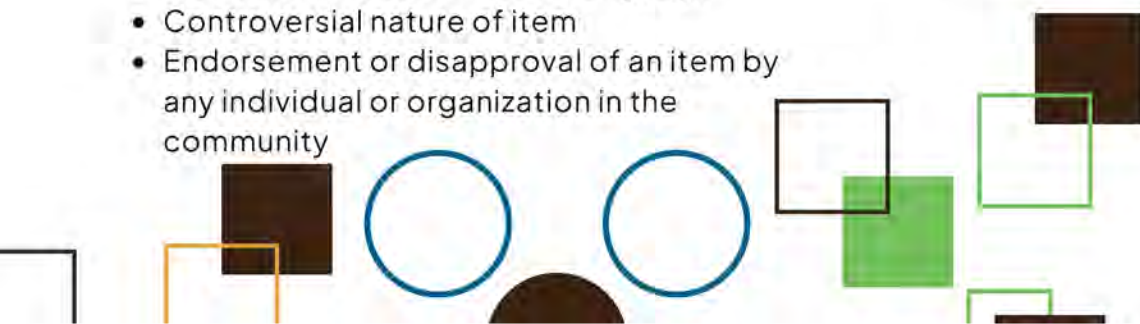
Also excluded from consideration are items which require long-term usage in excess of the library's normal loan period and those materials which should be in school or academic libraries, including:

- Textbooks
- Curriculum-related items
- Professional materials, except for library and information science
- Those of interest only to one specific group
- Highly technical items

## Replacement Criteria

Non-repairable damaged items, missing items (those six months or more overdue) and items lost and paid for by patrons should be evaluated for possible replacement, based upon the following factors:

- Currency
- Need for material in the subject area (for nonfiction only)
- Popularity of item
- Status as a classic on standard lists



# COLLECTION MANAGEMENT



## Criteria for Weeding:

The decision to weed will be made on an individual, item-by-item basis, using the following criteria:

- Physical condition is beyond reasonable repair
- Library has an excess number of duplicate copies
- Edition is superseded
- Material is outdated
- Material is not being used or checked out (this is looked at, but is not the only factor)

Weeding facilitates effective use of space, highlights categories where further materials are needed, and maintains a current and appealing collection.

There are annual, systematic assessments of all collections in place.

Periodicals will also be reviewed annually for retention or weeding when the next year's list is compiled.

## Criteria for Retaining Seldom Used Materials

- Local author, setting, or topic
- Unique and/or out-of-print subject matter
- Famous illustrator or unique/unusual illustrations or photographs
- Prize winner
- Analyzed in standard index
- Considered primary source material in its subject
- Part of a series that is retained
- Reflects the mores of a particular time and place

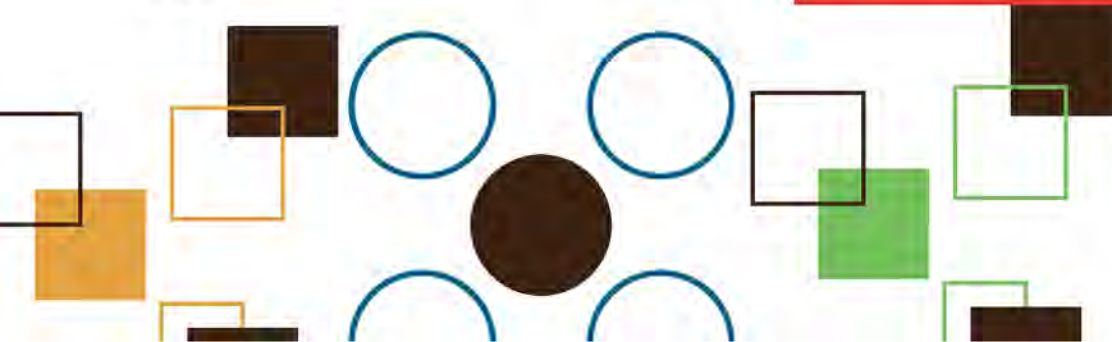
## Reconsideration of Materials

If a patron objects to the inclusion of a particular item in the library's collection, they may question the reason for inclusion by following the steps below:

1. Ask for explanation of the library's choice.
2. Fill out a 'Request for Reconsideration' form (available upon request) and return it to the Library. The matter will be passed to the director for review.
3. The Director will review the request with the section-relevant collection development staff and will return a written explanation of the decision to the complainant.
4. Should the complainant feel that the Director's decision is not supported by library policy, they may request a hearing to appeal the decision with the Library Board of Trustees, which will be added to the next scheduled Board Meeting agenda.
5. Following the hearing, the Board of Trustees' decision will be final.

Keep in mind:

- Requests may only be submitted by Morton County residents or current non-resident MMPL cardholders.
- No more than two requests by the same individual or organization may be under review at one time.
- The title/series will remain in its original location in the collection while under review.
- A title/series may not be reviewed if a determination of that title/series has been made within the previous twelve months.
- Incomplete forms will not be considered.



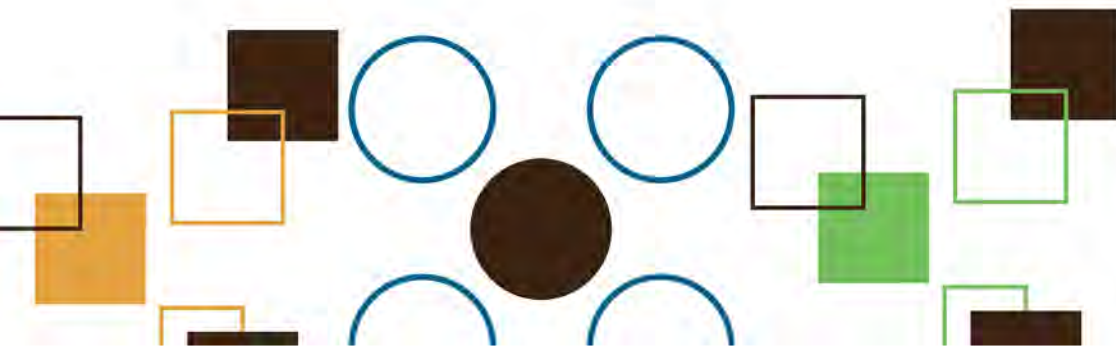
# COLLECTION MANAGEMENT



## Reconsideration of Materials

### Regarding Complaints of obscenity

- MMPL applies the Miller test, the United States Supreme Court's primary legal test for determining whether speech or expression, including library material, constitutes obscenity. There are three prongs of the Miller test. The work is only considered obscene if all three of these conditions are satisfied:
  - Whether the average person applying contemporary community standards would find that work, taken as a whole, appeals to prurient interest;
  - Whether the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law;
  - Whether the work, taken as a whole lacks serious literary, artistic, political, or scientific value.



Mott Public Library

# Article I. Collection Policy

Mott Public Library offers a collection of library materials and information resources (collection) in keeping with its mission and values. The Board of Trustees (Board) has a strong commitment to support the acquisition and maintenance of a balanced library collection.

## (a) COLLECTION OBJECTIVES

The collection will be selected and maintained to enable each individual to choose materials and information according to her or his own free choice. The collection as a whole will be a diverse source of information representing as many viewpoints as possible.

The Library neither encourages nor discourages any particular viewpoint. Selection of materials does not mean endorsement of the contents or the views expressed in those materials. Material will not be excluded because of the race, nationality, religion, gender, sexual orientation, political or social view of either the author or the material.

Electronic delivery, resource sharing with other libraries and other methods of information access are used by the Library to meet patron needs and extend limited resources.

## (b) ACCESS

The Board believes reading, listening, and viewing choices are individual, private matters. People are free to select or reject materials for themselves and their own minor children but are not to infringe upon the freedom of others to read or inquire.

The Library does not stand in place of the parent (*in loco parentis*). Parents and guardians have the responsibility to guide and direct the reading, listening and viewing choices of their own minor children.

The collection will be organized and maintained to help people find the materials they want. Materials will not be restricted, sequestered, altered or labeled because of controversy about the author or the subject matter.

The Board considers materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution and the Washington State Constitution. If a person claims that a particular item is not constitutionally protected, the burden of proof rests with that person.

If a court having jurisdiction over the Library decides that any material in the collection is not protected by these constitutions, such material will be removed immediately. Material under court consideration will remain available until a court ruling is made.

(c) **SELECTION**

Selection of materials is vested in the Mott Public Library Director, who may authorize qualified staff to assist. The Director has full authority to use her or his judgment in interpreting this Policy. Materials selected will be deemed to have been selected by the Board.

Criteria to be considered in adding specific materials, including gifts, to the collection include, but are not limited to:

- 
- 
- collection objectives
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- existing subject coverage
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- public interest
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- community relevance
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- patron requests
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- timeliness of topic
- 
- 
- audience for material
- 
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- current or historical significance of author or subject
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- 
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- support for lifelong learning
- 
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- diversity of viewpoint
- 
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- effective expression
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- creativity
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- imagination
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- reading, listening or viewing enjoyment
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- popularity
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- nature of media
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- quality of production
- 
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- durability of format
-

Items selected must meet one or more of these criteria but not every item that meets one or more of them will be selected. The Library strongly encourages patrons to suggest items, topics or authors they would like to see included in the collection. Requests may be met through resource sharing with other libraries, electronic delivery or other means.

Individual items, which in and of themselves may be controversial or offensive to some patrons or staff, may be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole and if they meet one or more of the criteria listed.

Electronic resources, including subscription databases and links to web sites, are provided through the Library web site to increase the depth and breadth of the collection. Some links may be available only within a library building or only to City residents and may require a library card for access. The Library is not required to establish or maintain any particular web link.

Criteria used to select web site links shall include, but not be limited to those that:

- 
- 
- are useful sources of current, consistently maintained information
- 
- 
- are created by credible authors/producers
- 
- 
- are well-organized and easily navigable
- 
- 
- 
- complement the physical collection
-

#### (d) COLLECTION REVIEW

The Board recognizes the right of individuals or groups to question materials in the collection. Such questions may be stated in writing on the Collection Review form. The Library will give serious consideration to each opinion so expressed. The form will be sent to the Director for review. Material under consideration will remain available to patrons until a decision is made.

A review committee will give the Director a recommendation based on the judgment of the members of the committee as to whether the material was appropriately selected and made accessible under this policy. Because of the need to meet individual as well as group preferences, the number of forms received will not be a factor in reaching a recommendation. The Director will make a final decision regarding the material and reply to the individual or groups in writing as soon as practical.

#### (e) DISCARDING MATERIALS

The Board recognizes that discarding materials is an important part of maintaining the collection in order to keep the collection fresh and free of outdated and worn/damaged materials. Discarding materials is vested in the Executive Director, who may authorize qualified staff to assist. Materials discarded will be deemed to have been discarded by the Board.

When discarding materials, the District will consider the same criteria as for selecting materials, as well as physical condition. Materials will not be removed because of controversy. Replacement of materials will be based on collection objectives.

The District is not a library of historical record. To ensure a vital collection of continuing value to the communities we serve, except in the area of local history, materials that are not well used may be withdrawn.

## **Reconsideration Policy Mott Public Library**

### **Intellectual Freedom**

The Mott Public Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read Statement and the Library Bill of Rights. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints it presents.

### **Reconsideration Requests**

When a complaint about library items is made, the following steps will be followed:

1. Informal:
  - a. The consideration will be listened to calmly and courteously.
  - b. The Library's selection policy and commitment to intellectual freedom will be explained, to help the patron understand the value of a diverse library collection and that ownership of an item does not indicate agreement or endorsement of the ideas, values, or principles expressed therein. This will be done respectfully and in a fashion that acknowledges and restates the patron's concerns.
  - c. If the patron has recommendations for other materials on the topic, they will be noted, and if appropriate, procured.
  - d. If the patron is not satisfied, advise the patron of the library's policy and procedures for handling a reconsideration request, and provide the patron with a copy of the Library's Selection Policy and of the Request for Reconsideration Form.
2. Formal:
  - a. If the form is filled out, make sure a prompt written reply related to the concern is sent.
  - b. The item shall remain part of the collection until a decision has been made.
  - c. Notify the Director and/or the Library Board of the complaint and assure them that the Library's procedures are being followed. Present full, written information giving the Nature of the complaint and identifying the source.
  - d.. Notify the Chairperson of the North Dakota Library Association's Intellectual Freedom Committee that a reconsideration request has been filed.
  - e. The Director and the staff involved in collection development shall review the request for reconsideration. This includes:
    - i. Reading/viewing/listening to the challenged item in its entirety.
    - ii. Considering the objections in terms of the Library's Selection Policy, the principles of the Library Bill of Rights, and the opinions of various reviewing sources used in materials selection
  - f.. If the reviewed material does not meet the criteria set forth in the Selection Policy, the Library shall acknowledge that the material is unsuitable and it will be withdrawn from the collection.
  - g. If the material does meet the selection criteria, the item shall remain part of the collection.
  - h. The Director will respond to the request clearly and precisely, stating the reasons material was withdrawn or retained. This response will also inform the requestor how to pursue the Matter further.

### 3. Appeal:

- a. If the requestor feels that the problem has been dealt with inadequately, a final Appeal to the Library Board can be made.
- b. A public hearing will be conducted with the Board acting as the decision-making Body.
- c. The Director will notify the American Library Association Intellectual Freedom Office, and their advice will be enlisted.

### 4. Hearing:

- a. An open meeting will be held---the location, beginning, and ending times of the meeting will be publicized in advance of the meeting.
- b. The meeting will be conducted by the Director or Assistant Director.
- c. The Library Board will act as the decision-making body. A quorum must be present.
- d. News coverage will be arranged by the Director.
- e. Persons wishing to speak must register prior to speaking, giving their name, address, and organization represented (if any).
- f. Each speaker will be given four minutes in which to present his/her point of view. A timekeeper will be appointed prior to the meeting.
- g. Library Board members will be given time to ask questions following each testimony.
- h. Each speaker should present a written copy of his/her testimony to the Library Board members.
- i. The Board will review the testimonies heard. They will vote at a later date after they have had time to weigh and consider the testimonies. The Board will issue its opinion within the (number of) working days after the hearing.
- j. The Board will make their decision public and the Library will take action in accordance with that decision.

New Town City Library

## Reconsideration Request of Materials located in the New Town City Library

Requests will be taken only from community members and/or current patrons.

When a complaint about library items is made, the following steps will be followed:

1. Informal (please initial by each showing you have read these steps):

\_\_\_\_\_ The consideration will be listened to calmly and courteously.

\_\_\_\_\_ The library's selection policy and commitment to intellectual freedom will be explained, to help the patron understand the value of a diverse library collection and that ownership of an item does not indicate agreement or endorsement of the ideas, values, or principles expressed therein. This will be done respectfully and in a fashion that acknowledges and restates the patron's concerns.

\_\_\_\_\_ If the patron has recommendations for other materials on the topic, they will be noted, and if appropriate, procured.

\_\_\_\_\_ If the patron is not satisfied, advise the patron of the library's policy and procedures for handling a reconsideration request, and provide the patron with a copy of the Library's Selection Policy and of the Request for Reconsideration Form.

2. Formal (please initial by each showing you have read these steps):

\_\_\_\_\_ Complainants seeking reconsideration must read, view, or listen to the entirety of the work before requesting reconsideration of library material.

\_\_\_\_\_ If the Request for Reconsideration form is filled out completely and legibly, then it needs to be given to the New Town City Library Director.

\_\_\_\_\_ The New Town City Library shall remove the material requested for removal within 30 days of receiving the request.

\_\_\_\_\_ The New Town City Library Director will take the material and the filled-out Request for Reconsideration Form to the next scheduled New Town City Library Board meeting.

\_\_\_\_\_ The New Town City Library Board will review the request, the written material in question, and the library's Collection Development Policy to check for compliance.

\_\_\_\_\_ The New Town City Library Board will decide to remove or retain the material and will provide a written report to the New Town City Library Director with discussion and will share the information with the complainant if they request. Depending on the material, if the decision is made to retain the material, it will either remain in its original location or may be relocated to another collection in the library.

\_\_\_\_\_ Should the complainant feel the decision of the New Town City Library Board is not supported by the policy, they may request an in-person hearing with the New Town City Library Board by notifying the New Town City Library Director, who will include the hearing on the board's next scheduled meeting agenda. Following the hearing, the decision of the board will be the final decision.

Regarding complaints of obscenity: The library applies the Miller test, the United States Supreme Court's primary legal test, for determining whether speech or expression, including library material, constitutes obscenity. There are three prongs of the Miller test. The work is only considered obscene if **all three** conditions are satisfied.

