

### Purpose

The purpose of this policy is to guide the staff in the selection and withdrawal of materials as well as to inform the public about the principles upon which selection judgments are made.

### Definitions

- **Selection** refers to the decision that must be made either to add materials to the collection or to retain materials already in the collection.
- **Withdrawal** refers to permanently removing an item from the collection.
- **Resident:** a person who resides, owns a business or property in the Petoskey District Library service area, including the City of Petoskey, and the Townships of Bear Creek, Little Traverse, Resort, and Springvale

### Objectives

The goal of the policy is to provide guidance towards a well-balanced and broad collection of materials for all age groups, including diverse types of material based on demand of the citizens, and materials for the education and recreation of the community. Library staff have a professional responsibility to be inclusive in their collection development decisions, seeking content created by and representative of underrepresented groups.

Best practices in collection development assert that materials should not be excluded from a collection solely because the content or its creator may be considered offensive or controversial. Refusing to select resources due to potential controversy is considered censorship, as is withdrawing resources for that reason.

### Responsibility

The ultimate responsibility for selection and withdrawal rests with the library director who operates within the framework of policies determined by the library board.

### General Principles

- A. Basic to this policy is the [Library Bill of Rights](#), [Freedom to Read Statement](#), and the [Statement on Labeling](#) as adopted by the American Library Association.
- B. The Library Bill of Rights affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services:
  1. Books, music, movies, and other resources should be provided for the interest, information, and enlightenment of all people within the district. Libraries should provide materials and information presenting all points of view on current and historical issues.
  2. Libraries should challenge censorship in the fulfillment of their responsibility to provide information.
  3. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
  4. A persons' right to use a library should not be denied or abridged because of origin, age, background, views, disabilities, gender, or sexual orientation.
- C. Responsibility of the reading, listening, or viewing habits of children rests with the child's parent(s) or legal guardians. Selection should not be inhibited by the possibility that books or other materials that may be objectionable to some parents may inadvertently come into the possession of children.

D. Selection of material of a sexual nature should be made on the basis of whether the item presents life in its true proportions, whether characters and situations are realistically presented, and whether the item has literary value.

## Specific Principles

A. The Petoskey District Library Board considers it the duty of the Library to provide patrons with materials representing the full spectrum of current thought on issues in contemporary society. Individual items which in and of themselves may be controversial or offensive to some, may appropriately be selected if their inclusion will contribute to the balance and effectiveness of the Library collection as a whole.

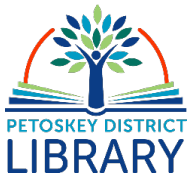
B. The following principles will be used to aid the selection process:

- Accuracy and impartiality
  - Attention of critics, reviewers, and the public
  - Subject matter & present collection composition
  - Cost
  - Interest, demand and timeliness
  - Audience
  - Significance of subject, author, title, or publisher
  - Diversity of viewpoint
  - Encouragement of the joy of reading, listening and viewing
  - Local importance and/or historical value
  - Physical durability and quality of the format
  - Quality of organization, readability, and style
  - Uniqueness or special features.
- a. Non-book purchases: Non-book materials will be governed by the same principles and criteria applied to book purchases, including all media, realia, and electronic sources.
- b. Gifts: The library accepts gifts that will be added to the collection if they meet the same standards as those required of purchased materials. (See Gift Policy)
- c. Requests: All requests and suggestions will be considered using the selection principles described in this policy.
- d. Textbooks: Providing textbooks and curriculum material is generally held to be the responsibility of the schools. Textbooks may be purchased for the collection when they supply the best or only information on a specific subject.
- e. Weeding of Material
- The staff will follow the CREW method for collection maintenance. Please see the manual at: <https://www.tsl.texas.gov/ld/pubs/crew/index.html>
  - Weeding is selection in reverse and enhances the reputation and reliability of the collection. Discarding or weeding of materials is the best and most economical utilization of space.
  - Materials may be weeded on the basis of the MUSTIE acronym:
    - M**isleading: item is factually inaccurate or obsolete
    - U**gly: item is worn beyond mending or rebinding
    - S**uperseded: a newer edition of the item is available
    - T**rivial: item is of no discernable literary or scientific merit
    - I**rrelevant: item is unimportant to the needs or interests of the community
    - E**lsewhere: the item is easily obtained from another library



C. Objection to Material

- a. In all instances, the library defends the principles of the Freedom to Read Act and the use of library materials. No materials are judged on the basis of the author's race, nationality, or political, social, or religious beliefs. Materials are judged as entire works, not on isolated passages or sections.
- b. The patron's choice of library materials for personal use is an individual matter. While a person may reject materials for themselves or their children, they cannot exercise censorship to restrict materials access to any others. Responsibility for the use of materials by children and adolescents rests with their parents or legal guardians.
- c. A resident who objects to an item in the library's collection should first discuss the reasons with the librarian from the department in which the item is housed for an explanation of the library's criteria for selection.
- d. Residents may request reconsideration of an item by fully completing the *Citizen's Request for Reconsideration of Library Materials* form.
  - For any item to be reconsidered, it must be fully read, watched or listened to by the resident completing the reconsideration form.
  - Individual residents may submit no more than three *Request for Reconsideration* forms per year.
  - All completed *Request for Reconsideration Forms* are a matter of public record.
  - If an item has previously been through the reconsideration process and still remains in the library's collection, it is not eligible for another review.
  - Upon receiving the fully completed form, the library director will review the request with the Challenged Materials Team who will do a complete literature review.
  - The Challenged Materials Team will be made up of the library director, the Adult Services, Children's and Teen Librarians, and two members of the board.
  - Complete literature review will include reading, listening or watching, the complete item in question, reading professional reviews from different sources (if available), considering the item in light of the Collection Development policy, and considering the location of the item.
  - The Challenged Materials Team will draft a response which the director will send to the resident within 45 days of receipt of the original form. The response will be sent via certified mail, receipt requested.
- e. After receiving the response from the Challenged Materials Team, the resident may appeal that decision
  - An appeal must be made in writing and be received by the director within 14 days of mailing the original CMT decision.
  - The appeal will be added to a library Board meeting agenda within 60 days of receipt of the appeal.
  - The Library Board will conduct a complete literature review, as described above, as well as review the CMT decision rationale
- f. The challenge will be reported through the American Library Association's Censorship Reporting form.
- g. The resident will be notified of the outcome of the Library Board.
- h. The decision of the Library Board is final.



**Citizen's Request for Reconsideration of Library Materials**

*(This form must be fully completed by a resident of the Petoskey District Library Service area and returned to the director for the item to be reconsidered.)*

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Library Card #: \_\_\_\_\_

Representing: Self \_\_\_\_\_ or Organization \_\_\_\_\_ Name of organization: \_\_\_\_\_

Title of Item: \_\_\_\_\_

Author of Item: \_\_\_\_\_

Format of Item: (Book, CD, DVD, Game, other): \_\_\_\_\_

How was the item brought to your attention? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you read/viewed/listened to the entire item? Yes \_\_\_\_\_ No \_\_\_\_\_

What staff member have you spoken to about this item? \_\_\_\_\_

What is your objection to the item? **(Please cite pages)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you feel might be the result of reading/viewing/listening to the item? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are your recommendations for the item? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of requestor \_\_\_\_\_

Name of staff member receiving completed form: \_\_\_\_\_ Date: \_\_\_\_\_

*Thank you for your interest in the library's collection. Although careful consideration is given to all materials before purchase, we are always willing to re-evaluate them. You will be notified of the outcome.*