

POLICY

MATERIAL SELECTION POLICY

I. Purpose.

The purpose of the Pinckney Community Public Library's Material Selection Policy ("Policy") is to set broad guidelines to assemble, preserve, organize, administer, and promote the use of a wide range of communication media and to inform the public about the principles upon which selections are made. These functions are undertaken to further the objectives of the Pinckney Community Public Library ("Library").

II. Definitions:

The term "Library Materials" means books, magazines, DVDs, CDs, library programs or other synonyms as they may occur in the Policy having the widest possible meaning. This statement of Policy applies to all Library Materials in the collection, including adult, young adult and juvenile. However, this Policy and the term "Library Materials" does 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 on page 35 for any issues related to computer or Internet Use.

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

III. Goals of Materials Selection.

- A. To meet the individual's need for information through maintenance of a well-balanced and broad collection of materials for information, reference, research and entertainment.
- B. To help the individual attain maximum self-development through life-long intellectual and cultural growth.
- C. To support the democratic process by providing materials for the education and enlightenment of the community.
- D. To assist individuals in their pursuit of occupational activity and practical affairs.
- E. To provide diverse recreational experience for individuals and groups.
- F. To assist institutions of formal education with services that will assist individual study.
- G. To maintain Michigan and local history collections.

IV. Responsibility for Selection.

The responsibility for selection lies with the professional staff of the Library. That staff operates within the areas of service to children, young adults, and adults. Both the public and staff members may recommend materials for consideration. The ultimate responsibility for material selection, however, rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The Director shall be responsible for ensuring that the funds budgeted for collection development are allocated appropriately depending upon the needs of the Library and the fulfillment of the above Goals of Material Selection.

V. General Principles.

- A. Selection of Library Materials is based on the relationship of such work to the needs, interests and demands of the community. Basic to this Policy is the Library Bill of Rights and the Intellectual Freedom Statement of the American Library Association to which this Library subscribes.

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

- B. Responsibility for the reading material of children rests with their parents or legal guardians. Selection shall not be inhibited solely by the possibility that books may inadvertently come into the possession of children.

The Library respects each individual parent's right to supervise his/her 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/her children select must accompany those children when they use the collection to impose those restrictions.

- C. Further, Library Materials will not be marked or identified to show approval or disapproval of contents, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft. The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further.
- D. It is the responsibility of the Library to provide circulating, reference, research and entertainment materials for the public and students based on the services it is expected to perform.

VI. Specific Principles for Selection.

The following principles, individually or collectively, will prevail in the selection of all Library Materials. The total collection will attempt to represent opposing points of view.

- Contemporary significance or permanent value
- Accuracy
- Lack of bias, factual
- Diversity of viewpoint
- Portrays issues sensitively
- Authority of author
- Relation of work to existing collection
- Price, format, and ease of use
- Scarcity of information in subject area
- Available shelf or storage space
- Availability of material through interlibrary loan
- Popular demand: The Library will make an effort to have materials available which are 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.
- 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
- Collection objectives
- Community relevance
- Audience for material

VII. Gifts.

Acceptance of gifts shall be governed by the same principles and criteria applied to the selection of items for purchase. Gifts of books or other materials which do not comply with the Library's objectives and policies will be refused. No conditions may be imposed relating to any item either prior to or after its acceptance by the Library. All gifts and donated materials (including works of local authors) become the property of the Library. The manner of disposition of any materials which are not added to the collection will be decided by the Library. Please see the Gift Policy on page 4 for issues related to gifts and donations to the Pinckney Community Public Library.

The Pinckney Community Public Library appreciates and encourages gifts and donations from groups, individuals, foundations, corporations, etc. The Library is prepared to receive gifts of money, memorials of loved ones, books, landscaping, media, electronic or mechanical equipment, works of art, documents, photographs, furniture and storage items which promote the mission of the Library. It is strongly suggested that the donor call the library first for clarification and suitability of the donation.

The purpose of the Local History Room is to house materials that record the history and development of Pinckney, Putnam Township and surrounding areas as they pertain to Pinckney's past. Materials that reflect the history or development of our local area may be accepted, but a pre-donation interview or call must be made to determine the suitability of the gift as we are not a museum.

Gifts and donations to the Library can be tax-deductible as provided by law. The Library will provide a timely, written acknowledgment of the receipt of the gifts to the donor, a recognized individual or organization. Income tax regulations leave the determination of the gift's monetary value to the donor. Donors wishing to have an appraisal of their gifts done for income tax purposes should do so prior to the donation.

VIII. Maintenance of the Collection.

The collection shall be periodically examined for the purpose of eliminating obsolete, damaged, duplicate, or unneeded materials, and for binding or repair of materials, in order to maintain a balanced, attractive and useful Library Materials collection.

IX. Challenges to Materials.

No material shall be removed from the Library's collection until all steps in the following process have been completed.

- A. Patrons ("Requester") who object to Library Materials will be sent to the Director or the Director's designee.

- B. The Director/designee will discuss the Library Materials in question with the Requester, attempting to resolve the concern to both the Requester's and Library's satisfaction.
- C. If the Requester wishes to carry the request further, the Director/designee will provide the Requester with a copy of the Materials Selection Policy, including the Request for Reconsideration of Library Materials Form ("Request for Reconsideration").
- D. Once a completed, signed copy of the Request for Reconsideration is received, the Library Director shall decide the disposition of the Request for Reconsideration, taking into consideration the Library's Materials Selection Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.
- E. The Library Director shall send the decision in writing to the complainant within seventy-five (75) days of the receipt of the completed Request for Reconsideration form. If the decision is that the questioned material should be removed from the collection, the Requester will be notified in writing by the Library Director and all copies of the item will be withdrawn. If the decision is that the questioned material is to be retained, the Requester will be notified in writing by the Library Director that the material will be retained.
- F. A written appeal of the Library Director's decision may be made by the Requester to the President of the Library Board within ten (10) business days after the written decision is made by the Library Director. The Library Board will review any documentation it deems necessary to decide within sixty (60) days of receipt of the appeal.
- G. The Library Board serves as the final authority in cases involving retention or withdrawal of Library Materials.

X. Revision of this Policy.

This Policy shall be reviewed and revised to be consistent with the objectives of the Library.

Pinckney Community Public Library
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LOCAL HISTORY ROOM & COLLECTION

The purpose of the Local History Room is to house materials that record the history and development of Pinckney, Putnam Township, and surrounding areas as they pertain to Pinckney's past. Local history room materials will be limited to those relating to Pinckney & Putnam Township's history and formation.

The collection will contain a range of formats including, but not limited to: books, newspapers—print & non-print formats—pamphlets, maps, photographs, prints, electronic database and other forms of publications that may be indexed or cataloged. Materials providing instruction relating to genealogy, local history, preservation and oral history will also be included. Due to the nature of this collection, materials must be used in the Local History Room and cannot be borrowed or taken out. (See NON-CIRCULATING MATERIALS section under the CIRCULATION POLICY section of this manual.)

A. DONATION TO THE LOCAL HISTORY ROOM COLLECTION

Materials that reflect the history or development of our local area may be accepted, but a pre-donation interview or call must be made to determine the suitability of the gift, as we are not a museum.

Each transfer of ownership from a donor to the Pinckney Community Public Library should be clearly documented in writing. This transfer establishes the library as the legal owner, and includes the date of transfer, donor's name and address, and a statement that the Library will be responsible for managing the gift.