

## **Amery Area Public Library Collection Management Policy**

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Effective: January 6, 2014

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Review: N/A

### **Purpose**

The Amery Area Public Library supports and connects Amery area community members by providing free and open access to information, materials, and services that contribute to lifelong learning and enjoyment for people of all ages and backgrounds.

The Amery Area Public Library strives to build a collection of materials of popular and current interest as well as enduring value. The basis of selection shall be inclusivity. Because of the volume of publishing, as well as the limitations of budget and space, the library must have a collection development policy. This policy is used by the library staff in the selection, withdrawal, and reconsideration of materials. It also serves to acquaint the general public with the principles of selection.

The responsibility for this policy governing the inclusion of materials in the library collection rests solely with the Library Board of Trustees.

### **Selection**

The actual task of selection has been delegated to the Library Director or their appointed designees who choose materials for residents and taxpayers of all ages, backgrounds, and opinions. The Library Director uses a variety of resources to select materials for the collection such as professional journals and reviews, material demand levels, and requests from patrons. When evaluating items for selection, consideration will be given to but not be limited by the following criteria:

- Is the item in popular demand?
- Is the item relevant?
- Existing library holdings. Does the item contribute to a useful, balanced, and diverse library collection?
- Is the item's information current/up to date?
- Is the item's information grounded in good scholarship?
- Is the format suitable for the collection and for community needs?
- Does the item's purchase fit into the library's budget?

The collection should reflect the diversity of people and experiences worldwide. The collection should also contain the various positions expressed on important or controversial questions, including unpopular or controversial beliefs or views. This provides an arena for individuals to freely examine issues and make independent decisions. Selection of a given item for the library's collections should not be interpreted as an endorsement of a particular viewpoint.

The Library's primary, but not exclusive, sources of reviews are Booklist, ALA recommended lists, area newspapers, the School Library Journal reviews, book seller reviews and other library journals. The lack of a review or an unfavorable review shall not be the sole reason for not selecting a title which meets other selection criteria. The library also depends heavily, but not exclusively, upon library user demand for materials when making purchasing decisions.

### C. Intellectual Freedom

The Library and the Library Board of Trustees uphold the democratic right of all Americans to freely express their thoughts and ideas, both popular and unpopular. We support the right of each individual to privately read, listen, and view the full range of published thoughts and ideas. The Library Board of Trustees considers reading, listening, and viewing to be individual, private matters. The Library Board of Trustees believes that full, confidential, and unrestricted access to information is essential for patrons to exercise their constitutional rights. While anyone is free to select or reject materials for themselves or their own minor child(ren), the freedom of others to read or inquire will not be restricted. Only parents and guardians have the right and responsibility to guide and direct the reading, listening, and viewing choices of their own minor child(ren). The Library does not stand in the place of parents (*in loco parentis*).

The Library and the Library Board of Trustees adhere to the principles stated in the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement published by the American Library Association (appendices A, B, and C). These supporting documents can be found as appendices at the end of this policy.

The Library collection will be organized, marked, and maintained to help people find the materials they want. Any labeling, sequestering, or alteration of materials because of controversy surrounding the author or the subject matter will not be sanctioned.

### **Constitutional Protection**

The Library Board of Trustees considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution and the Wisconsin State Constitution. If a court having jurisdiction over the Amery Area Public Library decides that any material in the collection is not constitutionally protected, such material will be removed. Material under court consideration will remain available to patrons until a final court ruling is made after all appeals are exhausted.

### **Gifts & Donations:**

The Amery Area Public Library welcomes gifts of materials for the collection based on the following criteria:

- The Library, in accepting a gift of materials for the collection, assumes free and complete legal title to those materials.

- The decision regarding the acceptance or rejection of gifts will be determined by the Library Director or their appointed designees.
- The Library will place in its collection only materials which meet the criteria stated in its Collection Management policy.
- Funds may be donated for the purchase of materials, and donations may be designated for specific subject areas of the collection, but the selection of specific titles will be made by the Library Director in accordance with the Collection Development Policy
- The Library may dispose of materials which are deemed unsuitable for inclusion in the Library's collection.
- Customers who wish an appraisal of the materials they are giving to the Library must have these appraised prior to the transference of the gift to the Library.
- Upon request, library staff will provide a receipt for the gift of materials.
- Due to staffing limitations, the Library is not able to pick up donations of materials.

### **Withdrawal**

A current, attractive, and useful collection is maintained through a process of continual withdrawal and replacement called weeding. Items may be withdrawn based on these criteria: lack of item demand, item condition, current relevance or accuracy, usefulness, publishing date, availability of newer or more valid materials, and space limitations.

Withdrawn materials are primarily given to the Friends of the Library to sell in their book sales. Materials may also be disposed of responsibly through the Library's relationships with reselling and recycling vendors. This ongoing process is authorized by the Board of Trustees and is the responsibility of the Library Director or their appointed designees.

