



# MATERIAL SELECTION AND DONATIONS POLICY

The purpose of this policy is to serve as a guide in the process of materials selection; and inform the public of the principles upon which selections for the Library are made.

The Lawrence Memorial District Library Board upholds the ALA Library Bill of Rights as a guiding factor in materials selection: <http://www.ala.org/advocacy/intfreedom/librarybill>

## Materials

Lawrence Memorial District Library is a popular materials library and maintains a varied and up-to-date collection. It attempts to acquire materials of both current and lasting value. Since one library cannot afford all available materials, it must employ a policy of selectivity. The Library Director has the overall responsibility for the selection and development of the materials collection.

Materials are selected to meet patron needs and reflect a variety and diversity of viewpoints and opinions. Criteria for consideration include popular demand, literary merit, enduring value, accuracy, authoritativeness, local interest, social significance, importance of subject matter to the collection, timeliness, cost, availability elsewhere, and quality and suitability of format.

- Materials will include books, DVD's, films, audio books, and current applicable/useful technology. All materials will meet high standards of quality in content, expression and format.
- The library has materials for self-study but will not attempt to furnish materials for formal academic courses of study.
- Books will not be excluded because of race, nationality, sexual orientation, age, status, political or religious views of the writer or of the material. The library seeks to avoid discrimination and aims to provide materials across a wide range of topics and viewpoints.
- Within the bounds of financial limitations, all points of view concerning the problems and issues of our times, international, national, and local, will be provided in the materials selected. No items will be removed from the library shelves because of partisan or doctrinal disapproval. Any complaint or request for removal of any material including that which may be found in an electronic source must be addressed formally by completing a "Request for Reconsideration of Material Form" form. The request for reconsideration will be brought to the library board by the Library Director and the Director will respond to the concerned party in writing with the decision of the library board. All board decisions on a request for reconsideration are final.
- This library shall recognize its responsibility to provide public information and enlightenment and shall leave the censorship of its collection, in any part, to the individual.
- The library will attempt to honor many patron requests, within the guidelines outlined in this policy, and as the budget allows. Books and other materials offered as donations will be treated in the same manner as new books in the selection policy.
- The library will not mark materials to show approval or disapproval or develop rating systems for items in the collection.

## LAWRENCE MEMORIAL



DISTRICT LIBRARY

- Regular weeding (determined by Library Director or designees) will eliminate ephemeral and duplicate materials once the interest has subsided. Outdated, mutilated, or otherwise defaced materials will be automatically weeded periodically. The library recognizes regular weeding as an important part of collection maintenance and good stewardship of library space. Without regular weeding, the collection would quickly outgrow the existing facility.
- Books and other materials will be accepted on the condition that the Library Director or designees has the authority to make whatever disposition he/she deems advisable per the material selection policy.
- Gifts of money and real property will be accepted if conditions thereto are acceptable to the board.
- The library will not accept materials which are not outright gifts.



## 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.

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 proscribed or removed because of partisan or doctrinal disapproval.
  3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
  4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- 
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
  6. 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.
  7. 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, safeguard 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

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://ala.org/advocacy/intfreedom/librarybill/interpretations>).





## REQUEST FOR RECONSIDERATION OF MATERIAL FORM

The Lawrence Memorial District Library Board members have established a materials selection policy and a procedure for gathering input about particular items in the collection. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Library Director. The Lawrence Memorial District Library subscribes to the Library Bill of Rights as adopted by the American Library Association June 27, 1967, and its subsequent amendments. This document reads in part:

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

We realize that everyone's tastes are different, and materials are selected to meet patron needs and reflect a variety of viewpoints and opinions. To submit your request, completely fill out this form and submit it to the Library Director.

### Your Contact Information:

Name \_\_\_\_\_

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

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

E-mail \_\_\_\_\_

Are you a resident library cardholder at the Lawrence Memorial District Library?  Yes  No

Do you represent yourself or an organization?  Self  Organization

If an organization. Name of organization: \_\_\_\_\_

### 1. Type of resource on which you are commenting:

Book (e-book)  Movie  Audio Recording  Game  Digital Resource

Newspaper  Other – Please specify \_\_\_\_\_

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_ Publication Date \_\_\_\_\_

### 2. Have you read the Lawrence Memorial District Library Material Selection Policy?

The Material Selection Policy can be found at <https://www.lawrencememorialdistrictlibrary.org/>

IF THE ANSWER IS NO, PLEASE READ THE LIBRARY'S MATERIAL SELECTION POLICY BEFORE CONTINUING/SUBMITTING THIS FORM

### 3. Was the item checked out for yourself or another family member or individual?

**CONTINUE ON REVERSE**

LAWRENCE MEMORIAL



DISTRICT LIBRARY

4. What brought this resource to your attention? What prompted you to use this item?

---

5. Have you personally examined the entire resource completely?

6. What concerns you about the resource? Please be specific and cite page numbers if necessary.

---

---

7. Are there resource(s) you suggest providing additional information and/or other viewpoints on this topic?

---

8. What do you believe is the theme and/or major content of this material?

---

9. What do you think might be the result of reading/viewing/using this resource?

---

10. Have you read any published reviews of this item?

If so, what reviews? Has the material won any awards?

---

11. Do you think that this material would have value to any other members of society?

If so, who? If not, why not?

---

12. Is there anything good about this material? If so, what?

---

13. What action are you requesting the library consider? What would you like the library to do with this resource?

---

---

---

Signature of person submitting the form

---

Date

*The Lawrence Memorial District Library appreciates your interest in our collection. The Library Director will contact you via the contact information listed above to further discuss your request if necessary.*