

## Materials Selection and Reconsideration of Materials

Basic principles of liberty are reinforced by policies that protect intellectual freedom. The Mary L. Blood Memorial Library provides a wide array of ideas and information to enable patrons to make decisions and choices for themselves. The Library provides equal access to materials and services for all, regardless of age, background, or belief and regardless of materials' possible use, format, or content. These policies are informed and guided by the [Library Bill of Rights](#) and [The Freedom to Read](#) statement adopted by the American Library Association.

**Selecting Materials:** Library material selection responsibility is vested in the Library Director. Suggestions from patrons and community members are welcomed and will be subject to the library's selection criteria listed below. Gifts and donations will also be reviewed using these criteria. The Library Director is also responsible for determining the most appropriate placement/location of materials within the library (e.g., stories or picture books written or designed for young children placed in sections easily accessible to small children, etc.).

The Library Director uses professional judgment and expertise, enhanced by an understanding of the needs of residents of all ages within our community, to select materials. Reviews, standard lists of basic works, and recommendations from professional journals are used in the selection process.

Factors to be considered in the selection of library materials include accuracy and authoritativeness, effective expression, the significance of the subject, current usefulness, interest, permanent value, relevance to the community, space limitations, and cost. The Library will rely on interlibrary loan to borrow those materials which are beyond the scope of its collection.

**Procedure for reconsideration of library materials:** The Mary L. Blood Memorial Library seeks to serve the needs of community members whose views are diverse. Therefore, the Library contains materials representing diverse views. Materials in the Library that meet the selection and placement/location policy will not be removed or relocated because of pressure from individuals or groups. This includes the selection/placement of materials that young people may obtain to which their parents or guardians object. Children have free access to all materials and can only be restricted by their parents. However, citizens have the right to petition the Library Board of Trustees, and therefore, the following procedures will be followed by a person or persons who object to the inclusion or placement of materials in the Library:

1. The person or persons who wish to protest the inclusion or placement of materials in the library must submit a Request for Reconsideration of Library Resources form.
2. The complainant will give the completed form to the Library Director, who will forward it to the Board of Trustees together with the Director's recommendation.
3. The complaint will be addressed at the next regularly scheduled Board of Trustees meeting.
4. The complainant will be invited to attend the meeting and offer any clarifying or explanatory comments.

5. The Board may discuss and make a decision on the complaint at this meeting or may defer a decision until a subsequent regular meeting.
6. After the Board has made a decision, it shall be provided in writing to the complainant within seven days.
7. The decision shall include the rationale for the outcome.
8. The decision of the board is final. Neither the director nor any other staff member shall remove the item from circulation until this process is complete.

*Adopted by the Library Board of Trustees on August 17<sup>th</sup>, 2023.*