

MATERIALS SELECTION POLICY

Purpose and Objectives

The Jerome Public Library is committed to facilitating public access to their collections to aid individuals in education, research, recreation, and self-determined leisure pursuits. The library aims to provide a balanced and relevant collection that meets the needs of its community.

Selection Criteria

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 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, gender, 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.

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. Popular demand
2. Currency or lasting value
3. Relevance to community needs
4. Scarcity of material from other sources
5. Authority and competency of presentation, author or publisher
6. Relation to existing collection
7. Consideration of the work as a whole
8. Format and physical appearance
9. Representation of diverse viewpoints
10. Availability of physical space
11. Cost

Materials in electronic format are evaluated using the following additional criteria

1. Added value over other formats
2. Availability of access, i.e. single user or unlimited access.
3. Compliments print collection

Items in demand may or may not meet the criteria above. Local demand is a valid factor in selection. The library welcomes input concerning selections of materials. Items that do not fit the criteria of the Library's collection development policy, but are of interest to an individual, may be obtained through interlibrary loan.

Diversity and Intellectual Freedom

The Jerome community includes people from diverse educational, cultural, and economic backgrounds each with their own interests, needs, values and viewpoints. Selections attempt to ensure a reasonably balanced representation of various viewpoints. The library recognizes that any given item may offend some patrons, but because the library follows accepted principles of intellectual freedom, it does not undertake the task of pleasing all patrons by the elimination of items purchased after due deliberation under guidance of the policies expressed herein.

Providing a resource where individuals can freely examine many points of view and make his or her own decision is one of the essential purposes of the library. Serious works which attempt to present an honest phase of life, are not necessarily excluded because of coarse language, context, or because of objection by staff, trustee, and /or the public. Individual passages or illustrations in whatever format or medium, when taken out of context or purpose, is not considered adequate reason for rejection or removal of an item. No item may be sequestered except to protect against vandalism or theft.

The choice of library material is purely an individual matter. The library shelving is divided into sections such as Adult Fiction, Adult Nonfiction, Young Adult, Juvenile, and Children's Books to help guide readers to materials of their choice. While anyone is free to reject materials for oneself, that person cannot exercise censorship to restrict the freedom of use and access to others. The responsibility for reading and use of library materials by minors rests ultimately with their parents or legal guardians.

Upon request, the library staff is available to provide reading guidance and recommendation, but the right of minors to free choice of materials shall not be restricted.

Responsibility and Oversight

The responsibility for material selection rests with the library Director and staff, operative within approved policies and objectives set by the Library Board of Trustees. Staff members are supported in their selection decisions, aiming for a balanced representation of viewpoints. The library also maintains a practical, useful collection through a continual process of discard and addition.

Withdrawal and Reconsideration Procedure.

Materials are withdrawn based on the following criteria:

1. Currency
2. Accuracy
3. Condition
4. Duplicate holdings
5. Space limitations
6. Availability elsewhere

Patrons who believe a specific item does not meet selection guidelines may submit a Request for Reconsideration Form. Once received, the Request for Reconsideration becomes a public record.

The process for reconsideration consists of the following steps:

1. Staff will review the request and the materials requested for reconsideration. Staff shall include reference to all materials used to form its decision in the written Staff decision. Materials referenced in the Staff's decision shall become part of the record for review in any appeals that follow. Staff will communicate its decision to the resident within 15 business days from the receipt of the complete and valid Request for Reconsideration.
2. The library patron may appeal the Staff's decision to the Jerome Public Library Board of Trustees by submitting a written request for Board review within 21 days of receiving the Staff's decision. The request for Board review shall state the reasons why the library patron disagrees with the Staff decision. The Board will review the material in question, the request for Board review, the Staff's decision and all materials in the records relied on by the Staff. The board will ensure the Staff's decision is based on substantial evidence in the record, is not arbitrary, capricious or an abuse of discretion, and does not violate the state or federal Constitution. The Board may employ whatever public processes it deems necessary and appropriate to fully develop the record to make its decision including public hearing, hearing from the resident and staff, remand the staff to further develop the record, or other such processes not in conflict with Idaho law. The final written decision will be communicated to the resident within 15 business days and will be final.

Confidentiality

The Public Records Act was passed by the 1990 Legislature. Therefore, on July 1, 1990, Idaho became the 43rd 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.

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