1. Whether the average person applying contemporary community standards would find the work, taken as a whole, appeals to the prurient interest.
2. Whether the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law; and
3. Whether the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

# New Town City Library Selection Policy

## New Town City Library Mission:

The mission is to enhance the personal development of New Town's citizens and to meet their informational needs, life-long learning, and leisure pursuits.

## Selection Policy:

The New Town City Library is governed by North Dakota Century Code Title 40, Chapter 40-38. The New Town City Library personnel selects material in accordance with the guidelines stated in the American Library Association in its Library Bill of Rights, Freedom to Read, and Freedom to View statements.

- A. Authority for selection of materials is delegated by the New Town City Library Board to the Library Director and the Director's designated staff.
- B. The selection of materials is characterized by flexibility, open-mindedness, and responsiveness to the changing needs of the citizens of New Town. Materials are evaluated as complete works and not on the basis of a particular passage or passages. A work will not be excluded from the library's collection solely because it represents a particular aspect of life, because of frankness of expression, or because it is controversial.
- C. All acquisitions, whether purchased or donated, are evaluated by the following standards. Clearly, however; an item need not meet all the criteria to be accepted, nor will any single criterion be decisive.
  1. Present and potential relevance to community needs.
  2. Suitability of subject, style, and reading level for the intended audience.
  3. Importance as a document of the times.
  4. Appropriateness and effectiveness of medium to content.
  5. Reputation and/or significance of author, publisher, or producer.
  6. Positive review in one or more appropriate professional journals.
  7. Positive critic and staff members' reviews.
  8. Relationships to existing materials in the collection.
  9. Within limits of budgets for material.
  10. Not available or with limited accessibility from other lending sources.
  11. Insufficient materials available on the same subject.
  12. Author illustrator is local.
  13. Format is appropriate to Library use and is not easily damaged.
  14. Enhances a specific collection within the library.
  15. Author or producer is already represented in the collection within the Library.
  16. Literary and artistic merit.
  17. Accuracy of content.
  18. Popularity with library patrons.

## **Collection Development Policy**

The New Town City Library Board believes that the public library is the principal city entity that supplies educational, informational, recreational, and cultural materials freely to the New Town Community. The collection development is based upon the belief that all community members will have open access to all forms of information. Collection development is the ongoing process of identifying strengths and weaknesses of library media collections in terms of community needs. Collection development demonstrates that funds are being spent wisely and that library media collections meet the informational needs of the community. The New Town City Library will not have any material that is sexually explicit in the children's collection. ND Century Code: 12.1-27.1-03.5.

## **Selection and Acquisition of Materials**

The selection and acquisition of new library materials will be based upon the need of the library as determined by the collection assessment process and upon the availability of funding. The New Town City policy should be followed when selecting all library materials.

## **Assessment of the Library Media Collection**

Collection assessment is needed to determine the quality of the existing library media collection. It is an organized method for collecting statistics on the age of the collection, the number of titles in the collection, and the ability of the collection to meet city needs.

## **Check Out Policy**

With the Destiny Follett system in place, all New Town citizens will need to fill out a New Town City Library Card Account Information form and submit it to library personnel. All children under the age of 18 years must have their parent's/guardian's signature on their application. As patrons build up their credibility upon book returns, the number of books available for checkout will be increased.

## **Intellectual Freedom**

The New Town City Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement and the Library Bill of Rights. As such, materials representing diverse viewpoints on topics, including controversial ones, are collected. Selection of an item does not indicate that the Library, its Board, or its staff agrees with the ideas and viewpoints it presents.

## **Analysis of the New Town Community**

To be responsive to the unique needs of the community, a collection development process must be based upon the analysis of community needs in New Town through surveys and circulation. There will be similarities among library media collections across the country, but the specific needs of New Town are addressed.

## **Gifts**

All gifts are subject to evaluation by the general and specific criteria listed in the policy for the relevant collections. Donors are informed that any gifts to the library may or may not be added to the collection. Any item which is not added may be donated to another institution where it might be used, it may be sold with the library book sale, or it may be recycled. Funds from such sales are used to benefit the New Town City Library services and programs.

## Requestion Policy

A patron finding materials objectionable may request that the item be reconsidered. New Town City Library patrons wishing to request reconsideration must submit a Request for Reconsideration of Library Materials form to the New Town City Library Director. The form must be filled in completely to be considered. The New Town City Library Director will present the material and the completed form to the next scheduled New Town City Library Board meeting for consideration. Regarding complaints of obscenity: The library applies the Miller test, the United States Supreme Court's primary legal test, for determining whether speech or expression, including library material, constitutes obscenity. There are three prongs of the Miller test. The work is only considered obscene if **all three** conditions are satisfied.

1. Whether the average person applying contemporary community standards would find the work, taken as a whole, appeals to the prurient interest.
2. Whether the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law; and
3. Whether the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

Northwood City Center Library

# **Collection Development Policy**

## **Northwood City Center Library**

### **Purpose**

The purpose of this policy is to guide library staff in the selection of library materials, to inform the Library Board and the general public of the principles upon which selections are made, and to declare the library's commitment to the principles of free access to ideas and information.

### **Library Mission**

The mission of the Northwood City Center Library is to serve the educational and leisure-time interests of the residents of the library area and to foster an early love of reading among the young.

### **Intellectual Freedom**

The Northwood City Center Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement [Appendix] and the Library Bill of Rights [Appendix]. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints it presents.

### **Responsibility for Selecting Library Materials**

Ultimate responsibility for the direction, purpose, and scope of collection development rests with the Library Director, under the authority of the Northwood City Center Library Board. The Board encourages special requests and recommendations from patrons but reserves the right to rule against them.

### **Evaluative Criteria and Selection Aids**

Selection of library material is an active process that applies both to materials purchased by the library and materials donated to it. The following criteria are used in the selection process to help ensure that all materials in the library are in keeping with its goals and mission and are of use to the community served:

- Current and anticipated needs and interests of the community
- Currency of the publication
- Price and/or timeliness of the work
- Relevance to the community
- Materials by local/ND authors
- Materials about the city/county/state

- Relationship to existing collection

The collection will attempt to include a cross-section of media formats, topics, and viewpoints representative of patron needs and interests

**Resource Sharing**

Materials unavailable at the Northwood City Center Library but available through the cooperative library network will be borrowed upon request of the user. No fees for Interlibrary Loans.

# Reconsideration Policy

## Northwood City Center Library

### Intellectual Freedom

The Northwood City Center Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement [Appendix] and the Library Bill of Rights [Appendix]. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints it presents.

### Reconsideration Requests

When a complaint about library items is made, the following steps will be followed:

1. Informal:
  - a. The consideration will be listened to calmly and courteously.
  - b. The library's Collection Development Policy and commitment to intellectual freedom will be explained, to help the patron understand the value of a diverse library collection and that ownership of an item does not indicate agreement or endorsement of the ideas, values, or principles expressed therein. This will be done respectfully and in a fashion that acknowledges and restates the patron's concerns.
  - c. If the patron has recommendations for other materials on the topic, they will be noted, and if appropriate, procured.
  - d. If the patron is not satisfied, advise the patron of the library's policy and procedures for handling a reconsideration request, and provide the patron with a copy of the library's Collection Development Policy and of the Request for Reconsideration of Material Form.
2. Formal:
  - a. If the form is filled out, make sure a prompt written reply related to the concern is sent.
  - b. The item shall remain part of the collection until a decision has been made.
  - c. Notify the Director and/or the Library Board of the complaint and assure them that the library's procedures are being followed. Present full, written information giving the nature of the complaint and identifying the source.
  - d. Notify the Chairperson of the North Dakota Library Association's Intellectual Freedom Committee that a reconsideration request has been filed.
  - e. The Director and staff involved in collection development shall review the request for reconsideration. This includes:

- i. Reading/viewing/listening to the challenged item in its entirety.
    - ii. Considering the objections in terms of the library's Collection Development Policy, the principles of the Library Bill of Rights, and the opinions of various reviewing sources used in materials selection.
  - f. If the reviewed material does not meet the criteria set forth in the Collection Development Policy, the library shall acknowledge that the material is unsuitable and it will be withdrawn from the collection.
  - g. If the material does meet the selection criteria, the item shall remain part of the collection
  - h. The Director will respond to the request clearly and precisely, stating the reasons the material was withdrawn or retained. This response will also inform the requestor how to pursue the matter further.
- 3. Appeal:
  - a. If the requestor feels that the problem has been dealt with inadequately, a final appeal to the Library Board can be made.
  - b. A public hearing will be conducted with the Board acting as the decision-making body.
  - c. The Director will notify the American Library Association Intellectual Freedom Office, and their advice will be enlisted.
- 4. Hearing:
  - a. An open meeting will be held—the location, beginning, and ending times of the meeting will be publicized in advance of the meeting.
  - b. The meeting will be conducted by the Director or Assistant Director.
  - c. The Library Board will act as the decision-making body. A quorum must be present.
  - d. News coverage will be arranged by the Director.
  - e. Persons wishing to speak must register prior to speaking, giving their name, address, and organization represented (if any).
  - f. Each speaker will be given four minutes in which to present his/her point of view. A timekeeper will be appointed prior to the meeting.
  - g. Library Board members will be given time to ask questions following each testimony.
  - h. Each speaker should present a written copy of his/her testimony to the Library Board members.
  - i. The Board will review the testimonies heard. They will vote at a later date after they have had time to weigh and consider the testimonies. The Board will issue its opinion within 30 working days after the hearing.

- j. The Board will make their decision public and the library will take action in accordance with that decision.

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Complementary Documents

- ALA Freedom to Read Statement
- ALA Bill of Rights
- Collection Development Policy
- Request for Reconsideration of Material Form

Oakes School & Public Library

# Oakes Public Library

## Selection/Collection Development Policy

### A. Objectives

The purpose of the Oakes Public Library is to provide all individuals in the community with carefully selected books and other 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 materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Oakes Public Library Board of Directors and are integral parts of the policy.

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

### B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Oakes Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

### C. Criteria for Selection

1. The main points considered in the selection of materials are:
  - individual merit of each item
  - popular appeal/demand
  - suitability of material for the clientele
  - existing library holdings
  - budget
2. Reviews are a major source of information about new materials. Reviews are not limited to one source.
3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

### D. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Oakes Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

### E. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested. The Oakes Public Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

### F. Weeding

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 materials will be handled in a similar manner and under the same authority as donated materials.

### G. Potential Problems or Challenges

The Oakes Public Library recognizes that some materials are controversial and that 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 this 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.

### H. Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern About Library Resources" form which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Oakes Public Library Board of Directors.

# **Procedures for Handling Formal Complaints**

## **Oakes Public Library Procedures for Handling Formal Complaints**

The following steps will be used when an individual feels that further action is necessary to address concerns about a library resource. For the duration of this process, the material in question will remain in circulation in the library collection.

1. A concerned patron who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes the library's mission statement, selection policy, reconsideration form, and the Library Bill of Rights.
2. Patrons are required to complete and submit a reconsideration form to the library director.
3. The director, with appropriate professional staff, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in the collection policy.
4. Within 15 business days, the director will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision.
5. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Board of Trustees.
6. If the board plans to address the appeal at their board meeting, the individual will be notified of when and where the meeting will be held.
7. The Board of Trustees reserves the right to limit the length of public comments.
8. The decision of the board is final.

Policy approved by Library Board of Directors 3/18/20

Park River School & Public Library

MEDIA SERVICES  
PLAN  
POLICIES  
AND  
PROCEDURES

*Park River School  
and  
Public Library  
605 6<sup>th</sup> Street West  
Park River, ND 58270*

# Park River School and Public Library Policies and Procedures

## I. Mission and Goals

A. The mission of the Park River School and Public Library is to provide quality materials and services which fulfill the educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming and respectful.

B. The general library goals of the Park River School and Public Library shall be:

- To serve all residents of the community and the surrounding region.
- To acquire and make available to all residents of the above area such books, periodicals, pamphlets, and other services as address their needs to:
  - a) Become well informed
  - b) Locate answers to important questions
  - c) Cultivate the imagination and creative expression
  - d) Develop skills for career and vocational advancement
  - e) Enjoy leisure by means of reading and other media services
- To acquire the means to provide the most frequently requested material locally and upon demand.
- To maintain a program of service which locates information, guides reading, organizes and interprets material for people of various backgrounds, and stimulates thinking and intellectual development in individuals of any age.
- To strive consistently to discover new methods and improvements for better service to the library's customers.
- To review regularly these goals of the Park River School and Public Library and, if necessary, revise them in the light of new developments.

## II. Materials Selection/Collection Development Policy

### A. Objectives

The purpose of the Park River School and Public Library is to provide all individuals of the community with carefully selected books and other 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/collection development policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

## B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the Library Media Specialist who operates under the framework of the policies presented herein. This responsibility may be shared with other members of the library staff; however, because the media specialist must be available to answer to the board and the general public for actual selections made, the media specialist has the authority to reject or select any item contrary to recommendations of the staff.

## C. Criteria for Selection

The main points considered in the selection of materials are:

- ✓ To support curricular and community needs
- ✓ To provide for a wide range of abilities, interests, and learning styles
- ✓ To provide for informational and recreational needs

Other important considerations:

- Individual merit of each item
- Reviews from credible review sources and selection tools
- Popular demand/appeal
- Suitability of material for the clientele
- Existing library holdings
- Budget
- Accuracy
- Currency
- Organization
- Durability
- Freedom from stereotyping, e.g. sexism, racism, etc.
- Presentation of different points of view

- Relevancy
- Technical operation and design
- Technical hardware requirements, including technical support and maintenance
- Search modes for electronic media appropriate for user ability/interest level
- Content is sufficient in depth and scope to meet intended purpose(s)

The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

#### D. Selection Procedures

The Library Media Specialist will follow the procedure outlined below in the selection of materials to be included in the library collection.

- Arrange, when possible, for firsthand examination of items to be purchased.
- Use reputable, unbiased, professionally prepared selection aids when firsthand examination of materials is not possible. Among the sources to be consulted are:

H.W. Wilson catalogs,  
 School Library Journal.  
 Horn Book  
 Kirkus Reviews  
 New York Times  
 VOYA  
 Children's Software Review  
 KidsClick!

Booklist,  
 CLCD,  
 School Library Monthly  
 Library Media Connection  
 Publishers Weekly  
 AASA Science Books and Films  
 YALSA  
 ALA's Award Winning book lists

- Strongly consider the recommendations of faculty, students, and community members.
- Judge gift items by standard selection criteria and, upon acceptance of such items, reserve the right to incorporate into the collection only those meeting the above criteria.
- Purchase duplicates of extensively used material.
- Purchase replacements for worn, damaged, or missing materials basic to the collection.
- Determine a procedure for preventative maintenance and repair of material.

## E. Acquisition Procedures

- Verification will be made to make sure whether the book exists, is in print, and is available.
- Once verified, the following are possible ways to order books:
  - Amazon.com or Barnes and Noble.com to order online; Ordering from Jobbers such as Follett, Mackin, or a company may contact the media specialist and ask if they may send a preview box at no cost. Books will be shipped, previewed by the librarian, librarian will decide if books are worth ordering, and will send the remainder of the books back to the company or materials might be bought while at a bookstore such as Barnes and Noble.
- When materials are delivered, the secretary will notify the librarian that they have arrived. If an invoice accompanies the books, this will be checked with the items to make sure they are all there and will be used to enter the cost of the item when cataloging. If a requisition form has not been turned into the office, a copy of the invoice will accompany it to be given to the business manager.
- Once the material is checked off on the invoice, it is placed in the library office. Items are prepared for entry into the computer by stamping the title page, and page 19, as well as all four edges of the book, a date due slip is adhered inside the back cover. Once entered into the automated system, the barcode number, source, and cost are written along the inside edge of the title page.

## F. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the librarian can dispose of them as he/she sees fit. The same criteria for selection applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted. Specific memorial books can be ordered for the library on request of a patron if the request meets the established criteria. It is desirable for gifts of or for specific titles to be offered after consultation with the media specialist. Book selection will be made by the media specialist if no specific book is requested. Gifts and donations are encouraged and appreciated. By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgement of receipt of items if requested by the donor.

## G. Weeding

An up-to-date, attractive and useful collection is maintained through 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 media specialist. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

## H. Potential Problems/Challenges

The Park River School and Public Library recognizes that some materials are controversial and that 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 this 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.

### Procedure for Challenged Materials

1. Complainant will be asked to complete a request for reconsideration form.
2. The form will be forwarded to the library review committee.
3. A meeting of the review committee will be scheduled upon receipt of the form.
4. Material will be judged by the committee as to its conformance with the criteria for selection listed in this selection policy.
5. The written decision of the committee will be forwarded to the superintendent who will inform the complainant of the committee's decision.
6. If the complainant is dissatisfied with the decision, a request may be submitted to the superintendent for a review of all proceedings by the committee who will render a final decision as to the appropriateness of the materials in question.
7. Challenged materials will remain in circulation until the process is complete.

