

## MATERIALS SELECTION POLICY

It is the function and duty of the Jerome Public Library to ensure public access to the Library's building and all materials contained therein which may aid persons in their pursuit of education, information, research, recreation and self-determined use of leisure time. The Library will endeavor to procure materials that are both interesting and useful to as many of the various cultural groups in the community as possible. The Library, so far as its resources permit, will provide any materials, which help to meet its objectives.

Selection of books and other library materials shall be made on the basis of their value of interest, information and enlightenment of all people of the community. No books or other library materials shall be excluded because of the race, nationality, sex, or the political, social or religious views of the author. Their acquisition and use shall not be restricted by criteria based upon favored social, sexual, religious or political viewpoints held by individual staff members, trustees or by members of the public.

Censorship is purely an individual matter and while anyone is free to reject for himself materials of which he does not approve, he cannot exercise censorship to restrict the freedom of use and access to others. The choice of library materials is also an individual matter. The responsibility for the reading and use of library materials by minors rests ultimately with their parents or legal guardians. It is the duty and responsibility of the Library staff to provide advice and reading guidance, but the right of minors to free choice of materials shall not be abridged.

The Library subscribes to the Freedom to Read Statement and the Library Bill of Rights adopted by the American Library Association. These documents are always available at the Library for public examination.

The following criteria are used to determine the selection of an item. An item need not meet all of the criteria to be acceptable:

1. Current usefulness or lasting value.
2. Authority and competency of presentation, author or publisher.
3. Relation to existing collection.
4. Adequate standards of quality in content, format and physical appearance.
5. Vitality and originality.
6. Price

In addition, items in demand may or may not meet the criteria above. Local demand is a valid factor in selection. Serious works, which attempt to present an honest phase of life, are not necessarily excluded because of coarse language or frankness, or because of objections by staff, trustees, and public. Individual passages or illustrations, in whatever format or medium, when taken out of context or purpose, are not considered adequate reason for rejecting or removing an item.

Once selected, materials are not labeled or otherwise marked to prejudice a user in advance as to merit. No library materials may be sequestered except to protect against vandalism and theft.

Responsibility for material selection rests with the Library Director and his or her staff operating within the policies and objectives as approved by the Library Board of Trustees. Selectors shall attempt to ensure a reasonably balanced representation of various viewpoints. Any staff member acting within the scope of their employment will receive the full backing and support of the Library Board of Trustees.

A practical, useful collection will be maintained through a continual process of discard and addition.

Materials are withdrawn based on their being outdated, no longer of interest or demand, duplicates or multiple copies, worn or mutilated, or by reason of repeated pilferage of specific items, in which case the administrative staff will determine the feasibility of replacement. Items that are withdrawn, except for those so mutilated or worn as to be of no further use, will be offered to other libraries in the Region, Board members, staff, or given to organizational book sales.

Books and other material will be accepted on the condition that the Library Director has the authority to make whatever disposition he or she deems advisable.

Gifts of money, real property and stock will be accepted if the conditions attached thereto are acceptable to the Board of Trustees.

Personal property, art objects, portraits, antiques and other museum objects will be accepted at the discretion of the Board of Trustees.

Any patron who concludes that a specific item does not meet the guidelines set forth in the policy may fill out a Materials Review Form. The completed form will be given to the Library Director. The form will be presented to the Board to Trustees by the Library Director at its next regularly scheduled meeting. The Board or the Library Director will notify the patron in writing the decision reached.

The Public Records Act was passed by the 1990 Legislature. Therefore, on July 1, 1990, Idaho became the 43<sup>rd</sup> state to protect the confidentiality of library circulation records. These would be records that would link the use of a library item to the name of a patron, including interlibrary loan requests, reference requests, or any other record that would tie a user to a specific material. In abiding with this law, the policy of this library will be to refuse any person, acting individually or as a representative of a group, to examine or copy any of these library records. The library will deny this request in writing within three working days.

Revised April 10, 2001, Reviewed and confirmed as current on October 14, 2008.  
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