

Ethel Everhard Memorial Library

Materials Selection Policy

The Ethel Everhard Memorial Library makes available to the Westfield community a variety of materials that inform, educate, entertain, and enrich lives. The following materials selection policy is to guide librarians in the selection of these materials.

1. Responsibility

The primary responsibility for the selection of all library materials rests with the Library Director. Staff members and the public may suggest and recommend materials to be considered for purchase, and the Library Director will consider all recommendations within the framework of the Materials Selection Policy.

2. Criteria

- a. All materials whether purchased or donated are considered in terms of the following standards. An item need not meet all the criteria to be acceptable, nor will selection be made based in anticipation of approval or disapproval, but solely on the principles stated in this policy.
- b. Materials should be of enduring or current value to satisfy the informational or recreational needs of all members of the community.
- c. Materials should present a variety of viewpoints concerning the problems and issues of our times - international, national, and local.
- d. Materials should have sound factual authority, a clear presentation, and readability of subject matter.
- e. Materials should be high quality products designed to be especially durable.
- f. Materials may be judged on artistic merit, scholarship, value as human documents, or ability to satisfy the recreational and entertainment needs of the community.
- g. General Selection Criteria
 - i. Existing collection needs
 - ii. Relevance to community needs
 - iii. Patron demand
 - iv. Significant or reputable author
 - v. Attention of critics and reviewers
 - vi. Important human or social insights
 - vii. Representation of current ideas or events
- h. Criteria for non-fiction works
 - i. Accurate, clear, and logical presentation
 - ii. Comprehensive and complete treatment
 - iii. Author's qualifications
 - iv. Of lasting value or needs
 - v. Original point of view
- i. Criteria for fiction works
 - i. Vitality and originality
 - ii. Artistic presentation or experimentation

- iii. Well-developed plot or characterization
 - iv. Authentic setting
 - v. Representation of important genre or trend
 - j. Material selection may be limited by price, format, physical limitations of the building, or availability of low demand items in other libraries of the Winnefox Library System.
3. Material Selection Aids
- a. Selection aids such as publishers lists, current bestseller lists, book review journals, bibliographies for reference books, or other specialized subject matter may be used when selecting materials.
 - b. System-wide or county selection meetings where librarians share possible purchase lists and selection ideas may be also used as an aid when selecting materials.
4. Controversial Materials
- a. A public library has a responsibility to offer a representative selection of materials on all subjects of interest to its patrons, including materials on all sides of controversial issues.
 - b. Materials may be purchased in areas of religion, sex education, politics, medicine, science, or law. Materials should also be gender balanced and represent a variety of beliefs.
 - c. The Library Board of the Ethel Everhard Memorial Library formally endorses The American Library Association Library Bill of Rights and the Freedom to Read statement.
 - d. While an individual may personally reject materials, they cannot exercise censorship to restrict access to materials to others, but rather follow the procedures below when objecting to a work.
 - i. Oral discussion - the citizen should have a private discussion with the Library Director concerning the material where both sides can air their views.
 - ii. Request for Reconsideration - if the citizen is not satisfied by the oral discussion with the Library Director, they can complete the Request for Reconsideration Form, which is available at the circulation desk. The Library Director will bring the Request for Reconsideration before the Library Board at the next scheduled Library Board Meeting. The Library Director will examine the specific material in question and make a recommendation to the Library Board in response to the Request for Reconsideration. The Library Board will decide on the material and that decision is final.
 - e. Any material in question will remain in circulation and the property of The Ethel Everhard Memorial Library while the Request for Reconsideration exists and until the Library Board and the Library Director decide otherwise.
 - f. Through the Winnefox Library System the Ethel Everhard Memorial Library also provides patrons access to materials from other Winnefox member libraries and access to electronic items through the Wisconsin Digital Library. However, the

library is not responsible for the selection of materials from the other Winnefox member libraries or the Wisconsin Digital Library.

5. Donations and Gifts

- a. Gifts of books or other library materials or the money to buy such materials is gratefully accepted with the understanding that the Library reserves the right to use or dispose of the gifts. The gifts may be added to the collection if they meet the established standards for materials, with an emphasis on currency, physical condition, and need. All gifts become the property of the Library and if added to the collection must be for public use. Materials not added to the collection will be given to the Friends of the Library Books Sale or disposed of by other means. The Library cannot place a monetary value on gifts, but a receipt can be provided upon request.
- b. Materials accepted for collection, which are given as special gifts, or as memorials, may be given a special book plate identifying the donor and/or the person in whose memory the gift is made. The Library is under no obligation to replace these gifts if lost, stolen, damaged, worn, or to keep them after they have become of no further value to the Library.

6. Collection Maintenance

Unused, damaged, or outdated materials will be discarded, repaired, or replaced as needed. The standards of the Materials Selection Policy will be followed when re-evaluating materials.

Approved 06/09/2003

Amended 04/09/2018