Pembina School & City Library

## **Pembina City Library Policy Objectives**

Pembina library's materials collection is developed and managed to meet the majority of the cultural, informational, educational, and recreational needs of the library's service area. The Collection Development Department builds and maintains a patron-oriented collection by anticipating and responding to needs and expectations.

Collection decisions are made to the patrons preferred reading

Selecting material that covers multiple areas.

Develop a variation of material forms to encourage reading

## **Library Acquisitions Procedures**

Item selection is done by librarians selectors. Each selector is responsible for recommending material for purchase in their assigned subject areas. Selectors may work with their respective faculty members to identify material and make purchasing decisions that best meet the curriculum goals.

## **Public Library Gifts and Donations**

Accepting gifts and donations is an important way for the public library to benefit from the generosity of the community it serves. Gifts and donations of materials are reviewed using the same criteria as purchases. The library reserves the right to dispose of any gifts that are given to the library. The library will determine how to best incorporate such materials into the existing collections. Materials not added to library collections may be used for programs or given to school or Friends of the Library group.. The proceeds from the sale shall accrue directly to the benefit of the library, in a fashion consistent with accepted library policies and services as determined by the Board of Trustees. Any items unsold by the Friends of the Library may then be donated to another organization or discarded.

Funds may be given for the purpose of acquiring materials recommended by library staff as prescribed in this policy, or for purchase of specific items suggested by the donor. When the library receives a cash gift for the purchase of materials, the library staff must make the selection with the general selection principles set forth in this policy.

## **Public Library Collection Maintenance and Weeding Policy**

The library continually withdraws items from the collection, basing its decisions on a number of factors, including publishing date, frequency of circulation, community interest, and availability of newer or more valid materials. Items dealing with local history are an exception, as are certain classics and award-winning children's books. Fiction that was once popular but no longer in demand and non-fiction books that are no longer useful are withdrawn from the collection,

Withdrawn books are donated to the Friends of the Library 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 the Friends of the Library

## **Public Library Reconsideration Policy**

All public libraries contain materials that some patrons may find objectionable. Libraries may omit from the collection materials that some patrons feel are important. In either case, the library has procedures that patrons may use in requesting the reconsideration of materials. A library needs a wide variety of library materials that satisfy the diverse interests of our community. The library upholds the right of the individual to secure these resources, Pembina City Library is connected with the school library this may influence some of our selection choices. The library has a varied collection available to all.

## **Informal Complaints**

Individuals who are concerned about the appropriateness of library resources may make informal complaints in public and to library staff members. In schools, the complainant may voice the objection to the school librarian, a teacher, or the principal. In some cases, the individuals simply want their objections heard and have their concerns acknowledged; while in other situations, the person making the complaint asks public, academic, or school staff to restrict or remove the library resource. Although listening to a person's complaint is sometimes as far as an oral complaint goes, it is necessary for every library to have a process for handling informal patron concerns. A formal complaint process often follows a verbal discussion with a library staff member, teacher, or school principal and acknowledges the right of the individual to express a concern and have their objections formally reviewed.

# Procedures for Handling Formal Complaints

The following steps will be used when an individual feels that further action is necessary to address concerns about a library resource. For the duration of this process, the material in question will remain in circulation in the library collection.

1. A concerned patron who is dissatisfied with earlier informal discussions will be offered a form to submit.
2. Patrons are required to complete and submit a reconsideration form to the library director.
3. The director, with appropriate staff, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in the collection policy.
4. Within 15 business days, the director will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision.
5. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Board of Trustees.
6. If the board plans to address the appeal at their board meeting, the individual will be notified of when and where the meeting will be held.
7. The Board of Trustees reserves the right to limit the length of public comments.
8. The decision of the board is final.

Rolla Public Library

# Rolla Public Library

## Collection Development and Deselection of Materials

### Purpose

The purpose of this policy is to guide staff in the selection of library materials, to inform the Library Board and the general public of the principles upon which selections are made, and to declare the library's commitment to the principles of free access to ideas and information.

### Definitions

- All Materials are those items considered for addition to the Library's collection.
- All Materials Selection refers to the decision to add material to the collection or to retain materials already in the collection. It neither refers to reader guidance nor details specific types of materials to be added.

### Goals of Materials Selection

- Materials selection aims at maintaining a collection of materials for meeting the informational, reference, research, educational and recreational needs of Rolla City residents and the surrounding area. Budget limitations necessitate the choosing of materials relevant to these needs.
- The Rolla Public Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement and the Library Bill of Rights. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints presented.

### Responsibility for Selection

- Final responsibility for materials selection rests with the Library Director who functions within the framework of policy adopted by the Library Board of Trustees. The responsibility for selection may be delegated to other professional members of the staff.
- Suggestions from members of the community concerning materials selection are welcome. Each suggestion will be considered within the framework of this policy.

### General Principle

The library is a forum for information and ideas. The following basic principles will guide its materials selections:

- Books and other library resources will be provided for the interest, information, and enlightenment of all people in the community.

- Materials will not be excluded because of the origin, background, or views of those contributing to their creation.
- Materials will not be proscribed or removed because of partisan or doctrinal disapproval. Within reason, materials and information provided will present the various general points of view of current and historical issues.
- Adult responsibility for children's reading rests with parents or legal guardians. Materials selection for the adult collection is intended for mature readers and will not be restricted by the possibility that children may obtain materials which their parents or legal guardians consider inappropriate. Separate collections are available for children and young people.
- Materials unavailable at this library but available through cooperative library networks will be borrowed upon the request of the user. Charges for interlibrary materials may be passed on to the patron.
- Textbooks or other curriculum-related materials are acquired only when they serve the general public.
- Consideration is given to the adequate availability of materials for the visually impaired.

### **Specific Principles**

The following general criteria are considered in selecting materials:

#### **Adult Materials**

- Permanent value
- Popular interest
- Widely regarded reputation of the author
- Comprehensiveness and depth of treatment
- Clarity, accuracy, and logic of presentation
- Reputation of publisher
- Date of publication
- Relationship to existing collection
- Artistic merit
- Insight and/or perspective into human and social conditions
- Availability elsewhere in the community
- Price

#### **Children's and Young Adult's Materials**

In addition to the criteria for adult materials, consideration is also given to the following: •

Appropriate content

- Appropriate vocabulary for the general age group
- Determined value for stimulating the informational, recreational and cultural reading interest of children and youth

#### **Gifts and Donations**

Gifts and donations are always welcome. Acceptance is based on the following criteria:

- All such items must meet the same criteria listed under Specific Principles as purchased items
- Attached conditions of the donor as to use, location or disposition will not be permitted
- Funds may be designated for the purchase of materials by general subject area
- All gifts, when accepted, become the property of the Library and may not be reclaimed by the donor
- Unneeded donations will not be retained
- The receipt of specific items will be acknowledged
- All gifts should be left at the Library or mailed to the attention of the Library Director

### **De-Selection of Materials**

- Shelving space is finite and in order to fulfill our mission and meet the diverse cultural, educational, research and personal enrichment needs of our community, the materials we offer must be current, accurate, relevant and in a useful format and condition. Subsequently, materials that are no longer accurate, used or useful must be withdrawn from the collection. This does not mean that they were a waste of money, just that they have fulfilled their purpose. The CREW (Continuous Review, Evaluation, and Weeding) method is used to aid in de-selection.
- The previous criteria need not be applied to items with local historical value, which typically possess appeal, significance, and scarcity in excess of materials of no cultural relation to the region. Local history materials may be retained indefinitely.

Adopted:11/27/23

# Reconsideration Policy

Rolla Public Library

## Intellectual Freedom

The Rolla Public Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement and the Library Bill of Rights. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints it presents.

## Reconsideration Requests

When a complaint about library items is made, the following steps will be followed:

1. Informal:
  - a. The consideration will be listened to calmly and courteously.
  - b. The Library's selection policy and commitment to intellectual freedom will be explained, to help the patron understand the value of a diverse library collection and that ownership of an item does not indicate agreement or endorsement of the ideas, values, or principles expressed therein. This will be done respectfully and in a fashion that acknowledges and restates the patron's concerns.
  - c. If the patron has recommendations for other materials on the topic, they will be noted, and if appropriate, procured.
  - d. If the patron is not satisfied, advise the patron of the library's policy and procedures for handling a reconsideration request, and provide the patron with a copy of the Library's Selection Policy and of the Request for Reconsideration Form.
2. Formal:
  - a. If the form is filled out, make sure a prompt written reply related to the concern is sent.
  - b. The item shall remain part of the collection until a decision has been made.
  - c. Notify the Director and/or the Library Board of the complaint and assure them that the Library's procedures are being followed. Present full, written information giving the nature of the complaint and identifying the source.
  - d. Notify the Chairperson of the North Dakota Library Association's Intellectual Freedom Committee that a reconsideration request has been filed.
  - e. The Director and staff involved in collection development shall review the request for reconsideration. This includes:
    - i. Reading/viewing/listening to the challenged item in its entirety.

- ii. Considering the objections in terms of the Library's Selection Policy, the principles of the Library Bill of Rights, and the opinions of various reviewing sources used in materials selection.
    - iii. The library will employ the Miller Test determine obscenity.
      - 1. Whether the average person applying contemporary community standards would find the work, taken as a whole, appeals to the prurient interest
      - 2. Whether the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law; and
      - 3. Whether the work, taken as a whole, lacks literary, artistic, political or scientific value.
  - f. If the reviewed material does not meet the criteria set forth in the Selection Policy, the Library shall acknowledge that the material is unsuitable and it will be withdrawn from the collection.
  - g. If the material does meet the selection criteria, the item shall remain part of the collection
  - h. The Director will respond to the request clearly and precisely, stating the reasons the material was withdrawn or retained. This response will also inform the requestor how to pursue the matter further.
3. Appeal:
- a. If the requestor feels that the problem has been dealt with inadequately, a final appeal to the Library Board can be made.
  - b. A public hearing will be conducted with the Board acting as the decision-making body.
  - c. The Director will notify the American Library Association Intellectual Freedom Office, and their advice will be enlisted.
4. Hearing:
- a. An open meeting will be held—the location, beginning, and ending times of the meeting will be publicized in advance of the meeting.
  - b. The meeting will be conducted by the Director or Assistant Director.
  - c. The Library Board will act as the decision-making body. A quorum must be present.
  - d. News coverage will be arranged by the Director.
  - e. Persons wishing to speak must register prior to speaking, giving their name, address, and organization represented (if any).
  - f. Each speaker will be given four minutes in which to present his/her point of view. A timekeeper will be appointed prior to the meeting.

- g. Library Board members will be given time to ask questions following each testimony.
- h. Each speaker should present a written copy of his/her testimony to the Library Board members.
- i. The Board will review the testimonies heard. They will vote at a later date after they have had time to weigh and consider the testimonies. The Board will issue its opinion within 10 business days after the hearing.
- j. The Board will make their decision public and the Library will take action in accordance with that decision.

Adopted 11/27/23

Satre Memorial Milnor School Library

## **Formal Reconsideration Policy**

The following steps will be used when an individual feels that further action is necessary to address concerns about a library resource. The Miller Test will also be used to help determine if a resource should be kept or removed. For the duration of this process, the material in question will remain in circulation in the library collection.

1. A concerned patron who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes the library's mission statement, selection policy, reconsideration form, and the Library Bill of Rights.
2. Patrons are required to complete and submit a reconsideration form to the library director.
3. The director, with appropriate professional staff, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in the collection policy.
4. Within 15 business days, the director will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision.
5. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Board of Trustees.
6. If the board plans to address the appeal at their board meeting, the individual will be notified of when and where the meeting will be held.
7. The Board of Trustees reserves the right to limit the length of public comments.
8. The decision of the board is final.

## **Informal Reconsideration Policy**

The process begins with a librarian discussing the complaint with the patron who brings it to the service desk. During that interaction, the librarian will explain that the library has materials for everyone and everything goes through a selection process or is purchased because of patron requests. The librarian should offer to assist the patron to find alternate materials that would better meet the needs and interests of the patron and/or their family members. If the patron chooses to go forward with the challenge, the complainant should be provided with a request for formal reconsideration form.

## Satre Memorial Milnor School Library Selection/Collection Development Policy

The purpose of the Satre memorial Milnor School Library(SMMSL) is to provide all individuals in the community with carefully selected books and other 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 materials selection/collection development policy is used by the library staff in the selection of materials.

The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Satre Memorial Milnor School Library.

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

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by Satre Memorial Milnor School Library Board.

### Criteria for Selection

The main points considered in the selection of materials are:

- Individual merit of each item
- Popular appeal/demand
- Suitability of material for the clientele
- Existing library holdings
- Budget

Reviews are a major source of information about new materials. Reviews are not limited to one source.

Consideration is given to request from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

#### Reconsideration of Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. There is an informal complaint or Request for reconsideration of material form which is brought to the Library Board.

Stanley Public Library

## **COLLECTION DEVELOPMENT POLICY STANLEY PUBLIC LIBRARY**

### **I. Mission statement**

The mission of the Stanley Public Library is to maintain and improve the quality of life of the community by promoting the joy of reading and sharing the resources that enhance knowledge.

### **II. Responsibility for selecting materials**

The library selects materials in accordance with the guidelines state by the American Library Association in its Library Bill of Rights, Freedom to Read and Freedom to View statements.

The library board of directors is responsible for all library expenditures with the library director having responsibility for the selection of materials. The director may delegate selection and deselection of materials to library employees.

### **III. Selection criteria**

Stanley Public Library selects materials based on the consideration of a material's value to the library's collection and its value to the community. Materials are evaluated as complete works, not as individual passages or parts taken out of context. Not all materials meet all the general selection criteria.

### **IV. General selection criteria and tools**

- Public demand, interest and general relevance to the community
- Timeliness of information and/or significance of the subject
- Evaluations in professionally recognized review sources
- Special local interest
- Authority, competence and/or reputation of author, publisher or producer
- Complements existing materials in the collection
- Replacement of lost or damaged materials, or updating to current information
- Impact on materials budget and availability of information elsewhere

- Resources such as professional journals, publishers' catalogs, reviews from reputable sources and lists of recommended titles are used to make selection decisions

**V. General deselection/maintenance of collection criteria**

Deselection is an important part of collection development. Materials are reviewed in order to maintain a current, useful, orderly and inviting collection, and may be removed from the collection due to age, condition of the materials and/or lack of circulation. Withdrawn materials may be sold by the Friends of the Library or discarded at the library's discretion.

## RECONSIDERATION POLICY STANLEY PUBLIC LIBRARY

### INTELLECTUAL FREEDOM

The Stanley Public Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement (Appendix) and the Library Bill of Rights (Appendix). As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its board or its staff agrees with the ideas and viewpoints the item presents.

### RECONSIDERATION REQUESTS

When a complaint about library items is made, the following steps will be followed:

1. Informal:
  - a. The considerations will be listened to calmly and courteously.
  - b. The library's selection policy and commitment to intellectual freedom will be explained to help the patron understand the value of a diverse library collection, and that the ownership of an item does not indicate agreement or endorsement of the ideas, values or principles expressed therein. This will be done respectfully and in a fashion that acknowledges and restates the patron's concerns.
  - c. If the patron has recommendations for other materials on the topic, they will be noted, and if appropriated, procured.
  - d. If the patron is not satisfied, advise the patron of the library's policy and procedures for handling a reconsideration request and provide the patron with a copy of the library's selection policy and of the Request for Reconsideration form.
2. Formal:
  - a. If the form is filled out, make sure a prompt written reply related to the concern is sent.
  - b. The item shall remain part of the collection until a decision has been made.
  - c. Notify the director and library board of the complaint and assure them the library's procedures are being followed. Present full, written information giving the nature of the complaint and identifying the source.
  - d. Notify the chairperson of the North Dakota Library Association's Intellectual Freedom Committee that a reconsideration request has been filed.
  - e. The director and staff involved in collection development shall review the request for reconsideration. This includes
    - i. Reading/viewing/listening to the challenged item in its entirety.
    - ii. Considering the objections in terms of the library's selection policy, the principles of the Library Bill of Rights and the opinions of various reviewing sources used in materials selection.

