

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Materials Selection Policy
POLICY NUMBER: 6010

6010 Placentia Library Districts' fundamental responsibility is to provide materials that satisfy the information needs and interests of the community it serves. The library believes in freedom of information for all, and does not practice censorship. The selection of library materials is predicated on the patron's right to read and similarly, his freedom from censorship by others. Many books are controversial and any given item may offend some person. Selections for the library will be made on the merits of the material in relation to the building of the collection and to serving the interests of the reader.

The library holds censorship to be a purely individual matter and declares that while anyone is free to reject books and other materials of which they do not approve, they may not exercise censorship to restrict the freedom of others.

Responsibility for materials selected and read by children and adolescents rests with their parents or legal guardians. Selection decisions are not influenced by the possibility that materials may be accessible to minors. Materials are not labeled to show approval or disapproval or to indicate certain philosophies. No items are sequestered except to protect them from damage or theft.

Library materials include but not limited to physical and digital books, magazines, newspapers, audiobooks, video, music, photographs, pamphlets, databases, and objects.

6010.1 Since Placentia Library District operates on a fixed annual budget and a limited library materials fund, it must emphasize standard materials and services of first importance in the broad pattern of operation. First and foremost, it will address the needs of the general reader in the Placentia Library District service area. Its collection must be designed essentially for use and adaptation to new and changing conditions in the community, with wide appeal to all.

6010.2 Collection development is the responsibility of the professional staff under the direction of the Library Director in accordance with the policies of the Board of Trustees.

6010.3 The criteria listed below are to be used as guidelines by the selection staff as appropriate:

- The overall purpose of the material is the chief criterion of selection.
- Reputation and significance of the author.
- Timeliness or permanence of the material.
- Relation to existing collection
- Authoritativeness.
- Reputation and standards of the publisher.
- Readability and popular appeal.
- Quality of the writing.
- Recommendation of title in selection aids.
- Suitability and sustainability of format for library use
- Physical condition of material.
- Cost and availability from vendors
- Relevance to the community
- Circulation of similar items
- Accuracy of the material

6010.4 The Library Bill of Rights, developed by the American Library Association, affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

6010.4.1 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, or views of those contributing to their creation.

6010.4.2 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.

6010.4.3 Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

6010.4.4 Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

6010.4.5 A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

6010.4.6 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.

All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

6010.5 Procedure for Request for Reconsideration of Library Materials

6010.5.1 When a patron wishes the library to discard or reclassify a book or item, they must complete the "Request for Reconsideration of Library Materials" form. The Supervising Librarians will review the request and forward the r recommendation to the Assistant Library Director for a final decision. If the patron is not satisfied with the final decision, the Assistant Library Director will forward request to the Library Director for consideration.

6010.6 Interpretation of Policy

6010.6.1 Questions concerning the scope of the Material Selection Policy may be discussed with the Library Director. If there are complaints or comments about the policy the matter will be discussed by the Library Board of Trustees at a regularly scheduled meeting.