

# MOORE PUBLIC LIBRARY

## MATERIAL SELECTION POLICY

The purpose of the Moore Public Library Materials Selection Policy is to guide the librarian and inform the public about the principles upon which selections and withdrawals of print and non-print materials are made.

The word **materials** includes but is not limited to books, magazines, newspapers, pamphlets, films, video recordings, audio recordings, and digital, electronic or other forms of media.

The word **selection** refers to the decision made either to add a given title to the collection or to retain one already in the collection. The word **withdrawal** refers to the decision or process of removing materials from the collection.

A policy cannot replace the judgment of the librarian but will assist him/her in choosing from the vast array of materials available.

### **Responsibilities**

The Library Director, who administers under the authority and guidance of the Board of Trustees, has the final responsibility for material selection and library activities.

### **Goals of the Moore Public Library**

As its major goal, the library desires to obtain for all residents in its service area, informational, educational, multicultural, and recreational materials in all media, both published and unpublished, print and non-print, within the necessary limitations of budget and space, recognizing the wide cultural diversity of tastes, interests, education, and background of the community. The Moore Public Library is a District Library established on January 1, 2004 by the partnership of the Village of Lexington and Worth Township serving a population of 5125. The legal service area is 100 % of both the Village of Lexington and Worth Township. The Moore Public Library will continue to serve Lexington Township as well as anyone wishing to seek services at the library. The Moore Public Library may use such services as InterLibrary Loan, OCLC, MelCat, Internet, and

other professional services to provide materials for the needs of its patrons. In an effort to assure all citizens of their constitutional right of freedom of information, the Moore Public Library subscribes to the Library Bill of Rights as adopted by the American Library Association and endorses the Association's Statement of Intellectual Freedom.

## **Library Bill of Rights**

The American Library Associations affirms that all libraries are forums to information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18,1948.

Amended February 2, 1961, and January 23, 1980,  
inclusion of "age" reaffirmed January 23, 1996,  
by the ALA Council.

## **Freedom of Choice**

The library recognizes that many materials are controversial and that any given item may offend some patrons. Selections will not be made on the basis of anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of the readers.

Library materials will not be marked or identified to show approval or disapproval of the contents by the Moore Public Library, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft, or to hold it on reserve to fill a patron request.

Parents and legal guardians have the responsibility to monitor the reading selection made by their children. Selection of the materials of the library collection will not be inhibited by the possibility that books may come inadvertently into the possession of children.

## **Challenged Materials**

Criticism of library materials will be registered and presented on a "Request for Materials Reevaluation" form (a sample is attached) and signed by the individual challenging the item. The material will be reviewed again by the Library Director. If the title is found to be suitable for inclusion in the collection, the challenger will be notified in writing and given the reason for the decision.

If the challenger wishes to pursue, they may schedule a meeting with the Library Director. If this meeting fails to resolve the challenge, the patron may appeal to the Library Board of Trustees at a regular meeting. The decision of the Library Board will be final.

In no instance will the material be removed from the collection until the reevaluation process is complete.

## **Revision**

This policy will be continuously reviewed by the Library Director and formally reviewed by the Library Board of Trustees every two years, with revisions made as needed.

**Request For Material Re-Evaluation**

**Title** \_\_\_\_\_

**Author** \_\_\_\_\_ **Classification** \_\_\_\_\_

**Type** (video, book, etc.) \_\_\_\_\_

**Patron Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_

**Reason(s) for requesting re-evaluation.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Patron Signature** \_\_\_\_\_

**Resolution** \_\_\_\_\_

\_\_\_\_\_

**Library Director's signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Adopted** \_\_\_\_\_

Date

**Signed** \_\_\_\_\_

President, Board of Trustees