- f. If the reviewed material does not meet the criteria set forth in the selection policy, the library shall acknowledge that the material is unsuitable and it will be withdrawn from the collection.
  - g. If the material does meet the selection criteria, the item shall remain part of the collection.
  - h. The director will respond to the request clearly and precisely, stating the reasons the material was withdrawn or retained. This response will also inform the requestor how to pursue the matter further.
3. Appeal:
- a. If the requestor feels that the problem has been dealt with inadequately, a final appeal to the library board can be made.
  - b. A public hearing will be conducted with the board acting as the decision-making body.
  - c. The director will notify the American Library Association Intellectual Freedom Office and their advice will be enlisted.
4. Hearing:
- a. An open meeting will be held. The location and beginning and ending meeting times will be publicized in advance of the meeting.
  - b. The meeting will be conducted by the library director or assistant director.
  - c. The library board will act as the decision-making body. A quorum must be present.
  - d. News coverage will be arranged by the director.
  - e. Persons wishing to speak must register prior to speaking, giving their name, address and organization represented (if any),
  - f. Each speaker will be given four minutes in which to presents his/her point of view. A timekeeper will be appointed prior to the meeting.
  - g. Library board members will be given time to ask questions following each testimony.
  - h. Each speaker should present a written copy of his/her testimony to the board members.
  - i. The board will review the testimonies heard. They will vote at a later date after they have had time to consider the testimonies. The board will issue its opinion with ten working days after the hearing.
  - j. The board will make their decision public and the library will take action in accordance with that decision.

Stanton Public Library

## **MATERIAL SELECTION POLICY**

### Stanton Public Library

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

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

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

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

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

Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to ensure 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.

#### **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:

- Accuracy and reputation of author,
- Local and state interest,
- Suitability and importance to the whole collection,
- Price and/or availability of funds,
- Readability and popular appeal,

#### **Procedure for Selection:**

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

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

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

Worn or missing standard items are replaced periodically if relevant.

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

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

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

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.

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

In addition, the board recognizes the duty of the Library to furnish materials outside the "mainstream 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 provide.

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.

#### **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 Stanton 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.

#### **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:

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.

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.

**Instructions for the Director:**

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.

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.

**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.

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.

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.

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 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.

Adopted: 01/20/23

Effective: 01/20/23

# **Reconsideration Policy**

## **Stanton Public Library**

### **Intellectual Freedom**

The Stanton Public Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement and the Library Bill of Rights. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints it presents.

### **Reconsideration Requests**

Requests will be taken only from community members and/or current patrons:

Only one (1) request at a time will be considered per community member and / or current patron.

When a complaint about library items is made, the following steps will be followed:

1. Informal:
  - a. The consideration will be listened to calmly and courteously.
  - b. The Library's selection policy and commitment to intellectual freedom will be explained, to help the patron understand the value of a diverse library collection and that ownership of an item does not indicate agreement or endorsement of the ideas, values, or principles expressed therein. This will be done respectfully and in a fashion that acknowledges and restates the patron's concerns.
  - c. If the patron has recommendations for other materials on the topic, they will be noted, and if appropriate, procured.
  - d. If the patron is not satisfied, advise the patron of the library's policy and procedures for handling a reconsideration request, and provide the patron with a copy of the Library's Selection Policy and of the Request for Reconsideration Form.
2. Formal:
  - a. If the form is filled out, make sure a prompt written reply related to the concern is sent.
  - b. The item shall remain part of the collection until a decision has been made.

- c. Notify the Director and/or the Library Board of the complaint and assure them that the Library's procedures are being followed. Present full, written information giving the nature of the complaint and identifying the source.
  - d. Notify the Chairperson of the North Dakota Library Association's Intellectual Freedom Committee that a reconsideration request has been filed.
  - e. The Director and staff involved in collection development shall review the request for reconsideration. This includes:
    - i. Reading/viewing/listening to the challenged item in its entirety.
    - ii. Considering the objections in terms of the Library's Selection Policy, the principles of the Library Bill of Rights, and the opinions of various reviewing sources used in materials selection.
  - f. If the reviewed material does not meet the criteria set forth in the Selection Policy, the Library shall acknowledge that the material is unsuitable and it will be withdrawn from the collection.
  - g. If the material does meet the selection criteria, the item shall remain part of the collection.
  - h. The Director will respond to the request clearly and precisely, stating the reasons the material was withdrawn or retained. This response will also inform the requestor how to pursue the matter further.
3. Appeal:
- a. If the requestor feels that the problem has been dealt with inadequately, a final appeal to the Library Board can be made.
  - b. A public hearing will be conducted with the Board acting as the decision-making body.
  - c. The Director will notify the American Library Association Intellectual Freedom Office, and their advice will be enlisted.
4. Hearing:
- a. An open meeting will be held—the location, beginning, and ending times of the meeting will be publicized in advance of the meeting.
  - b. The meeting will be conducted by the Director or Assistant Director.
  - c. The Library Board will act as the decision-making body. A quorum must be present.
  - d. News coverage will be arranged by the Director.
  - e. Persons wishing to speak must register prior to speaking, giving their name, address, and organization represented (if any), and be calm and courteous to all present to they will be asked to leave.

- f. Each speaker will be given four minutes in which to present his/her point of view. A timekeeper will be appointed prior to the meeting.
- g. Library Board members will be given time to ask questions following each testimony.
- h. Each speaker should present a written copy of his/her testimony to the Library Board members.
- i. The Board will review the testimonies heard. They will vote at a later date after they have had time to weigh and consider the testimonies. The Board will issue its opinion within 7 to 10 working days after the hearing.
- j. The Board will make their decision public and the Library will take action in accordance with that decision.

Adopted: 11/30/2023

Effective: 11/30/2023

Tioga Community Library

# **Tioga Community Library**

## **Collection Development Policy**

### **Adopted December 2023**

The Board of Trustees of the Tioga Community Library has adopted the following collection development policy to guide library directors and to inform the public of the principles upon which collection development and management decisions are based. Collection development is the ongoing process of assessing the materials available for purchase or licensing and making decisions on their inclusion and retention. The selection of materials and development of services are focused on foundational tools including the Library's Mission, Strategic Plans, and other community resources.

### **Mission**

The mission of the Tioga Community Library is to enhance the quality of life in Tioga and our neighboring communities in a welcoming and innovative environment that provides information and ideas for lifelong learning and literacy.

### **Objectives**

The objectives of the Library are to collect, organize, and make easily available the materials housed within the Tioga Community Library. The library staff is guided by a sense of responsibility to the community in order to meet the above-stated goals. Library staff members selecting library materials and resources are expected to keep the overall objectives in mind when applying their professional knowledge and experience in making selection decisions.

### **Responsibility for Selection**

The staff of the Tioga Community Library (the selectors) is responsible for the selection of library materials and resources chosen to fulfill the above objectives. Other staff members and the public may recommend materials for consideration. Final responsibility rests with the Director who operates within the framework of this policy as approved by the Library Board of Trustees. The Director delegates to professional staff members the authority to interpret the policy in day to-day decisions regarding the development of the Library collection and the subsequent selection of library materials and resources.

## **Guidelines for Selection**

- The selection of any material or resource does not constitute an endorsement.
- Selection decisions are guided by the merits of the work, collection needs and interests of a diverse community.
- Selection decisions are not influenced by the possibility that material may be accessible to children. The Library does not restrict access to any material by age and leaves the responsibility for children's use of its materials to each child's parent or legal guardian.
- The Library acknowledges a particular interest in local, county, and state history and government. The Library will add to its collection works produced by authors, printers, or publishers with local connections that meet the purpose and objectives of this policy.
- The Library selects material of varying complexity and format because it serves a public embracing a wide range of ages, educational backgrounds, interests, sensory preferences, and reading skills. When staff review and select materials for purchase, they consider the special needs of the community.
- The Library recognizes that materials and resources may be controversial.

## **Criteria for Selection**

- The selectors must consider each type of material in terms of its own merits and the audience for whom it is intended. No single standard can apply to all acquisition decisions. Some material may be selected primarily for artistic merit, scholarship or value to humanity, while others may be chosen to satisfy the recreational and entertainment needs of the community.
- Some library materials are subject to widespread and/or heavy local demand. These high-demand items may or may not need the general and specific criteria contained in this policy. Selectors give serious consideration to the volume and nature of requests by members of the public. In addition, as the social and intellectual climate of the community changes, materials not originally recommended for purchase may become of interest. Such materials will be reevaluated as the need arises.
- To build a collection of merit and significance, selectors acquire materials according to objective guidelines of the ordering librarian using the general criteria and content criteria listed below. They evaluate acquisitions, whether purchased or donated to the library, primarily by examining reviews in one or more professional library review media and checking against the criteria listed below.

## **General Criteria**

- Suitability of physical form for library use
- Suitability of subject and style for the intended audience
- Present and potential relevance to community needs
- Appropriateness and effectiveness of the medium to the content
- Importance as a document of the times

- Relation to the existing collection and to other material on the subject
- Reputation and/or significance of the author or illustrator
- Attention of critics, reviewers and the public
- Cost Content Criteria
- Authority
- Comprehensiveness and depth of treatment
- Objectivity
- Consideration of the work as a whole
- Clarity, accuracy, and logic of presentation
- Representation of diverse points of view
- Representation of important movements, genres or trends
- Lasting value
- Popular entertainment

## **Purchase Requests**

The Tioga Community Library has a process to receive purchase requests from library patrons. Making a suggestion for purchase of a material is not a guarantee that that item will be added to the collection. Each request falls under the same standards as criteria for selection, and popularity, cost, and suitability for the collection will be considered.

## **Donations and Gifts**

Donations of materials are gratefully accepted with the understanding that the Library may add them to the collection if they meet established standards for purchased materials, with emphasis on currency, physical condition, and need. All gifts added to the collection must be available for public use. Materials donated to the Library, whether added to the collection or not, become the property of the Library, and will not be returned to the donor. There is no obligation for the Library to retain ownership of the item. Materials not added to the collection will be given to the Friends of the Library Book Sale or disposed of by other means. The Library cannot place a monetary value on gifts for tax purposes. Monetary gifts are always welcome and may be designated as memorials. When monetary gifts are intended for the purchase of materials, library staff will make the determination of what titles to buy, using the same criteria as for all other purchases. Gifts of non-library items such as paintings, portraits or art objects ordinarily will not be accepted. If accepted, the item becomes the property of the Library, and will not be returned to the donor. There is no obligation for the Library to retain ownership of the item.

## **Evaluation and Withdrawal of Materials**

An attractive, up-to-date, currently useful collection is maintained through a continual discarding and replacing process. Materials may be withdrawn from the library collection after careful consideration of these factors:

- Physical condition
- Currency of information
- Lack of use
- Superseded by a new edition or better work on the same subject
- Space needs

Although every effort will be made to replace needed materials which are withdrawn, the Library takes the position that it is better to have no information on a subject than to have materials which are inaccurate or in poor physical condition. Materials withdrawn from the collection may be disposed of by any means deemed acceptable to the Tioga Community Library. Individual items that are being withdrawn will not be saved for specific individuals.

## **Request for Reconsideration**

The Library will reconsider any material in its collection upon written request of a library patron who fulfills the following steps:

1. The patron will be given a copy of the Tioga Community Library Collection Development Policy, which includes the Request for Reconsideration of Library Material form.
2. If the patron wants to pursue the reconsideration, the completed reconsideration form must be submitted to the Library Director. The Library Director will notify the patron in writing within 1 week, confirming that their request has been received. The Library Director will appoint a staff committee to review the item being questioned and the committee will make a recommendation to the Library Director within 4 weeks of receiving the initial request.
3. The Library Director will decide whether or not the item should be retained, and the patron will be informed of the decision in writing within 1 week of receiving the staff recommendation. The committee's work and Director's decision will be shared with the requestor and at the next Library Board meeting.
4. The patron may appeal to the Library Director's decision by submitting a written request for a hearing before the Library Board at its next regularly scheduled meeting. This request must be submitted within one month of receipt of the Director's decision.

Turtle Lake Public Library

# **Reconsideration Policy**

## **Turtle Lake Public Library**

### **Intellectual Freedom**

The Turtle Lake Public Library is committed to the principles of intellectual freedom and affirms the American Library Association's (ALA) Freedom to Read statement and the Library Bill of Rights. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints it presents.

### **Reconsideration Requests**

Requests will be taken only from community members and/or current patrons:

Only one (1) request at a time will be considered per community member and / or current patron.

When a complaint about library items is made, the following steps will be followed:

1. Informal:

- a. The consideration will be listened to calmly and courteously.
- b. The Library's selection policy and commitment to intellectual freedom will be explained, to help the patron understand the value of a diverse library collection and that ownership of an item does not indicate agreement or endorsement of the ideas, values, or principles expressed therein. This will be done respectfully and in a fashion that acknowledges and restates the patron's concerns.
- c. If the patron has recommendations for other materials on the topic, they will be noted, and if appropriate, procured.
- d. If the patron is not satisfied, advise the patron of the library's policy and procedures for handling a reconsideration request, and provide the patron with a copy of the Library's Selection Policy and of the Request for Reconsideration Form.

2. Formal:

- a. If the form is filled out, make sure a prompt written reply related to the concern is sent.
- b. The item shall remain part of the collection until a decision has been made.
- c. Notify the Director and/or the Library Board of the complaint and assure them that the Library's procedures are being followed. Present full, written information giving the nature of the complaint and identifying the source.
- d. Notify the Chairperson of the North Dakota Library Association's Intellectual Freedom Committee that a reconsideration request has been filed.

- e. The Director and staff involved in collection development shall review the request for reconsideration. This includes:
    - i. Reading/viewing/listening to the challenged item in its entirety.
    - ii. Considering the objections in terms of the Library's Selection Policy, the principles of the Library Bill of Rights, and the opinions of various reviewing sources used in materials selection.
  - f. If the reviewed material does not meet the criteria set forth in the Selection Policy, the Library shall acknowledge that the material is unsuitable and it will be withdrawn from the collection.
  - g. If the material does meet the selection criteria, the item shall remain part of the collection
  - h. The Director will respond to the request clearly and precisely, stating the reasons the material was withdrawn or retained. This response will also inform the requestor how to pursue the matter further.
3. Appeal:
- a. If the requestor feels that the problem has been dealt with inadequately, a final appeal to the Library Board can be made.
  - b. A public hearing will be conducted with the Board acting as the decision-making body.
  - c. The Director will notify the American Library Association Intellectual Freedom Office, and their advice will be enlisted.
4. Hearing:
- a. An open meeting will be held—the location, beginning, and ending times of the meeting will be publicized in advance of the meeting.
  - b. The meeting will be conducted by the Director or Assistant Director.
  - c. The Library Board will act as the decision-making body. A quorum must be present.
  - d. News coverage will be arranged by the Director.
  - e. Persons wishing to speak must register prior to speaking, giving their name, address, and organization represented (if any), and be calm and courteous to all present to they will be asked to leave.
  - f. Each speaker will be given four minutes in which to present his/her point of view. A timekeeper will be appointed prior to the meeting.
  - g. Library Board members will be given time to ask questions following each testimony.
  - h. Each speaker should present a written copy of his/her testimony to the Library Board members.

- i. The Board will review the testimonies heard. They will vote at a later date after they have had time to weigh and consider the testimonies. The Board will issue its opinion within 7 to 10 working days after the hearing.
- j. The Board will make their decision public and the Library will take action in accordance with that decision.

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Turtle Lake Public Library Board President

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Date

Adopted: 12/??/2023  
Effective: 01/01/2024

# **Selection Policy**

## **Turtle Lake Public Library**

### **Purpose**

The purpose of this policy is to guide library staff in the selection of library materials, to inform the Library Board and the general public of the principles upon which selections are made, and to declare the library's commitment to the principles of free access to ideas and information.

### **Library Mission, Goal, and Objectives**

The mission of the Turtle Lake Public Library is to provide and promote open access to reading and cultural, intellectual and informational resources that will enrich and enlighten all segments of our community.

### **Intellectual Freedom**

The Turtle Lake Public Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read Statement and the Library Bill of Rights. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints it presents.

### **Target Audience**

Materials acquired by the library will support library patrons who are:

- a. Pursuing life-long learning;
- b. Using leisure time to enjoy books and other library materials;
- c. Improving skills in daily life and pursuing hobbies;
- d. Keeping abreast of new ideas;
- e. Examining various sides of issues;
- f. Becoming informed citizens of the community, the nation and the world;
- g. Improving business success and occupational performance;
- h. Discovering and developing creativity.

Over the years, the share of the budget and shelf space allotted to each of these purposes will shift according to use and demand, but each one will always be presented in our collection.

### **Responsibility for Selecting Library Materials**

The Library Director is responsible for the selection of the library materials. Recommendations by the assistants and patrons will be taken into consideration.

### **Evaluative Criteria and Selection Aids**

Selection of library material is an active process that applies both to materials purchased by the library and materials donated to it. The following criteria are used in the selection process to help ensure that all materials in the library are attaining its goals and mission as well as of use to the community served.