### **Reconsideration of Materials**

Although materials are carefully selected, there can arise differences of opinion regarding a materials' suitability. The Library will challenge the censorship of any materials in an effort to provide complete and accurate information on all sides of an issue and to foster intellectual freedom.

Parents and legal guardians always have the right and the responsibility to educate their minor children about the books and other materials that may be best for them. No other adult should make those decisions for other parents' or guardians' children.

Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

#### *Procedure for Requesting Material Review/Reconsideration*

Library users with a concern about a material owned by the Library may:

- Complete a "Request for Material Review" form (appendix D) which is available in the Library
- Submit the completed form to the Library Director
- Attend public library board meetings

Library Response:

1. The Library Director reviews the request and presents findings to the Library Board of Trustees.

1.b. Alternately, the director may request that Library Board president appoint an ad hoc committee comprised of three (3) Library Board of Trustees; none of whom posed the challenge, is related to the challenger, or is affiliated with the organization bringing the challenge; to review the request with the director and to present findings to the full Library Board of Trustees.

2. Within 30 days of the filing of the written request for reconsideration, the library director will send a written response to the complainant, explaining in detail his/her decision regarding the request.

3. Within 30 days following the written response and decision from the Library Director, the complainant can request the Library Board review the original complaint and the library director's written response and decision.

4. Within 90 days of the filing of the appeal to the Library Board, the Library Board will review the request and take final action on it. In making its decision, the Library Board will consider professional reviews and will employ all of the criteria of selection listed in the Library's Collection Management Policy, including the American Library Association's Library Bill of Rights, Interpretations of the Library Bill of Rights, Freedom to Read Statement and the Freedom to View Statement.

5. One copy of the final report from the Library Board of Trustees shall be given to the petitioner, one copy to the Library Director, and one copy shall remain in the Library Board of Trustees' official records. The decision of the Library Board of Trustees will be final.

Requests to reconsider materials, which have previously undergone the reconsideration process, will not be reevaluated unless more than 36 months (three years) have passed since completion of the last review.

- In all cases, materials are to be judged based on the entire work, not on selected excerpts.
- The individual requesting material review will be notified of meeting dates.
- The library item under review shall remain in place and accessible throughout the entirety of the process.

## **Local and Independent Authors Collection Policy**

To showcase and support area authors, the Amery Area Public Library has established the Local Authors Collection. This collection highlights recent works by authors and illustrators currently living in the ten Wisconsin counties served by IFLS.

We sincerely appreciate local authors who are willing to support the library by donating their works to be shared with the community. The Local Authors Collection is comprised of donated materials only and is subject to the guidelines of the Amery Area Public Library's Collection Management Policy. The Amery Area Public Library does not purchase unsolicited materials.

### **What we will accept:**

- A single copy of donated items. Any additional copies will be offered to our Friends of the Library.
- Print materials bound with binding strong enough to withstand multiple checkouts.

Each contributed item must be accompanied by a completed submission form.

### **We will not accept:**

- Loose pages, stapled or clipped pages
- Ring or fastener-type bindings will not be accepted.
- Self-Published Family Histories.
- Textbooks.
- Self-Published E-books.
- Cassettes, DVDs, CDs.

### **What you can expect:**

1. Your work will be cataloged, making it available to the patrons of IFLS.
2. Your work will be included in the Local Authors section at the library.
3. Materials shelved in the Local Authors collection will be reviewed yearly, or as needed.
4. Materials may be removed at any time for low circulation, condition, or space needs. Withdrawn materials will not be returned to contributors.
5. Items submitted which are not added to the collection will not be returned.

Materials contributed to this collection become the property of the library. The Amery Area Public Library reserves the right to refuse any title, or remove any title without notice, at any time, for any reason. Due to the prioritization of high demand materials, it is possible that materials added to this collection may take several months to become available for checkout.

## **Form for Consideration of Donated Works by Local Authors/Creators**

The Amery Area Public Library does not purchase unsolicited materials. If you wish to donate in the spirit of providing public access to your work, the completion of this form is the first step in the consideration process. To ensure your work is considered as a new materials donation, please mail or drop off your material for donation at the address listed below. Please include your donation and this completed form, along with any professional reviews or information on local media coverage of your work.

Library Director, 104 Maple Street West, Amery WI, 54001

**• Please read the policy on the back of this form and sign the statement below:**

My signature below indicates that I have read and understand the “Donations from Local Authors/Creators Policy” on the opposite side of this form. I wish to donate a copy of my work to the Amery Area Public Library with the full understanding that my donation will not be returned to me, regardless of the selection decision made by the Collection Development staff at the Amery Area Public Library.

Signature \_\_\_\_\_

Materials meeting library selection criteria will be added to the collection. We appreciate your generosity.