

# Material Selection Policy

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## **PURPOSE**

A. The Material Selection Policy aims to set guidelines for assembling, preserving, organizing, administering, and promoting various media to further the objectives of the Hesperia Community Library.

B. The MSP also informs the public about the principles upon which collection selections are made.

*Adopted: March 18, 2025*

## **DEFINITIONS**

A. The term "Library Materials" means books, magazines, DVDs, CDs or other synonyms as they may occur in library policy or procedure.

B. This policy statement applies to all Library Materials in the collection, including adult, young adult, and juvenile.

C. However, this policy and the term "Library Materials" do not apply to Internet sites available through the Library's computers or Internet collection. The Library has no control over the content of the Internet. Please see the Internet Use Policy for any issues related to computer or Internet Use.

D. The term "selection" refers to the decision to add, retain, or withdraw material in the collection. It does not refer to reader guidance.

*Adopted: March 18, 2025*

## **GOALS OF MATERIALS SELECTION**

A. To ensure that the Library maintains a well-balanced and broad collection of materials for information, reference, and research to meet each patron's need for information.

B. To assist individuals in pursuing occupational growth and achievement and to offer materials needed to learn and understand practical life knowledge.

C. To provide diverse recreational opportunities for individuals and groups.

D. To provide materials supplemental to institutions of formal education that will assist individual study.

E. To maintain Michigan and local history collections.

*Adopted: March 18, 2025*

## **RESPONSIBILITY FOR SELECTION**

A. The ultimate responsibility for book selection rests with the Library Director, who operates within the framework of policies determined by the Library's Board of Trustees.

B. The Director may delegate material selection to other professional library staff but may not delegate the responsibility to the board or patrons.

C. Both the general public and staff members may recommend materials for consideration.

*Adopted: March 18, 2025*

## **GENERAL PRINCIPLES**

A. The selection of Library Materials is based on the relationship of such work to the community's needs, interests, and demands.

B. Selection is not made on the basis of anticipated approval or disapproval by patrons or Library users but solely on the merits of a work, without regard to the writer's race, nationality, political or religious view.

C. Responsibility for children's reading matters rests with their parents or legal guardians.

D. Selection shall not be inhibited solely by the possibility that books may inadvertently come into the possession of children.

E. The Library respects each parent's right to supervise his children's choice of reading materials. However, the Library does not have the right to act in loco parentis (in place of the parent). Therefore, a parent who chooses to restrict the materials his children select must accompany those children when they use the collection to impose those restrictions.

F. Library Materials will not be marked or identified to show approval or disapproval of contents, and no cataloged book or other item will be sequestered except to protect it from injury or theft.

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- G. The Library's responsibility is to circulate, reference, and research materials for the general public and students based on the services it is expected to perform.

*Adopted: March 18, 2025*

## **SPECIFIC PRINCIPLES FOR SELECTION**

- A. The following principles, individually or collectively, will prevail in selecting all Library Materials.
- B. The total collection will attempt to represent opposing points of view.
- C. Contemporary significance or permanent value
- D. Accuracy
- E. Diversity of viewpoint
- F. Authority of author
- G. Relation of work to existing collection
- H. Price, format, and ease of use
- I. Scarcity of information in the subject area
- J. Available shelf or storage space
- K. Availability of material through interlibrary loan
- L. Popular demand: The Library will make an effort to have materials in high demand by the public; however, selections by popular demand will still be guided by consideration of merit, use, and the specific principles for selection.
- M. Duplication of materials already in the collection, i.e. purchase of additional copies of materials, shall be governed by intrinsic or historical value or immediate need]
- N. Collection objectives
- O. Community relevance
- P. Audience for material

*Adopted: March 18, 2025*

## **GIFTS**

- A. Gift materials to be added to the Hesperia Community Library collection must meet the Library's needs and general selection standards, as outlined in the Library's Materials Selection Policies.
- B. Staff may repurpose gift materials that have not been accepted into the library collection at their discretion.
- C. Gift materials accepted into the collection become the property of the Library, subject to the Library's Materials Selection Policies.
- D. No monetary appraisal is made of materials donated for the collection. However, at the donor's request, a staff member may quantify gift materials acknowledged for tax purposes.

*Adopted: March 18, 2025*

## **MAINTENANCE OF THE COLLECTION**

- A. Library staff will periodically examine the collection to eliminate obsolete, damaged, duplicate, or unneeded materials and to bind or repair materials to maintain a balanced, attractive, and useful Library Materials collection.
- B. Library staff routinely evaluate the collection and remove materials in accordance with Library weeding guidelines. These materials are worn out, outdated, no longer needed in the quantity initially purchased, no longer circulating, or in formats that have become obsolete.

*Adopted: March 18, 2025*

## **CHALLENGES TO MATERIALS**

- A. No material shall be removed from the Library's collection until all steps in the following process have been completed.
- B. Patrons who object to particular Library Materials will be sent to the Director.
- C. The Director will discuss the Library Materials in question with the patron, attempting to resolve the concern to the satisfaction of both the patron and the Library.
- D. If the patron wishes to pursue the request further, the Director will provide the patron with a copy of the Materials Selection Policy, including the Request for Reconsideration of Library Materials ("Request for Reconsideration").

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- E. Once a completed, signed copy of the Request for Reconsideration is received, the Library Director shall decide regarding the Request for Reconsideration, considering the Library's Materials Selection Policy and any other relevant information to reach a decision. The Director may consult with other staff or consultants when making this decision.
- F. The Library Director shall send the decision in writing to the complainant within 75 days of receiving the completed Request for Reconsideration form.
- G. If the library director decides that the questioned material should be removed from the collection, the complainant will be notified in writing, and all copies of the item will be withdrawn.
- H. If the decision is that the questioned material is to be retained, the complainant will be notified in writing by the Library Director that the material will be retained.
- I. A written appeal of the Library Director's decision may be made by the requester to the Chair of the Library Board within ten (10) business days after the Library Director makes the written decision.
- J. The Library Board will review any documentation it deems necessary to make a decision and render its decision within 60 days of receiving the appeal.
- K. The Library Board is the final authority in cases involving the retention or withdrawal of Library Materials.

*Adopted: March 18, 2025*

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## Appendix A

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### Material Reconsideration Request

The trustees of Hesperia Community Library have established a materials selection policy and a procedure for gathering input about particular items. After speaking with the Library Director, completion of this form is the next step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Library Director.

\_\_\_\_\_ (Y/N) I have spoken with the Library Director on \_\_\_\_\_ prior to submitting this request. Today's date \_\_\_\_\_

Name \_\_\_\_\_ Current Hesperia Library Cardholder? \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State/Zip \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

(Check one) Are you representing yourself?  Or an organization? (Name) \_\_\_\_\_

Resource on which you are commenting:

\_\_\_\_\_

What brought this resource to your attention?

\_\_\_\_\_

Have you examined the entire resource? If not, what sections did you review? Please be specific.

\_\_\_\_\_

What concerns you about the resource?

\_\_\_\_\_

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

\_\_\_\_\_

What action are you requesting the committee consider?

\_\_\_\_\_