- The collection will attempt to provide a balance of viewpoints on all controversial issues
- The collection will attempt to include a cross-section of media formats, topics, and viewpoints representative of patron needs and interests
- The library will attempt to meet all relevant collection standards, whether issued by governmental agencies, professional associations, or regional accrediting bodies
- The collection will follow the Miller Test as established in 1973 by the Supreme Court
  - Whether "the average person, applying contemporary community standards", would find that the work, taken as a whole, appeals to the prurient interest,
  - Whether the work depicts or describes, in a patently offensive way, sexual conduct or excretory functions<sup>[4]</sup> specifically defined by applicable state law,
  - Whether the work, taken as a whole, lacks serious literary, artistic, political, or scientific value. \*Wikipedia definition
- The library will not have any material that is sexually explicit in the children's collection. ND Century Code: 12.1-27.1-03.5
- Reviews from professional publications (journals and websites), as well as patron requests are considered in the selection of library materials.

Specific criteria can be provided by audience or age level, by subject area/Dewey range, material type (large print, digital, A/V, etc.), special collections, etc. Examples of specific criteria that can be used include:

- Authority (is it from a trusted source—both author and publisher can factor in)
- Self-published/POD
- Comprehensiveness and depth of treatment
- Clarity, accuracy, and logic of presentation
- Currency of the publication
- Artistic presentation and/or literary merit
- Popular interest
- Relevance to the community
- Structural integrity
- Materials by local/ND authors
- Materials about the city/county/state
- Redundancy with materials available through Online Library
- Price

Selection Aids:

- Patron Demand
- Subject bibliographies
- Standard lists
- Library catalogs
- Reviews from:
  - Subject specialist recommendations
  - Library journals
  - Book selection journals
  - Newspapers (local and national)

### **Special Collections**

1. Local History: The library acknowledges a particular interest in the local history of the area and in the works of local authors and artists. Everything reasonably obtainable will be acquired and preserved.
2. Legal and Medical: The library purchases general legal and medical materials intended for the citizen or general reader.
3. Religion: The library will attempt to acquire major works representing all doctrinal beliefs without prejudice.
4. Textbooks: Textbooks will be acquired for the collection when they are the only source of information on a subject deemed of interest to library users. The library will not attempt to acquire textbooks to provide basic curriculum support for the public or private schools in the area, but may acquire supplemental study materials for students.

### **Resource Sharing**

The majority of Turtle Lake Public Library's items can be requested to be on hold for you at the library through our online library catalog or via phone at (701) 448-9170. Our library catalog shows items from all Central Dakota Library Network locations which may be requested to be delivered to the Turtle Lake Public Library.

If you cannot find the item you are looking for in our library catalog, the library provides Interlibrary Loan (ILL) services for our current cardholders who have a library card in good standing.

Materials can also be ordered from locations inside and outside of North Dakota through the North Dakota State Library (ODIN).

Adopted: November 26, 2019  
Effective: November 26, 2019  
Revised: December ??, 2023

Underwood Public Library

# **Proposed Collection Development Policy Update**

## OPERATIONAL POLICY

### STATEMENT OF POLICY OF THE BOARD OF TRUSTEES

Underwood Public Library

Underwood, North Dakota

#### I. GENERAL OBJECTIVES

The chief objective of the Underwood Public Library is to provide the city of Underwood with effective public library service and to lead the citizens in anticipating their future needs for library service. The Library can determine a purposeful future by preserving a vigorous approach and choosing with discernment its policies and leadership.

- A. To assemble, preserve, and administer, an organized collection of books and related materials.
- B. To serve the community as a general center of reliable information.
- C. To support educational, civic, and cultural activities of groups and organizations.
- D. To provide opportunity and encouragement for children, young people, men and women to continue and broaden their education.
- E. To identify and provide services to meet the communities' needs.
- F. To cooperate with other organizations, agencies, and institutions which can provide programs or services to meet the needs of the community.
- G. To provide a technology plan which meets the communities needs.

Maximum realization of these objectives can be best obtained through adherence to the following specifics:

- A. Providing service to the public, shown through attention to the needs of individuals and positive attitude.
- B. Selecting books and other appropriate materials, according to ALA standards and patron interests.
- C. Providing for a high degree of accuracy in records and information.
- D. Presenting a strong public relations program.
- E. Observing professional ethics in relations between board and administration, staff and administration, staff members among themselves.
- F. Continuing reappraisal of the effectiveness of services, collection, and physical facilities; exploration of new materials and improvements for better service.

## II. LIBRARY COLLECTION AND SERVICES

### A. Collection and Procurement

1. The Director shall be responsible for the selection and purchase of materials which best meet the interests and needs of the communities.
2. Each acquisition shall be coded to identify purchase and ownership by the Underwood Public Library.

## B. Gifts, Requests, Memorials

1. The Library accepts gifts of suitable materials with the understanding that they will be added to the Library collections only when needed and disposed of at the discretion of the Director.
2. Unrestricted gifts of money, lands, or property will be gratefully accepted by the Board. Restricted gifts or bequests will be reviewed by the Board before acceptance or rejection.

## C. Materials Selection

1. Staff members are encouraged to suggest material selections according to policy.
2. Objectives of Selection

The primary objective of the Underwood Public Library is to provide opportunity and encouragement for people of all ages by providing a wide range of materials with diversity of appeal and viewpoints.

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:

- a. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- b. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- c. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

- d. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and access to ideas.
- e. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- f. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

3. Criteria for Selection of Materials

- a. Needs of the communities.
- b. Suitability and importance to the whole collection and region.
- c. Accuracy and reputation of the author/artist/composer/producer, etc.
- d. Format.
- e. Price and/or availability of funds.
- f. Readability and popular appeal.

4. Procedures for Selection

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

In specific areas the Director follows these procedures:

- a. Gift materials are judged by basic selection standards, and are accepted or rejected by these standards.
- b. Worn or missing standard items are replaced periodically if relevant.
- c. Out-of-date or no longer useful materials are withdrawn from the collection.

5. 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.

6. **Formats**

The Underwood Public Library will seek to add items in the following formats to its collection:

- a. Adult Non-fiction
- b. Adult Fiction
- c. Adult Large Print Books
- d. Local Newspapers
- e. DVD and Blue Ray
- f. Audio Books
- g. Children's Fiction
- h. Children's Non-fiction
- i. Children's Read-along books
- k. YA Fiction
- l. YA Non-fiction
- m. YA Graphic Novels

- n. Video Games

**7. Special Collections**

The Underwood Public Library will house items pertinent to local history including:

- a. Garrison Dam Documents
- b. High School Yearbooks
- c. McLean County History books
- d. Plat books for the county
- e. Underwood History Books
- f. Underwood Family History Books

**8. Resource Sharing**

Associations with the North Dakota State Library, McLean-Mercer Regional Library Cooperative and Central Dakota Library Network Consortium will be maintained. These relationships will:

- a. Increase availability of items accessible through interlibrary loan
- b. Decrease the need to carry multiple copies of popular titles
- c. Provide access to E-books, E-audiobooks and E-magazines
- d. Provide access to online databases

# Reconsideration Policy

## Underwood Public Library

### Intellectual Freedom

The Underwood Public Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement [Appendix] and the Library Bill of Rights [Appendix]. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints it presents.

### Reconsideration Requests

When a complaint about library items is made, the following steps will be followed:

1. Informal:
  - a. The consideration will be listened to calmly and courteously.
  - b. The Library's selection policy and commitment to intellectual freedom will be explained, to help the patron understand the value of a diverse library collection and that ownership of an item does not indicate agreement or endorsement of the ideas, values, or principles expressed therein. This will be done respectfully and in a fashion that acknowledges and restates the patron's concerns.
  - c. If the patron has recommendations for other materials on the topic, they will be noted, and if appropriate, procured.
  - d. If the patron is not satisfied, advise the patron of the library's policy and procedures for handling a reconsideration request, and provide the patron with a copy of the Library's Selection Policy and of the Request for Reconsideration Form.
2. Formal:
  - a. If the form is filled out, make sure a prompt written reply related to the concern is sent.
  - b. The item shall remain part of the collection until a decision has been made.
  - c. Notify the Director and/or the Library Board of the complaint and assure them that the Library's procedures are being followed. Present full, written information giving the nature of the complaint and identifying the source.
  - d. Notify the Chairperson of the North Dakota Library Association's Intellectual Freedom Committee that a reconsideration request has been filed.
  - e. The Director and staff involved in collection development shall review the request for reconsideration. This includes:
    - i. Reading/viewing/listening to the challenged item in its entirety.

- ii. Considering the objections in terms of the Library's Selection Policy, the principles of the Library Bill of Rights, and the opinions of various reviewing sources used in materials selection.
  - f. If the reviewed material does not meet the criteria set forth in the Selection Policy, the Library shall acknowledge that the material is unsuitable and it will be withdrawn from the collection.
  - g. If the material does meet the selection criteria, the item shall remain part of the collection
  - h. The Director will respond to the request clearly and precisely, stating the reasons the material was withdrawn or retained. This response will also inform the requestor how to pursue the matter further.
- 3. Appeal:
  - a. If the requestor feels that the problem has been dealt with inadequately, a final appeal to the Library Board can be made.
  - b. A public hearing will be conducted with the Board acting as the decision-making body.
  - c. The Director will notify the American Library Association Intellectual Freedom Office, and their advice will be enlisted.
- 4. Hearing:
  - a. An open meeting will be held—the location, beginning, and ending times of the meeting will be publicized in advance of the meeting.
  - b. The meeting will be conducted by the Director or Assistant Director.
  - c. The Library Board will act as the decision-making body. A quorum must be present.
  - d. News coverage will be arranged by the Director.
  - e. Persons wishing to speak must register prior to speaking, giving their name, address, and organization represented (if any).
  - f. Each speaker will be given four minutes in which to present his/her point of view. A timekeeper will be appointed prior to the meeting.
  - g. Library Board members will be given time to ask questions following each testimony.
  - h. Each speaker should present a written copy of his/her testimony to the Library Board members.
  - i. The Board will review the testimonies heard. They will vote at a later date after they have had time to weigh and consider the testimonies. The Board will issue its opinion within [Number of Working Days] working days after the hearing.
  - j. The Board will make their decision public and the Library will take action in accordance with that decision.

Valley City Barnes County Public Library

# COLLECTION DEVELOPMENT POLICY

Valley City Barnes County Public Library

Adopted and approved by the Library Board September 11, 2013

Reviewed and amended September 12, 2017

Reviewed September 17, 2020, Reviewed and amended March 16, 2023

Reviewed and amended November 30, 2023

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## Valley City Barnes County Public Library

### LIBRARY MISSION

Our commitment is to preserve the past, embrace the present, and build the future.

### COLLECTION DEVELOPMENT PURPOSE

This policy of the Library Board of Directors serves to:

1. Guide staff in designing budgets and in making decisions about selection, management and maintenance of library materials and resources.
2. Inform the public of the principles that govern collection development.
3. Declare the library's commitment to the principles of free access to ideas and information, and to provide collections that reflect a variety of viewpoints.

### RESPONSIBILITY FOR MATERIALS AND RESOURCE SELECTION

Each year the Library Board approves a budget which includes specific categories of expenditure for library materials and resources. Responsibility for materials selection is assigned to the Library Director who, in turn, delegates specific selection responsibilities for collection areas to members of the professional staff. Suggestions from library users are always welcome and given serious consideration.

## PRINCIPLES OF SELECTION

The library makes available, as the budget allows, a wide range of ideas and viewpoints in a variety of formats and in support of an informed citizenry. It supports the individual choice and judgment of library users in seeking information and upholds the freedom of users to read, view and listen. It is understood that a major purpose of the library is to provide current, attractive and useful materials for every age group, and to provide popular, high-demand items in a timely manner and in compliance with the American Library Association's Library Bill of Rights, The Freedom to Read Statement and Freedom to View Statement. (See Appendices 3, 4, 5.)

Over time actual demand for and use of materials will result in expanding collection areas of high demand and adding new formats as they become available. Quality is pursued by applying professional discretion and standards established by the library profession and through the use of appropriate selection aids, including book reviews in Library Journal, Publisher's Weekly, School Library Journal, Booklist, The New York Times Book Review, and other appropriate tools. Best seller lists from Publisher's Weekly and The New York Times Book Review are routinely used. Children and teen librarians may use The Horn Book, VOYA, and other appropriate tools, in addition to the above. Recommended purchase lists from the various library journals and sources are consulted. Decisions to select or retain an item are intended to be based on the merits of each work or information source as it relates to the goals and coverage of the collection. The value of each item is considered in its entirety, not on specific passages or sections of the item itself. Materials are not excluded because of their creators' origin, background or views, or because they represent an aspect of life, frankness or expression or controversial subject matter. Inclusion of an item does not constitute endorsement of its content. Selection of materials for adults is not constrained by possible exposure to youth. Responsibility for children's and teen's use of library collections rests with their parents, guardians or caregivers as to the suitability of materials on controversial or sensitive topics. Special emphasis will be placed on Valley City and Barnes County history, North Dakota history, and other pertinent topics.

Practical necessity limits the scope of the library's collections. Many citizens will have needs which require access beyond local and area resources. For this reason, the library will actively participate in state, regional and national library consortia. Consideration is given to the adequate availability of materials for the visually handicapped.

## CRITERIA FOR SELECTION

### 1. General criteria include:

- \* Widely recognized popularity and/or attention of reviewers.
- \* Suitability of subject and style for intended audiences.
- \* Insight into human and social conditions.
- \* Present and potential relevance to community needs and interests.
- \* Contemporary significance or permanent value.
- \* Relation to existing collection.
- \* Scarcity of information in subject area.
- \* Availability of material elsewhere in the community. (Holdings of other libraries within the area are considered in developing the collection and reducing unnecessary duplication. Lack of local availability may be rationale for purchase.)
- \* Price and format.

### 2. Specific criteria for works of information and opinion include:

- \* Authority.
- \* Comprehensiveness and depth of treatment.
- \* Clarity, accuracy and logic of presentation.
- \* Currency

Specific criteria for works of imagination include:

- \* Representation of significant social or literary trends.
- \* Vitality and originality.
- \* Artistic presentation and experimentation.
- \* Authenticity of historical, regional or social setting.

### 3. Specific criteria for Children (through Grade 6) include:

- \* Appropriate content for the age group.
- \* Appropriate vocabulary for the general age group.

\* Determined value for stimulating reading interest.

4. Specific criteria for Teens (through Grade 12) include:

- Widens the scope of adolescent thinking.
- Fulfills emotional and recreational needs.
- Determines value for growth and life enrichment.
- May duplicate children's or adult collections, since teens often use a wider range of library materials than any other age group.

5. Purchased electronic resources selection includes some additional criteria:

- \* Comparison of cost with other formats.
- \* Enhancement of print equivalent (if any) and continued access to retrospective information when desirable.
- \* Ease of use and availability of remote access to multiple users.
- \* Networking capabilities, hardware and software requirements, including maintenance.
- \* Vendor support and contractual arrangements.

6. Free worldwide web connections are offered to provide opportunities to expand the scope of information available to users. Featured sites are selected based on the quality, relevance, and accuracy of information provided. (Note: a separate Policy on Open Access to Internet Resources establishes guidelines for general Internet access by minors.)

7. Gifts and donations are handled as follows:

All such items must meet the same criteria as detailed above. Attached conditions of the donor as to use, location or disposition will not be permitted. All gifts, when accepted, become property of the Library and receipt will be acknowledged; however, no statement of financial value for tax or other purposes will be made. Staff is empowered to give a general receipt for donations; a more detailed receipt letter acknowledging the character of the item(s) donated will be provided upon request. Unneeded donations will not be retained and will be disposed of in a manner similar to withdrawn items (see below).

## WITHDRAWAL AND REPLACEMENT

On a regular basis and to keep collections up-to-date, the library withdraws outdated materials, duplicates, worn or mutilated copies, items no longer in demand or relevant, and selected periodicals (magazines), newspapers and serials for which there is lack of storage space. Replacement decisions are based on specific selection criteria; lost, damaged, or worn items are not necessarily replaced. Rebinding is considered only when a title is out of print, contains valuable materials not readily accessible elsewhere, and when no alternative titles and/or editions are available. The Library does not remove materials from its collections for the purpose of selling them to individuals. Withdrawn items are disposed of in the following manner: (1) to other area libraries when useful and desired; (2) to the Friends of the Library book sale, with proceeds coming back to the Library for various projects; or (3) as a last resort, to the recycle bin when items are worn, mutilated or out-of-date.

