

# 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 Board of Trustees.

## Criteria for Selection

The Turtle Lake Public Library's materials selection policy must be flexible and broad. New acquisitions will be tested by the following criteria:

1. Reliability of information
2. Currency
3. Literary style and readability
4. Popular interest
5. Existing subject matter in the collection
6. Integrity of author and publisher
7. Availability elsewhere
8. Format

## Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the Library Director and designated staff members, 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 Withdrawn materials will be handled in a similar manner and under the same authority as donated materials. All books weeded from the Library system will be added to the Annual Book Sale by the Friends of the Library and offered three chances for being sold. Any items that have gone through three sales will be disposed in the proper order.

## Challenged Materials

The Turtle Lake Public Library believes in freedom of information for all and does not practice censorship. The library follows the American Library Association's Freedom to Read Statement, The Freedom to View Statement, and the Library Bill of Rights. The Turtle Lake Public Library recognizes that some materials are controversial and that any given item may offend some patrons. The 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. The library will handle complaints, ensuring that the complainant is respectfully heard and that the fundamental principles of intellectual freedom, as expressed in the Library Bill of Rights and ALA Freedom to Read Statement, are upheld.

Responsibility for the materials children read, view or listen to 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. 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.

Patrons requesting 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 (see Item 1 in the Appendix). The Library Director will review the Request and make a decision based on a variety of factors, including but not limited to: circulation numbers, popularity, availability of alternate titles covering the same subject, reviews, and holdings of other libraries. Only specific works or titles will be considered for reconsideration. Requests for reconsideration of general topics or subject areas will not be considered.

The material under consideration will remain in the library's collection pending the outcome of the patron's request.

Based on all applicable library policies and procedures, the Library Director will evaluate the material and then make a decision regarding the disposition of the material. The Director's decision will be communicated in writing at the earliest possible date to the patron who initiated the request for reconsideration. If not satisfied with the Director's decision, the patron may file an appeal with the Library Advisory Board within three weeks (21 days) of issuance of the written decision.

The Library Board will hear an appeal during their next scheduled meeting. The Board reserves the right to limit the length of the presentation and the number of speakers at the hearing. The Board will determine whether the request for reconsideration has been handled in accordance with, and the decision conforms to, all applicable policies and procedures of the Turtle Lake Public Library. On the basis of this determination, the Board may vote to uphold or override the decision of the Director. The decision of the Library Board is final. The Director will notify the patron of the Board's decision within three days by letter.

Concerns about programs or events scheduled at the library will be handled in a manner similar to concerns about materials.