

COLLECTION MANAGEMENT

Material Selection Policy

Public libraries are authorized by K.S.A. 12-1225 to acquire books and other materials by purchase, gift or exchange. The Library seeks to provide informational, educational, and recreational materials for users of all ages. The Board of Trustees of Eureka Public Library delegates responsibility for material selection to the Library Director, and to those staff members to whom the Director delegates the responsibility.

Eureka Public Library endorses the Library Bill of Rights and the Freedom to Read statements adopted by the American Library Association. Both are included at the beginning of this library policy manual.

The Library recognizes that many items are controversial and that any given item may offend some patrons. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of collections and to serving the interests of patrons. Materials are evaluated as a whole and not on the basis of a particular passage or passages. Standard selection tools will be used in the acquisition of materials.

Responsibility for the reading/viewing/hearing of children rests with their parents and legal guardians. Selection will not be inhibited by the possibility that adult items may inadvertently come into the possession of children. Children's items will be selected with the age and educational level of the children in mind.

The following general criteria are considered in selecting materials:

1. Strength of the existing collection in particular areas.
2. Reputation of the author, publisher, or producer.
3. Reviews of the item.
4. Suitability of subject, style and reading/viewing/hearing level for the intended audience.
5. Current appeal and popular demand.
6. Value of materials in relationship to durability.

Recommendations from the public are welcome but do not guarantee addition to the collection.

Date

6/16/1992

Evaluation and Withdrawal of Materials

The Library monitors and evaluates materials regularly to determine if the needs of customers are being met. An up-to-date, attractive and useful collection is maintained by

renewing essential materials. Works that are damaged, worn, outdated, of little historical significance, or no longer in demand are removed from the collection on a systematic and continuous basis.

Date

9/22/2016

Request for Reconsideration of Materials

In the event a patron requests that a specific work which is in the collection be removed from the library, the following action will be taken:

1. The Library Director and the patron will discuss the patron's reasons for the request, and the Library Director will explain the library materials selection policy. If the patron wishes to pursue the matter, he/she will be provided a copy of this policy and a "Request for Reconsideration" form. This form may be found in the appendix at the back of this policy.
2. The patron will fill out the reconsideration form in full.
3. Upon receipt of the signed form, the Library Director will examine the material in question, the issues raised, and the circumstances involved. He/she will then make a decision to remove or retain the material in question.
4. The Library Director will respond in writing to the complainant within two weeks of receiving the "Request for Reconsideration" form and notify the patron of the Library Director's decision.
5. If the patron does not agree with the decision of the Library Director, he/she may request a hearing by the Board of Trustees of Eureka Public Library on the fate of the material in question.
6. If the complainant desires a board hearing, the "Request for Reconsideration" form and other relevant materials will be presented to the Board of Trustees at its next regular meeting.
7. The Board of Trustees will review the material in question, the reconsideration form listing the patron's objections, and any other pertinent information. Final resolution of the matter will be made by the Board of Trustees of Eureka Public Library with the guidelines for selection in mind.

Materials will remain in the collection and in circulation while under challenge until a decision is made to remove them from the collection.

Date

6/16/1992

Related Forms

Appendix B: Request for Reconsideration Form