## VENDORS

Materials are purchased through a variety of local, regional and national vendors. Criteria for selection taken into consideration include: discount, speed of delivery, reliability, and availability of vendor-supplied preparation services.

## PROCEDURE FOR COMPLAINTS ABOUT MATERIAL

The Library Board of Directors recognizes the importance of providing a process whereby opinions and/or complaints from the public regarding materials selection can be voiced. Therefore, this procedure has been established to apply to all opinions/complaints including:

- (1) those about materials represented in the collection and,
- (2) those about materials not represented in the collection.

Complaints are to be submitted in writing. Forms requesting removal of material (Request for Reconsideration of Material) are available at the Circulation Desk, the Reference Desk and on the website. Upon completion, the form may be mailed or delivered to the Library Director.

Upon receipt, the Director will:

- \* Examine the material or assign it to a professional staff member to examine it, the issues raised, and the circumstances involved.
- \* Make a decision to remove or retain the material in question.
- \* Respond promptly in writing to the complainant, normally within two weeks.
- \* Provide the complainant with a copy of this policy and inform the complainant of the right to carry the complaint forward to a Library Board of Directors hearing if so desired.

Should the complainant feel that the decision of the Director is not supported by the policy, the complainant may request a Library Board of Directors hearing by notifying the Director who will make the necessary arrangements for the Board to meet within a reasonable time. Following this hearing, the decision of the Board will be final.

Above all, the Library Board of Directors aims for fairness so as to protect the rights of all persons who are involved.

Walhalla Public Library

# Walhalla Public Library

## **Collection Development Policy**

### **Introduction**

Collection development at Walhalla Public Library is founded on the principles of intellectual freedom, diversity and equal access for all. The library provides a collection that strives to balance viewpoints across a broad spectrum of opinions and subjects in formats suitable to a variety of learning and recreational interests and skills. Using selection practices that are flexible and responsive to the changing needs of the community, the library builds and maintains collection for the general public while recognizing the needs of special population groups.

This policy is a statement of principles set forth by the Walhalla Public Library Board. It serves as a guide for the library staff in developing the collection of print, audio, technological and other materials intended to meet the community's information, entertainment, and interpersonal wants and needs. The policy provides a basis for collection development, weeding, and public objection to materials. Budget limitations necessitate the selection of materials relevant to these needs.

### **Responsibility for Selection**

Ultimate responsibility for the direction, purpose, and scope of collection development rests with the Library Director, under the authority of the Walhalla Public Library Board. The Director may delegate library collection development responsibilities to specific library staff members who more closely manage the wide range of services related to particular areas of the collection. All aspects of collection development are directed toward fulfilling the mission of the Walhalla Public Library.

The community has a role in shaping the library collection development through suggestions and feedback. Suggestions from members of the community concerning materials selection are welcome and each suggestion will be considered within the framework of this policy. Appropriate forms are available at the front desk.

Materials selected for the library collection are intended to meet the current and future educational, informational, recreational, and cultural needs of the residents of the library's service area. The emphasis will be on acquiring materials of wide-ranging interest to the general public within budgetary limitations. Materials unavailable at this Library but available through cooperative library networks will be borrowed upon request of the user.

## **Criteria for Selection of Physical and Digital Materials**

Materials are evaluated according to one or more of the following criteria; however, an item need not meet all of these criteria in order to be included in the Library's collection:

- Current and anticipated needs and interests of the community
- Permanence or timeliness of the work
- Authoritativeness and/or standing and reputation of the author/artist/composer/producer
- Group and individual social significance
- Format
- Price and/or availability of funds
- Importance of subject matter
- Contemporary significance: i.e. attention of critics, reviewers and the public
- Date of publication
- Relationship to existing collection
- Availability elsewhere in the community, area, or region

The Library will endeavor to provide a wide range of subjects, authors, and points of view. The inclusion of an item in the library collection in no way represents an endorsement of its contents. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered.

The Library recognizes that many materials are controversial and that any given item may offend some. It is the responsibility of each individual library user to determine which materials are most appropriate for their needs and consistent with their personal or family values. Although library users are free to reject for themselves materials of which they do not approve, they may not restrict the freedom of others to read what they choose.

The Library encourages individual and parental oversight in the choice of materials, databases or internet usage. Adult responsibility for children's reading rests with parents or legal guardians. Materials selection for the adult collection is intended for mature readers, and will not be restricted by the possibility that children or young adults may obtain materials which their parents or legal guardian consider inappropriate.

### **Materials Withdrawal**

Materials withdrawal is an important aspect of collection development. Materials may be withdrawn if they are physically worn out or damaged, infrequently used, or no longer current.

### **Reconsideration of Library Materials**

Any Walhalla Public Library cardholder residing in Pembina County may request that an item in the library's collection be reviewed to ensure it complies with the Library's Collection Development Policy. The library patron must complete the WPL Request for Reconsideration form and read the library's Collection Development Policy, available at the library service desk and on the library website. Upon completion, the form should be sent to the Library Director.

Please note that the library patron seeking review must read, view, or listen to the entirety of the work before requesting reconsideration of library material and should also read the library's Collection Development Policy.

The completed Request for Reconsideration will be reviewed by the Library Director to determine whether retention of the item would be in violation of the Collection Development Policy in its entirety. The Director will notify the patron in writing of the decision within 30 days of receipt of the request.

Should the library patron believe that the Director's decision is not supported by the Library's Collection Development Policy, the library patron may appeal the decision in writing to the Library Board within 30 days of receipt of the Director's decision. Such an appeal shall not exceed two pages and should include copies of the original Request for Reconsideration Form and the Director's written response. The Library Board will reconsider the decision based on whether or not the particular item conforms to the Board-approved Collection Development Policy. The Library Board shall then make the final determination of the matter, notifying the library patron in writing within 30 days of receipt of the appeal. This decision will be final.

The completed decision on reconsideration of a specific title shall remain in effect for three years and that title will not be reconsidered again during that time.

No works in question will be added to or removed from the collection or from the library shelves and no changes in service or policy will be made while the above process is underway.

## **Gifts and Donations**

Unconditional gifts, donations, and contributions to the library are encouraged and may be accepted by the Library Director on behalf of the Walhalla Public Library Board. Those items donated may be added to the collection or donated to the Friends of the Library. No old, damaged, or musty materials will be accepted.

## **Guiding Documents**

American Library Association's Bill of Rights  
American Library Association's Freedom to Read  
American Library Association's Freedom to View

Approved by the WPL Board 11/30/23

Ward County Public Library

## **VI. MATERIALS SELECTION/COLLECTION DEVELOPMENT POLICY**

### **A. Introduction**

Collection development at the Ward County Public Library is founded on the principles of intellectual freedom, diversity and equal access for all. The library provides a collection that strives to balance viewpoints across a broad spectrum of opinions and subjects in formats suitable to a variety of learning and recreational interests and skills. Using selection practices that are flexible and responsive to the needs of the community, the library builds and maintains collection for the general public while recognizing the needs of special population groups.

### **B. Purpose**

This policy is a statement of principles set forth by the Ward County Public Library Board. It serves as a guide for the library staff in developing the collection of print, audio, technological and other materials intended to meet the community's information, entertainment, and interpersonal wants and needs. The policy provides a basis for collection development, weeding, and public objection to materials. Budget limitations necessitate the selection of materials relevant to these needs.

### **C. Responsibility for Selection**

Ultimate responsibility for the direction, purpose, and scope of collection development rests with the Library Director, under the authority of the Ward County Public Library Board. The Director may delegate library collection development responsibilities to specific library staff members who more closely manage the wide range of services related to particular areas of the collection. All aspects of collection development are directed toward fulfilling the mission of the Ward County Public Library. The community has a role in shaping the library collection by participating in the collection development process through suggestions and feedback. Suggestions from members of the community concerning materials selection are welcome and each suggestion will be considered within the framework of this policy. Appropriate forms are available at the Circulation desks. Materials selected for the library collection are intended to meet the current and future educational, informational, recreational, and cultural needs of the residents of the library's service area. The emphasis will be on acquiring materials of wide-ranging interest to the general public within budgetary limitations.

### **D. General Principles of Selection**

Materials are evaluated according to one or more of the following criteria; however an item need not meet all of these criteria in order to be included in the Library's collection:

- Current and anticipated needs and interests of the community.
- Permanence or timeliness of the work
- Authoritativeness and/or standing and reputation of the author/artist/composer/producer, etc

- Group and individual social significance
- Format
- Price and/or availability of funds
- Importance of subject matter
- Contemporary significance: i.e. attention of critics, reviewers and the public
- Date of publication
- Relationship to existing collection
- Availability elsewhere in the community, area, or region

The Library will endeavor to balance special group interests with general demand and to present both sides of controversial subjects. The Library Board recognizes the duty of the Library to furnish materials outside the “mainstream of popular output” and to provide in its collection a substantial representation of the critical, provocative and experimental ideas as well as more traditional materials. The inclusion of an item in the library collection in no way represents an endorsement of its contents. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered. Items are placed within the collection using a variety of professional and non-professional resources.

The Library recognizes that many materials are controversial and that any given item may offend some. It is the responsibility of each individual library user to determine which materials are most appropriate for their needs and consistent with their personal or family values. Although library users are free to reject for themselves materials of which they do not approve, they may not restrict the freedom of others to read what they choose.

The Library encourages individual and parental oversight in the choice of materials, databases or internet usage. Adult responsibility for children’s reading rests with parents or legal guardians. Materials selection for the adult collection is intended for mature readers, and will not be restricted by the possibility that children or young adults may obtain materials which their parents or legal guardian consider inappropriate. The Library adopts the policy statement of the American Library Association, the Library Bill of Rights and Freedom to Read statement.

Consideration is given to adequate availability of materials for those who cannot read regular print or who have other disabilities.

The purchase of expensive books, trade directories and financial services is determined by the cost of the materials, their availability in other local libraries and their relative importance in the collection. Internet databases, DVD and electronic reference materials will be added when the information provided is judged to be an important reference resource and when the Library can provide access to these formats in a cost effective manner.

Materials unavailable at this Library but available through cooperative library networks will be borrowed upon request of the user. (Fees may apply)

## **E. Specific Criteria for Specific Materials**

1. Law: The Library recognizes the difficulty of the layman in understanding legal publications and will purchase for circulation only those books written for the layman; for example, books on jury duty, taxation, court procedure, history of law, etc
2. Genealogy and Heraldry: Genealogies of individual families, except in the case of historically famous ones, are not purchased. The library will purchase genealogy materials of a general nature (Ex. Indexes with broad coverage, journals of a general nature). Genealogy materials related to the Ward County area and to some extent North Dakota will be acquired. The library will accept gifts of genealogical related materials based on the usefulness of the material to the collection and the potential for its use by area citizens. The library will not maintain original archival records because of the nature of public library service.
3. Student Use: General student use of the Library is welcomed. Since the Public Library's function is to serve a wide variety of interests and a diversified clientele, and since the obligation of providing duplicate copies for students is primarily that of school and college libraries, the Public Library functions only as a supplementary source for student reading or reference purposes. It does not provide multiple copies of individual books for student assignments, nor can it duplicate subject materials extensively as a result of class assignment demands.
4. Informal Study: In serving as a supplementary source for student use, the Library selects, other things being equal, those texts or other books, which will also be useful for the general reader.
5. Textbooks: As a general rule, textbooks used in the local schools and colleges are not purchased. Textbooks are added to provide information on subjects where there is little or no material available in any other form, and it is considered useful to the general reader.
6. Materials for people who cannot read regular print: For individuals who cannot read regular print, the Library maintains a collection of large print books, audiobooks and downloadable e-audiobooks which contains materials of general interest. The Library assists people who are unable to read print materials to obtain talking books and other services from the ND State Library.
7. Rare Books: The Library does not seek rare or valuable materials but does accept some as gifts and is particularly receptive to rare items of local interest. The Library refers other rare and valuable items to appropriate libraries and organizations. The relatively few items of rarity in the collection are either gifts or have acquired their extra value through time and circumstance. They are maintained because their contents are useful, not for rarity's own sake.
8. Reference: In reference books, subject value is stressed. Practical books, as well as scientific, are included in the collection. The interests and needs of the community, anticipated when possible, are the basis for much of the selection. The purchase of expensive books, trade directories and financial services is determined by the cost of the materials, their availability in other local libraries and their relative importance in the collection. New formats for reference materials will be added when the information provided is judged to be an important reference resource and when the Library can provide access to these formats in a cost effective manner.

9. **Medicine:** Books and electronic resources on health, hygiene and common diseases written for the layman are purchased for the circulating collection. In the reference area are placed such books as medical dictionaries, encyclopedias and directories. No attempt is made to develop a collection of technical or professional medical literature especially since the Angus L. Cameron Medical Library Collection is well developed in this area.
10. **Local History:** Whenever possible the Library obtains and retains a copy of all printed materials which contribute to the knowledge of Ward County and the surrounding area, past and present. We have a special interest in acquiring publications by local, state and regional authors.
11. **Magazines & Newspapers:** Basic popular and general informational magazines are selected to supplement the book collection, to keep the library collection up to date on current issues, to provide materials not yet in book form, to supplement the Reference and non-fiction collection, to fill in those areas where book resources are weak or non-existent, and to satisfy general reading interests. The official County newspapers as well as a few local weekly newspapers are purchased for in library use. Magazine and newspaper subscriptions are reviewed annually.
12. **Recordings:** The purpose of the recordings collection is to provide significant material in recorded form for the use of individuals and groups in the community. CD's are selected to cover a wide variety of music including popular music. Audiobooks follow the same guidelines as for print with consideration for publishers and narrators.
13. **DVDs:** The purpose of this collection is to provide the community with a selection of DVDs for home use only. The library collection will consist of award winning classic films, family type movies, do-it-yourself and self-improvement topics. The selection process will be based on current library selection policy. The Library purchases for home use only.
14. **Electronic resource criteria:** The library maintains an online collection of eBooks and eAudiobooks. The library also subscribes to a variety of online databases. Digital resources follow the same guidelines as print.
15. **Formats:** New formats shall be considered for the collection when, by industry report, national survey results and evidence from local requests, a significant portion of the community population has the necessary technology to make use of the format. Availability of items in the format, the cost per item, and the Library's ability to acquire and handle the items will also be factors in determining when a new format will be collected. Similar considerations will influence the decision to delete a format from the Library's collections.

## **F. Reconsideration of Library Materials**

Library users occasionally object to titles that have been selected for the collection. The Ward County Public Library Board recognizes the importance of providing a method whereby opinions from the public regarding library materials can be voiced. The following procedure has been established and will apply to all complaints:

- a) All requests for consideration must be in writing. Request for Reconsideration forms are available at the Circulation desks. Upon completion, the form may be mailed or delivered to the Library Director.
- b) The Request will be reviewed by the Library Director, who will respond in writing within four weeks of receipt of the request.
  - a. The Director shall provide the complainant with a copy of this policy and inform the individual of the availability of a Ward County Public Library Board hearing.
- c) Should the complainant feel that the decision of the Director is not supported by the Library's Collection Development policy; the complainant may request a Library Board hearing by notifying the Director who will make the necessary arrangements. Following the hearing, the decision of the Ward County Public Library Board will be final.

No works in question will be added to or removed from the collection or from the shelves and no changes in service or policy will be made while the above process is underway. Above all, the Library Board has as its concern the fairness of such a hearing so as to protect the rights of all persons who are involved.

## **G. Materials Withdrawal (Weeding)**

Materials withdrawal (weeding) is an important aspect of collection development. When library items lose the value for which they were originally selected, they should be withdrawn so that the collection remains vital and useful. The withdrawal may be based on the following guidelines:

- Physically worn out or damaged volumes will be removed from the library collection.
- Worn or missing standard items will be replaced periodically if relevant.
- Materials infrequently used or not of lasting value will be withdrawn on an ongoing basis.
- Obsolete materials including outdated books, superseded editions, superfluous materials, duplicates and worn-out items, will be removed from the collection and disposed of by sale or recycling.

## **H. Gifts and Donations**

Unconditional gifts, donations, and contributions to the library are encouraged and may be accepted by the Library Director on behalf of the Ward County Public Library Board. Inclusion in the collection will be based on the following criteria:

- All such items must meet the same criteria as purchased items.
- Conditions of the donor as to use, location or disposition of the donation will not be permitted.
- Unrestricted gifts of money, lands, or property will be gratefully accepted by the Ward County Public Library Board. Gifts of land will be subject to approval from

the Ward County Commission. Restricted gifts or bequests will be reviewed by the Library Board before acceptance or rejection.

