

# Materials Selection and Withdrawal Policy

## GENERAL STATEMENT OF PURPOSE

Baker County Library District strives to inform, enlighten, and empower all patrons in our community. The Library and its Board of Directors uphold the right of all Americans to freely express their thoughts and ideas, both popular and unpopular. We support the right of each individual to privately read, listen, and view the full range of published thought and ideas.

In support of these ideals, Baker County Library District offers a collection of materials that is diverse, inclusive and protected by the First Amendment of the United States Constitution and Article I of the Oregon State Constitution. The Library Board endorses the American Library Association's Library Bill of Rights as pertinent to the selection and use of Library materials.

## OBJECTIVES OF THE COLLECTION

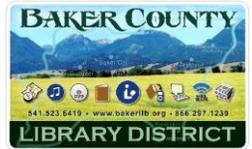
The Library is responsible for providing materials to residents and taxpayers of all ages, backgrounds, and opinions. The Library collection taken as a whole will be an unbiased and diverse source of information, representing as many viewpoints as possible. Subjects will be covered in sufficient depth and breadth within existing financial resources to meet anticipated and expressed individual and community needs.

The collection is presented to provide individual access to information and materials in various formats to serve a wide variety of needs:

- To provide opportunity for the pursuit of happiness, education, entertainment, and enjoyment of life according to the full exercise of free choice.
- To assist in developing the skills and abilities needed for economic success.
- To develop the social awareness and knowledge needed for self-government and successful participation in a diverse community.
- To encourage and enhance personal, artistic, and intellectual growth.

The Library neither encourages nor discourages any particular viewpoint. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, political or social views of the author. Selection of materials by the Library does not mean endorsement of the contents or the views expressed in those materials.

The Board recognizes that Library resources are not unlimited. Selection of materials must be consistent with budget allocations. Resource sharing with other libraries, and electronic and other methods of information access, are valid and necessary ways of meeting patron needs.



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## SELECTION

The responsibility for the collection rests with the Library Director under the authority of the Library Board of Directors. Direct selection of Library materials is delegated to staff members qualified for this duty by education, training, interest and job classification.

Factors considered when adding specific material to the Library collection include, but are not limited to:

- Collection objectives
- Present collection composition
- Current or historical significance of author or subject
- Timeliness
- Public interest
- Level of demand
- Audience for material
- Community relevance
- Diversity of viewpoint
- Effective expression

The nature of the media and the technical quality of production are additional factors to be considered in selecting audio, video, electronic, and other non-print formats. Internet sites linked from the Library's homepage are subject to the same selection criteria as other materials.

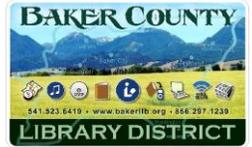
The Board of Directors recognizes that full information on issues of public concern may require access to information sources which exemplify those concerns. Individual items, which in and of themselves may be controversial or offensive to some patrons or staff, may appropriately be selected if their inclusion will contribute to the balance and effectiveness of the Library collection as a whole.

The Library encourages public suggestion of items and subjects to be considered for the collection. Serious consideration will be given to purchasing patron-requested materials when these requests meet collection objectives. Remaining requests may be met through resource sharing with other libraries, electronic retrieval or other means.

Gift items are subject to the same selection criteria used for purchased materials.

## ACCESS

The Library Board considers reading, listening, and viewing to be individual, private matters. The Board believes that full, confidential, and unrestricted access to information is essential for patrons to exercise their constitutional rights. While anyone is free to select



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or reject materials for themselves or their own minor child(ren), the freedom of others to read or inquire will not be restricted. Only parents and guardians have the right and responsibility to guide and direct the reading, listening and viewing choices of their own minor child(ren). The Library does not stand in the place of parents (*in loco parentis*).

The Library collection will be organized, marked, and maintained to help people find the materials they want. Staff may not label, sequester, or alter materials because of controversy surrounding the author or the subject matter except when conducted in an educational context.

## CONSTITUTIONAL PROTECTION

The Library Board considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution and the Oregon State Constitution.

If a court having jurisdiction over Baker County Library decides that any material in the collection is not constitutionally protected, such material will be removed. Material under court consideration will remain available to patrons unless otherwise ordered by the court.

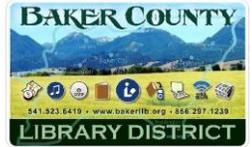
## COLLECTION REVIEW

The Library Board recognizes the right of individuals to question the inclusion of materials in the Library collection. The Library will give serious consideration to the opinion of individuals who reside or own property in Baker County.

Individuals questioning material in the Library collection may ask Library staff about such material. The staff Person In Charge of the Library at the time will hear and record these concerns, give the patron a copy of this policy, and refer the patron to the Library Director for further discussion or written response.

Individuals still questioning Library materials may submit their opinion in writing on a form provided by the Library. The form will be sent to the Library Director who will consult with staff to review the patron's concern and material in question and make a determination, or refer the matter to a Library staff member committee. If referred, a Library staff member committee will provide a recommendation to the Director as to whether the material was appropriately selected and made accessible under this policy.

The Director will review the recommendation, make the final decision, and reply to the individual in writing. The Director will keep the Library Board of Directors informed of all requests for reconsideration of library materials and their disposition. The Director will also report the challenge incident and outcome to the ALA Office of Intellectual Freedom.



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Persons still wishing to express concerns to the Library Board about materials in the collection will be heard during a regular meeting under the agenda item "Public Comment" or at another time designated by the Library Board for public expression. The Library Board, after receiving testimony from the public and from the Library Director, may decide whether the Library's actions are in accordance with Library policies or may refer the matter to a Materials Review Committee.

The Materials Review Committee will consist of three or five persons appointed ad hoc by the Library Board and will include the Library Director or professional library staff member for the subject area of the item in question.

The review committee takes the following steps:

- a. checks general acceptance of the material by reading reviews and consulting recommended lists;
- b. reads, views, or listens to the material;
- c. determines the extent to which the material fits the selection policy;
- d. discusses materials confidentially.
- e. submits a written recommendation report to the Library Board.

If the Library's actions are determined to be in conflict with Library policies, the Library Board will direct the Library Director on another course of action.

## WITHDRAWAL OF MATERIALS

The Board of Directors recognizes that withdrawing materials from the collection is an important part of maintaining the Library collection. Withdrawal of Library materials is vested in the Library Director who may authorize qualified staff to assist. The withdrawal policy of the Library shall include the same factors as the selection policy and is not intended to sanction removal of Library materials based upon any controversy.

## POLICY REVIEW

This Policy for the Selection and Withdrawal of Materials will be reviewed at least every five years and revised or reaffirmed by the Library Board.

**Date of Origin:** 8/07

**Date(s) of Revision:** 3/09; 11/16