

CLINTONVILLE PUBLIC LIBRARY
MATERIALS SELECTION/COLLECTION DEVELOPMENT POLICY
Prior Date of Review and Approval: 18 July 2007, 18 March 2010, 13 January 2022
Date of Review and Approval: 11 July 2024

A. Objectives

The purpose of the Clintonville 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 Clintonville Public Library Board of Trustees and are integral parts of the policy. Access to all content legally obtainable is assured to our users. This includes content that reflects a diversity of issues, whether they be political, economic, religious, social, ethnic, or sexual. Our collection reflects a diversity of content, not an equality of numbers.

The library will not promote specific beliefs or views but will provide enough suitable material to enable the public to make informed and intelligent decisions.

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 Clintonville 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 but the lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is

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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 Clintonville Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to try to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

E. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process.

Library Staff considers the following criteria in choosing materials for withdrawal:

- Worn or badly damaged materials.
- Frequency of use.
- Superseded editions or obsolete items and formats.
- Availability of other titles on the subject.
- Local interest/historical significance.
- Availability online or elsewhere.
- Classic or basic work in the field.

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.

F. Potential Problems or Challenges

The Clintonville 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.

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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.

G. Challenged Materials

Although materials are carefully selected, differences of opinion regarding the suitability of materials can arise. Patrons requesting (“Requestor”) 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 Requestor must fill out the form completely in their own words and hand it in in-person; if not, it will be dismissed. Requestors must have a non-expired library card with Clintonville as their home agency, live within a 20 miles radius of the City of Clintonville, and can only request one item at a time for review. The challenged item will be reviewed by the Library Director, Youth Services Librarian, and Technical Services Librarian, in its entirety within one (1) year, and once a decision has been made regarding the retention or removal of the material the Library Director will issue a response to the Requestor in writing, explaining the decision. During the review, the challenged item will remain on library shelves and the Library will purchase additional copies for staff to review.

If the Requestor is dissatisfied with the decision, they may appeal to the Clintonville Public Library Board of Trustees (“Library Board”) within fourteen (14) calendar days after the send date of the decision. To appeal, the Requestor will need to write a letter to the Library Board detailing why they wish to appeal and deliver it to the library, either by mail or in-person. The Library Board will review the challenged item in its entirety within one (1) year. The appeal will be reviewed afterwards at the Library Board’s next regularly scheduled meeting. The Requestor appealing the decision shall be notified of the date, time, and the location the Library Board will hear the matter and may appear at the meeting to be heard. Should the Requestor of the appeal be unable to appear in person, they may ask the Library Board to consider the merits of the request based on a written statement.

The Library Board shall base its reconsideration on whether the decision conforms to this Policy and the matter will be heard and voted on in accordance with the Board of Trustee’s Bylaws. The decision of the Library Board shall be final. Decisions on reconsidered materials will stand for ten (10) years before new requests for reconsideration of those items will be entertained.