- Funds may be designated for the purchase of materials by general subject area.
- All gifts, when accepted, become the property of the library and may not be reclaimed by the donor.
- Unneeded donations will not be retained and may be sold at the Library book sale or recycled.
- The receipt of specific items will be acknowledged when requested, but by law no statement of financial value for tax or other purpose will be made.
- All gifts should be left at or mailed to the library.
- All unsolicited material left or mailed to the library shall be considered a donation.

Washburn Public Library

## 1.16 Library Collection and Services

### Collection and Procurement

- a. The public librarian shall be responsible for the selection and purchase from the mass of available materials those items which best meet the interest and needs of the community. Selection of an item does not indicate that the Library, its Board, or its staff agrees with the ideas and viewpoints it presents. The Library typically classifies materials according to the target age group (children, teens, or adult) as established by cataloging services and other authoritative sources.
- b. Each acquisition shall be coded to identify purchase and ownership by the Washburn Public Library.

### Gifts, Bequests, Memorials

- a. The library accepts gifts of suitable materials with the understanding that they will be added to the library collections only when needed and disposed of at the discretion of the librarian. The same principles of selection applied to purchases are applied to gifts.
- b. Unrestricted gifts of money, lands or property will be gratefully accepted by the Board. Restricted gifts or bequests will be reviewed by the Board before acceptance or rejection.

### Material Selection

- a. Ultimate responsibility for book selection, as for all library activity, rests on the public librarian. The public librarian may delegate selection responsibility to members of the staff. All aspects of materials selected will aim at implementing the library's general objectives of providing the community of Washburn with effective public library service.
- b. The primary objective of the Washburn Public Library is to provide opportunity and encouragement for people of all ages to educate themselves continuously. It is the duty of the library to provide a wide range of materials with diverse appeal while reflecting community standards for reading, learning and entertainment to all citizens of our community. General guidelines to achieve this objective include:
  - a. Provide materials that will enrich the community, taking into consideration the varied interest, abilities, and educational levels of the citizens served.
  - b. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
  - c. Provide a background of information which will enable citizens to make intelligent judgments in their daily life.
  - d. Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
  - e. Provide different viewpoints on controversial issues so that citizens may develop the practice of critical analysis of all media.
  - f. Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality to assure a comprehensive collection appropriate for the users of the library.
- c. The library will maintain an up-to-date array of selection tools such as reviewing services, review publications and catalogs of recommended purchases.
- d. 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:
    - a. Permanence or timeliness
    - b. Accuracy
    - c. Authoritativeness and/or standing and reputation of the author/artist/composer/producer
    - d. Clearness and usability of presentation

- e. Group and individual social significance
- f. Suitability and importance to the whole collection
- g. Format
- h. Price and/or availability of funds
- i. Overall purpose
- j. Importance of subject matter
- k. Readability and popular appeal
- l. North Dakota Century Code 12.1-27.1 prohibits a public library from maintaining in its children's collection inventory books that contain explicit sexual material. When purchasing for the children's collection, the library will use the following to ensure appropriateness of material:

"Explicit sexual material" shall be defined as set forth in N.D.C.C. 12.1-27.1-01 and any amendments thereto. It means any material which:

- 1. Taken as a whole, appeals to the prurient interest of minors;
- 2. Is patently offensive to prevailing standards in the adult community in North Dakota as a whole with respect to what is suitable material for minors; and
- 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

#### e. Procedures for Selection

In selecting materials for purchase, the public librarian evaluates the existing collection and consults reputable, unbiased, professional prepared selection aids. In specific areas the public librarian follows these procedures:

- a. Gift materials are judged by basic selection standards, and are accepted or rejected by these standards.
- b. Multiple items of outstanding and much in demand media are purchased as needed.
- c. Worn or missing standard items are replaced periodically if relevant.
- d. Out-of-date or no longer useful materials are withdrawn from the collection.
- e. Sets of materials and materials acquired by subscription are examined and are purchased only to fill a definite need.
- f. Duplication of materials in special (medical, etc.) school and academic libraries will be avoided whenever possible.

#### f. Weeding Policy

Periodically, books will be weeded from the collection. Criteria that will be followed include outdated, duplicated, shabby or unused materials.

g. 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.

a. The library will not maintain a closed shelf collection of materials but will encourage individual and parental discretion in the choice of materials. The library staff and trustees are charged with the responsibility of providing free and equal access to library materials and services to all eligible people. It is the policy of the Washburn Public Library that parents and guardians who wish their children not to have access to certain materials should accompany or otherwise advise their children. The library staff and trustees cannot and do not act in loco parentis.

b. In addition, the Board recognizes the duty of the library to furnish materials outside of the "mainstream of popular output" and to provide in its collection substantial representation of the critical, provocative, and experimental products as well as the classics.

h. All phases of 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.

Procedure for handling complaints regarding materials present in the collection

The procedure below shall apply to all complaints about materials represented in the collection. This procedure is recommended by the Board of Trustees so that the complainant can be assured that their complaint receives fair hearing.

In the MATERIAL SELECTION POLICY OF THE WASHBURN PUBLIC LIBRARY, it states that “ultimate responsibility for book selection, as for all library activity, rests on the public librarian.” All complaints will be directed to his/her attention. The Board of Trustees in their adoption of the Material Selection Policy support the librarian in his/her exercise of the selection responsibility. Upon request, the Library Director or Board may remove, relocate, or balance materials in the Library collection if those materials fail to meet the criteria outlined in the Collection Development Policy.

a. Any WPL patron (“Cardholder”) or resident of WPL’s legal service area may challenge library materials.

b. Should a patron question the place of any material in our collection, staff and trustees of the library are asked to comply with the following procedure:

a. Inform the patron to obtain a copy of the Request for Reconsideration of Material form at the library and ask that it be completed and signed. Inform the patron that they will receive a response from the librarian within one month.

b. Upon receipt of the Request for Reconsideration of Material, the librarian will examine the complaint, read or view all materials referred including the full text of the material in question, available reviews and notices of awards, review the library mission statement, material selection and reconsideration policies, and submit to the patron no later than one month after receipt a response based on the reasons for the selection of the material, the policies of the library, etc. Passages or parts of the work in question should not be pulled out of context. The values and faults should be weighed against each other, and the opinions based on the materials as a whole. The reported recommendation is to be an objective evaluation of the material within the scope of the library’s selection policy, not an opinion about the work itself.

c. The librarian will provide complainant with a copy of the Library’s Material Selection Policy and inform patron of their right to an additional hearing on the complaint should they feel that the response of the librarian is not supported by the policy statement.

c. Should the patron feel that the librarian’s response is not supported by the Material Selection Policy, they may appeal the decision in writing to the Library Director within one week of the Library Director’s decision. The Library Director shall transmit the appeal to the board who shall hold a public hearing and determine its validity at its next regularly scheduled meeting. No appeal is valid if: (a) the Request does not specify the name, address, and phone number of the Complainant; (b) Complainant is not a cardholder or resident of WPL’s legal service area; (c) Complainant is challenging a material which was subject to a prior decision of the Library Board within the last two years; (d) a Complainant has appealed and the board has declined the appeal on 5 or more Requests within a two-year period; (e) Complainant fails to attend a meeting with the library director; or (f) the appeal is made after the time for appeal has passed.

a. Upon a valid appeal the librarian is asked to advise the Board of the entire situation. The Board shall conduct a hearing to review and evaluate the material at a regular Board meeting. The Complainant shall be notified of the date and time of the hearing at least one week prior to the meeting at the address or e-mail address provided in the Request form. The item shall be listed in the agenda which is posted online.

b. The Board President or the President’s designee shall conduct the hearing and may

extend any allotted timeframes for addressing the Board. The Complainant will present their case first and will have five minutes to present to the Board. Concerned members of the public may be allowed to speak for up to two minutes each. The Library Director or the Director's designee may present a response. Either party may present as evidence critical reviews or other documents the Board deems relevant for its review. Upon conclusion of the Library Director's response, the Board President may allow the Complainant two minutes to reply. This shall conclude the Public Hearing.

c. Upon conclusion of the Public Hearing, the Board shall deliberate and first determine if the material fails to meet the Library's Collection Development Policy. A supermajority vote (three of five) by the members of the Board is required in order to find that the material fails to meet the Library's Collection Development Policy. If the vote fails, the appeal is denied. If the vote passes, the Board may then vote to remove the material, relocate the material, or rebalance the collection by a simple majority vote of the members present. The Library Director shall inform the Complainant of the Board's decision in writing.

d. All Requests and Appeals brought to the Board are subject to North Dakota Open Records Laws.

e. No person may challenge more than three items at a time.

f. The Board will not reconsider more than three items per board meeting, with Requests being addressed in the order in which they were received.

g. Challenged items will not be removed or relocated from the collection while being reviewed.

h. An item that has been challenged and retained by the Board may not be challenged again by any person for two years from the date of the Board's decision.

Williston Community Library



## MATERIALS SELECTION POLICY

### Purpose

The purpose of this policy is to guide staff in the selection of library materials, to inform the Library Board and the general public of the principles upon which selections are made, and to declare the library's commitment to the principles of free access to ideas and information.

### Definitions

- All Materials are those items considered for addition to the Library's collection.
- All Materials Selection refers to the decision to add material to the collection or to retain materials already in the collection. It neither refers to reader guidance nor details specific types of materials to be added.

### Goals of Materials Selection

- Materials selection aims at maintaining a collection of materials for meeting the informational, reference, research, educational and recreational needs of Williams County residents. Budget limitations necessitate the choosing of materials relevant to these needs.
- The Williston Community Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement and the Library Bill of Rights. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints presented.

### Responsibility for Selection

- Final responsibility for materials selection rests with the Library Director who functions within the framework of policy adopted by the Library Board of Trustees. The responsibility for selection may be delegated to other professional members of the staff.
- Suggestions from members of the community concerning materials selection are welcome. Each suggestion will be considered within the framework of this policy.

### General Principle

The library is a forum for information and ideas. The following basic principles will guide its materials selections:

- Books and other library resources will be provided for the interest, information, and enlightenment of all people in the community.
- Materials will not be excluded because of the origin, background, or views of those contributing to their creation.
- Materials will not be proscribed or removed because of partisan or doctrinal disapproval. Within reason, materials and information provided will present the various general points of view of current and historical issues.
- Adult responsibility for children's reading rests with parents or legal guardians. Materials selection for the adult collection is intended for mature readers and will not be restricted by the possibility that children may obtain materials which their parents or legal guardians consider inappropriate. Separate collections are available for children and young people.
- Materials unavailable at this library but available through cooperative library networks will be borrowed upon the request of the user. Charges for interlibrary materials may be passed on to the patron.
- Textbooks or other curriculum-related materials are acquired only when they serve the general public.
- Consideration is given to the adequate availability of materials for the visually impaired.

## Specific Principles

The following general criteria are considered in selecting materials:

### Adult Materials

- Permanent value
- Popular interest
- Widely regarded reputation of the author
- Comprehensiveness and depth of treatment
- Clarity, accuracy, and logic of presentation
- Reputation of publisher
- Date of publication
- Relationship to existing collection
- Artistic merit
- Insight and/or perspective into human and social conditions
- Availability elsewhere in the community
- Price

### Children's and Young Adult's Materials

In addition to the criteria for adult materials, consideration is also given to the following:

- Appropriate content
- Appropriate vocabulary for the general age group
- Determined value for stimulating the informational, recreational and cultural reading interest of children and youth

### Gifts and Donations

Gifts and donations are always welcome. Acceptance is based on the following criteria:

- All such items must meet the same criteria listed under Specific Principles as purchased items
- Attached conditions of the donor as to use, location or disposition will not be permitted
- Funds may be designated for the purchase of materials by general subject area
- All gifts, when accepted, become the property of the Library and may not be reclaimed by the donor
- Unneeded donations will not be retained
- The receipt of specific items will be acknowledged
- All gifts should be left at the Library or mailed to the attention of the Library Director

### De-Selection of Materials

- Shelving space is finite and in order to fulfill our mission and meet the diverse cultural, educational, research and personal enrichment needs of our community, the materials we offer must be current, accurate, relevant and in a useful format and condition. Subsequently, materials that are no longer accurate, used or useful must be withdrawn from the collection. This does not mean that they were a waste of money, just that they have fulfilled their purpose. The CREW (Continuous Review, Evaluation, and Weeding) method is used to aid in de-selection.
- The previous criteria need not be applied to items with local historical value, which typically possess appeal, significance, and scarcity in excess of materials of no cultural relation to the region. Local history materials may be retained indefinitely.

Adopted: July 1, 1998

Amended: August 21, 2018 | October 20, 2021 | September 20, 2022



## REQUEST FOR RECONSIDERATION OF MATERIALS POLICY

The Board of Trustees recognizes the importance of providing a method whereby opinions from the public regarding materials selection can be voiced. Therefore, it has established a policy and procedure which will apply to all requests for reconsideration of materials including:

- Those about materials represented in the collection
- Those about materials not represented in the collection

To comply with this procedure please be advised of the following guidelines:

- A formal request for reconsideration of materials must be made in writing. Forms are available at the circulation desk and upon completion must be delivered in person to the Library Director. Forms must be completed in their entirety.
- One request for reconsideration of materials from a household/organization is accepted at one time.
- Material being challenged must be read/listened to/viewed in full by challenger.
- The Request for Reconsideration of Materials form and its written response becomes part of Williston Community Library's public record.

When a request for reconsideration of library materials is made, the following steps will be followed:

1. Informal:

- a. The reconsideration will be listened to calmly and courteously.
- b. The Library's Materials Selection Policy and commitment to intellectual freedom will be explained, to help the patron understand the value of a diverse library collection and that ownership of an item does not indicate agreement or endorsement of the ideas, values, or principles expressed therein. This will be done respectfully and in a fashion that acknowledges and restates the patron's concerns.
- c. If the patron has recommendations for other materials on the topic, they will be noted, and if appropriate, procured.
- d. If the patron is not satisfied, advise the patron of the library's policy and procedures for handling a reconsideration request, and provide the patron with a copy of the Library's Materials Selection Policy, Request for Reconsideration of Materials Policy, and the Request for Reconsideration of Materials Form.

2. Formal:

- a. If a request for reconsideration of materials form is received, the Library Director will provide a prompt written reply letting the challenger know they have received the request and a decision will be made within 30 business days.
- b. The material shall remain part of the collection until a decision has been made.
- c. Notify the Library Board of the request for reconsideration and assure them the library's procedures are being followed. Present to the Library Board full, written information giving the nature of the reconsideration and identifying the source.
- d. Notify the Chairperson of the North Dakota Library Association's Intellectual Freedom Committee that a reconsideration request has been filed.

- e. The Library Director and staff involved in collection development shall review the request for reconsideration. This includes:
    - i. Reading/viewing/listening to the challenged material in its entirety.
    - ii. Considering the objections in terms of the Library's Materials Selection Policy, the principles of the Library Bill of Rights, and the opinions of various reviewing sources used in materials selection.
  - f. If the reviewed material does not meet the criteria set forth in the Material's Selection Policy, the Library shall acknowledge that the material is unsuitable, and it will be withdrawn from the collection or, if applicable, moved to an appropriate section of the library.
  - g. If the material does meet the selection criteria, the material shall remain part of the collection.
  - h. The Library Director will respond to the request clearly and precisely within 30 business days, stating the reasons the material was withdrawn, moved, or retained. This response will also inform the requestor how to pursue the matter further.
3. Appeal:
- a. If the requestor feels the request for reconsideration of materials has been dealt with inadequately, a final appeal to the Library Board can be made.
  - b. A public hearing, to be determined by the Library Board and Library Director, will be conducted with the Board acting as the decision-making body within 30 business days.
  - c. The Director will notify the American Library Association Intellectual Freedom Office, and their advice will be enlisted.
4. Hearing:
- a. An open meeting will be held within 30 business days—the location and beginning time of the meeting will be publicized in advance of the meeting.
  - b. The meeting will be conducted by the Director.
  - c. The Library Board will act as the decision-making body. A quorum must be present.
  - d. Persons wishing to speak must register prior to speaking, giving their name, address, and organization represented (if any).
  - e. Each speaker will be given four minutes in which to present their point of view. A timekeeper will be appointed prior to the meeting.
  - f. Library Board members will be given time to ask questions following each testimony.
  - g. Each speaker should present a written copy of their testimony to the Library Board members.
  - h. The Board will review the testimonies heard. They will vote at a later date after they have had time to weigh and consider the testimonies. The Board will issue its opinion within ten business days after the hearing.
  - i. The Board will make their decision public and the Library will take action in accordance with that decision.
  - j. Once a decision has been made, said material cannot be challenged again for three years from final decision date.

Adopted: 7.1.98  
Amended: 8.21.18 | 10.20.21 | 9.20.22 | 10.17.22

West Fargo Public Library



# Collection Development and Management Policy<sup>1</sup>

**Approved:** Oct. 10, 2022

## I. Purpose

This policy defines the scope of the collection and articulates the overarching principles that shape the development and management of the West Fargo Public Library (WFPL or the Library) collection. This policy guides the Library's responsibility to select, acquire, make accessible, maintain, and preserve the Library's collection.

This policy establishes a process for addressing patron questions and concerns, and defines the roles and responsibilities for addressing any questions or concerns.

## II. Principles

The collection is one of the Library's major assets. It advances the Library's mission to "provide equitable access to resources and opportunities so that residents can achieve their goals, explore their passions, and develop social connections." It helps generate a future where every person has the opportunity and resources to learn, meet, share, read, play, and create.

- We value intellectual freedom and the importance of an individual's right to read, view, and listen to a broad spectrum of knowledge, ideas, opinions, and creative expression. We uphold the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others.
- We embrace the diverse ways in which people learn and acquire information.
- We believe the Library has a responsibility to be inclusive and not exclude materials solely because of the origin, background, or views of those who created it.
- We recognize the importance of resource sharing with other libraries throughout the region because it broadens access to resources and information for all library patrons.
- We expect the Library to be responsive to changing patron interests and demographics, follow professional standards, and stay abreast of the new and evolving ways information is disseminated, accessed, and used.
- We value having a collection that provides many viewpoints, including those viewpoints which have been historically underrepresented or excluded.

## III. Definitions

- The Library's "collection" is the body of materials selected for and made accessible to patrons.
- "Materials" has the widest possible meaning and includes books and other print media; audiovisual, electronic, and digital formats; and other additions to the collection. Materials may

be owned or leased by the Library, housed in a physical location, downloaded, or accessed via the Library's website and other online services.

- "Selection" refers to the decision that is made by Library staff to add a specific item to the WFPL collection and make it accessible either in a physical location or via the Library's website or other online services.
- "Intellectual freedom" is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored.

#### **IV. Collection Scope**

The Library's collection is designed to support the cultural, informational, educational, and recreational interests of WFPL patrons. It reflects the interests of the general public and supports the demographics and diversity of the community of which it is a part.

The collection has materials on many topics and viewpoints. It has materials in different formats, languages, and levels of difficulty.

The Library emphasizes breadth over depth, unabridged over abridged, and general materials over highly specialized materials. Budget and space restrictions preclude the Library from duplicating specialized and comprehensive collections that exist elsewhere in the region and are reasonably accessible to WFPL cardholders. The Library is fully committed to providing access to these specialized materials through referral, cooperative agreements, and resource sharing through interlibrary loans. The Library does not serve as an archive for the City of West Fargo or any organization.

#### **V. Access and Resource Sharing**

Access to materials is ensured by the way they are organized, managed, and displayed. The Library uses standards-based cataloging and classification systems. Any labeling, sequestering, or alteration of materials because of controversy surrounding the author or the subject matter will not be sanctioned.

Patrons can access the collection via the Library's catalog and website, online services, and through interactions with staff. The Library's outreach services enable greater access to the collection. During the summer months, patrons may also access the Library's collections via the Little Red Reading Bus.

Use limitations ensure fair and equitable access to materials. Access to some items may be limited by their value, uniqueness, fragile physical condition, or a combination of these factors. In-house and remote access to digital and electronic resources is provided within technical, budgetary, and licensing constraints.

Items that are not in the Library's collection may be obtained on behalf of patrons from the Online Dakota Information Network (ODIN) or beyond via established interlibrary loan networks. Conversely, WFPL materials may be lent to other organizations that also participate in these networks. Regular evaluation of these exchanges may also influence purchasing and collection development.

#### **VI. Intellectual Freedom**

The Library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. Individuals apply their personal interests and values to the materials they choose for themselves. The values of one may not be imposed on another. Parents and legal guardians are responsible for the use of library materials by their minors or wards, as per the [WFPL Library Card Policy](#).

WFPL considers reading, listening, and viewing to be individual, private matters. We believe that full, confidential, and unrestricted access to information is essential for patrons to exercise their constitutional rights. While anyone is free to select or reject materials for themselves, their own minor child(ren), or vulnerable adult(s) in their care, the freedom of others to read or inquire will not be restricted. Only parents and guardians have the right and responsibility to guide and direct the reading, listening, and viewing choices of their own minor child(ren) or vulnerable adult(s). The Library does not stand in the place of parents (in loco parentis) or legal guardians.

The Library's selection of materials for the collection does not constitute an endorsement of the content. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered except for the purpose of protecting them from damage or theft.

The WFPL Board acknowledges the American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements in support of intellectual freedom. In addition, the American Library Association's [Intellectual Freedom and Censorship Q & A](#) provides additional guidance on this subject.

## **VII. Roles and Responsibilities**

The West Fargo Board of Commissioners appropriates Library funding. The WFPL Board approves the Library's monetary allocations, which includes collection development. Additional funding support is provided by the Friends of the WFPL, local groups, trusts, and other donations.

The Library Director works under the direction of the West Fargo Library Board and within the framework of this policy. The Library Director delegates to staff the authority to interpret and apply this policy in daily operation.

Library staff provide continuity for the development and management of the Library's collection. They plan, budget, select, acquire, catalog, process, replace, remove, and generally manage library materials. The Library recognizes and respects intellectual property rights and conforms to legislative mandates regarding copyright protections.

Library staff participate in collection development and management to serve all members of the community.

WFPL staff:

- Engage in open, continuous, two-way communication with patrons and other staff.
- Handle all requests equitably.
- Understand and respond to demographic, societal, and technological changes.
- Identify materials of varying educational levels and formats.
- Balance individual patron and local community needs.

- Seek continuous improvement through ongoing data collection and evaluation

Patrons also play a key role in the development of the Library's collection. They make suggestions and provide feedback via the [web form](#) or directly to staff.

## VIII. Selecting Materials for the Collection

Patron interest, both expressed and anticipated, as well as the Library's understanding of current collection and material availability, are the primary influences for the materials and formats that are selected. Collection Development staff use a set of criteria to guide selection decisions. *Not all criteria are applied to each selection decision.* General criteria for selection:

- Patron requests gathered through the public web form, emails, phone calls, or in-person visits
- Present and potential relevance to community needs
- Format options
- Physical design is suitable for library use
- Subject and style are suitable for the intended audience
- Publicity, critiques, and reviews
- Price of material
- Relevance to current trends and events
- Relation to the existing collection
- Potential appeal
- Relation to other community resources

Content criteria for selection:

- Competence, reputation, and qualifications of the author or publisher
- Consideration of the work as a whole
- Currency of information
- Objectivity and clarity
- Comprehensiveness
- Technical quality
- Represents a diverse point of view
- Representative of movements, subjects, genres, or trends of lasting patron interest
- Sustained interest or demand
- Usefulness of the information

Additional considerations for electronic formats:

- Ease of use
- Available to multiple concurrent users
- Remote access
- Vendor data privacy practices
- Technical requirements and compatibility with existing equipment and systems
- Technical support and training

## **IX. Reconsideration of Library Materials**

A selection decision may be reconsidered by submitting a “Request for Reconsideration of Materials” form (attached) to the WFPL. Library Administration responds in writing (via email or letter) to an individual's written request.

The Library Board, upon request, hears appeals of the Library’s response. Appeals must be presented in writing to the Library Board at least ten (10) days in advance of the next regularly scheduled meeting of the Board. Decisions on appeals are based on a careful review of the objection, the material, and this Collection Development policy. Additional guidance for an appeal may come from the Library Bill of Rights, Freedom to Read, and Freedom to View documents. Appeals are heard and decisions finalized at Library Board meetings.

## **X. Collection Maintenance**

The collection is reviewed and evaluated on an ongoing basis in order to maintain its usefulness, currency, and relevance. Items may be kept, repurchased, re-cataloged, or withdrawn.

Staff rely on a set of criteria to guide their decisions to withdraw items from the collection. While not all criteria are applied to each de-selection decision, multiple factors are considered in most cases. Criteria include:

- Space limitations
- Insufficient use or lack of patron demand
  - Examples include circulation over the item’s lifetime, current year, and year-to-date.
- Purchase and item record creation date
- Format or physical condition is no longer suitable for library use
  - Examples include damage, wear and tear, or missing parts.
- Obsolescence
  - Examples include information that is no longer timely, accurate, or relevant.
- Little or no relevance to current trends and events
- Content is available in multiple formats to WFPL patrons
- A sufficient number of copies in the collection
- Ease of availability to WFPL patrons through other regional collections

Withdrawn materials may be sent to third-party vendors, the Friends of the WFPL, or outreach sites, sold, recycled, offered to the public, or discarded.

Materials of longstanding or historical value are donated to the North Dakota State Library and other regional archives.

## **XI. Referenced Policies and Resources**

This policy is subject to all federal, state, and local laws and policies including, but not limited to:

- WFPL Board. [Interlibrary Loan Policy](#)
- WFPL Board. [Reciprocal Borrowing Policy](#)
- American Library Association (ALA). [Library Bill of Rights](#)
- ALA. [Freedom to Read](#)
- ALA. [Freedom to View](#)
- North Dakota Statute [WFPL]. Chapter [40.38](#)

Wishek School & Public Library

## MATERIALS SELECTION POLICY

**Purpose** The purpose of this policy is to guide staff in the selection of library materials, to inform the Library Board and the general public of the principles upon which selections are made, and to declare the library's commitment to the principles of free access to ideas and information.

### Definitions

- "All Materials" means those items considered for addition to the Library's collection.
- "All Materials Selection" and "Materials Selection" means the decision to add material to the collection or to retain materials already in the collection. It neither refers to reader guidance nor details specific types of materials to be added.

### Goals of Materials Selection

- Materials Selection aims at maintaining a collection of materials for meeting the informational, reference, research, educational and recreational needs of the residents of the City of Wishek. Budget limitations necessitate the choosing of materials relevant to these needs.
- The Wishek Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement and the Library Bill of Rights. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints presented.

### Responsibility for Selection

- Final responsibility for Materials Selection rests with the Library Director who functions within the framework of policy adopted by the Library Board of Trustees. The responsibility for selection may be delegated to other professional members of the staff.
- Suggestions from members of the community concerning Materials Selection are welcome. Each suggestion will be considered within the framework of this policy.

**General Principle** The library is a forum for information and ideas. The following basic principles will guide its materials selections:

- Books and other library resources will be provided for the interest, information and enlightenment of all people in the community.
- Materials will not be excluded because of the origin, background or views of those contributing to their creation.
- Materials will not be proscribed or removed because of partisan or doctrinal disapproval. Within reason, materials and information provided will present the various general points of view of current and historical issues.
- Adult responsibility for children's reading rests with parents or legal guardians. Materials selection for the adult collection is intended for mature readers and will not be restricted

by the possibility that children may obtain materials which their parents or legal guardians consider inappropriate. Separate collections are available for children and young people.

- Materials unavailable at this library but available through cooperative library networks will be borrowed upon the request of the user. Charges for interlibrary materials may be passed on to the patron.
- Textbooks or other curriculum-related materials are acquired only when they serve the general public.
- Consideration is given to the adequate availability of materials for the visually impaired.

**Specific Principles** The following general criteria are considered in selecting materials:

#### Adult Materials

- Permanent value
- Popular interest
- Widely regarded reputation of the author
- Comprehensiveness and depth of treatment
- Clarity, accuracy and logic of presentation
- Reputation of publisher
- Date of publication
- Relationship to existing collection
- Artistic merit
- Insight and/or perspective into human and social conditions
- Availability elsewhere in the community
- Price

**Children's and Young Adult's Materials** In addition to the criteria for adult materials, consideration is also given to the following:

- Appropriateness of content
- Appropriateness of vocabulary for the general age group
- Determined value for stimulating the informational, recreational and cultural reading interest of children and youth

**Gifts and Donations** Gifts and donations are always welcome. Acceptance is based on the following criteria:

- All such items must meet the same criteria listed under Specific Principles as purchased items
- Attached conditions of the donor as to use, location or disposition are not permitted
- Funds may be designated for the purchase of materials by general subject area
- All gifts, when accepted, become the property of the Library and may not be reclaimed by the donor
- Unneeded donations will not be retained
- The physical condition of the donation

- All gifts should be left at the Library or mailed to the attention of the Library Director

### De-Selection of Materials

- Shelving space is finite and in order to fulfill our mission and meet the diverse cultural, educational, research and personal enrichment needs of our community, the materials we offer must be current, accurate, relevant and in a useful format and condition. Subsequently, materials that are no longer accurate, used or useful must be withdrawn from the collection. The CREW (Continuous Review, Evaluation, and Weeding) method is used to aid in de-selection.
- The previous criteria need not be applied to items with local historical value, which typically possess appeal, significance, and scarcity in excess of materials of no cultural relation to the region. Local history materials may be retained indefinitely.

**Request for Reconsideration of Materials** The Board of Trustees recognizes the importance of providing a method whereby opinions from the public regarding materials selection can be voiced. Therefore, it has established a procedure which will apply to all complaints including:

- Those about materials represented in the collection
- Those about materials not represented in the collection

To comply with this procedure, a complaint must be in writing. Forms are available at the Circulation Desk and upon completion may be mailed or delivered to the Library Director. When a complaint about library items is made, the following steps will be followed:

#### 1. Informal:

- a. The complainant must complete a copy the Request for Consideration of Material ("RCM"), copies of which are available through library staff. No complaint which is made without fully completing the RCM shall be considered by any member of the library staff or the Board of Directors.
- b. RCM's shall be reviewed by the Library Director.
- b. If the Director concurs with the RCM, the Director shall effectuate the requested change and notify the complainant in writing. If the Director disagrees with the RCM, the Director shall inform the complainant in writing which includes a copy of the policy regarding appealing the decision.

#### 2. Formal:

- a. An appeal of the informal process may be made by a complainant by providing to the Director or any member of the Library Board a written request for reconsideration. The request for reconsideration should include a copy of the informal determination letter or make specific reference to the determination being appealed.
- b. The item shall remain part of the collection until a decision has been made.

- c. The Director shall notify the Chairperson of the North Dakota Library Association's Intellectual Freedom Committee that a reconsideration request has been filed and provide said chairperson with a copy of the RCM and the appeal.
- d. The Director and Library Board President shall review the RCM. This includes:
  - i. Reading/viewing/listening to the challenged item in its entirety.
  - ii. Considering the objections in terms of the Library's Selection Policy, the principles of the Library Bill of Rights, and the opinions of various reviewing sources used in materials selection.
- e. If the reviewed material does not meet the criteria set forth in the Material's Selection Policy, the Library shall acknowledge that the material is unsuitable, and it shall be withdrawn from the collection.
- f. If the material does meet the selection criteria, the item shall remain part of the collection
- g. The Director will respond clearly and precisely to the appeal in writing stating the reasons the material was withdrawn or retained.

3. Appeal:

- a. If the complainant feels that the formal determination is erroneous, the complainant may make a final appeal to the Library Board by delivering a request in writing to the Director or any member of the Library Board.
- c. The Director will notify the American Library Association Intellectual Freedom Office, and their advice will be enlisted.

4. Appeal Hearing Procedure:

- a. The adjudication hearing constitutes an open meeting. The location, beginning, and ending times of the hearing will be publicized at least five (5) business days in advance of the hearing. In addition, a copy of the notice shall be mailed to the complainant at least five (5) business days prior to the hearing.
- b. The hearing will be conducted by the Director and be recorded.
- c. The Library Board will act as the decision-making body. A quorum must be present.
- d. Persons wishing to speak must register prior to the commencement of the hearing via a form available by the Library Board. All registrations must be completed prior to the commencement of the hearing; no person who has not registered prior to the commencement of the hearing shall be provided an opportunity to speak absent good cause for the failure to timely register.
- e. Each speaker will be given four minutes in which to present his/her point of view. A timekeeper will be appointed at the meeting. In addition to providing oral statements, a speaker may provide the Board with a copy of their oral statement and any exhibits or supporting documents which pertain to the oral statement.
- f. Library Board members will be given time to ask questions following each testimony.

g. At the end of the registered speakers, any member of the Board who wishes to comment may do so.

h. The Board may make a determination at the evidentiary hearing or reserve the adjudication for a later date if additional time is necessary to weigh and consider the information. If delayed, the adjudication must occur within fourteen days of the date of the adjudication hearing. In either case, any adjudication by the Board must be made by roll call vote and be documented. A copy of the adjudication shall be sent to the complainant.

i. A copy of the appeal adjudication, the audio recording, and a copy of the complaint and written requests for review must be preserved by the Library for seven years.