Materials Selection

The Frank L. Weyenberg Board of Trustees affirms the rights of individuals to have free and open access to ideas and information through its collection. The Board has adopted the Library Association's *Bill of Rights* as a basic tenet governing the selection of materials for the Library and endorses the American Library Association's *Freedom to Read* and *Freedom to View* statements.

Selection of materials is guided by the Library's Mission Statement, budget and the directives of the selection policy.

- The Library collects materials in a wide range of topics, formats and levels of complexity for persons of all ages. Efforts are made to maintain a balanced collection within subject areas and for each user group and to collect materials representing all sides of controversial issues. Some materials are considered to be outside of the scope of the Library's Mission and will not be purchased.
- In selecting materials to purchase, staff shall professionally evaluate materials and consult reputable, professionally prepared selection aids.
 Purchases shall be based upon the selectors' knowledge of the collection, requests made by patrons and past circulation data.
- Material selection is continuous, and so are the evaluation, withdrawal and replacement of materials. Materials are discarded regularly from the Library collection because an item is in poor physical condition or its information is outdated, is no longer requested or has been superseded by other editions or formats.

Gifts of Library Materials

The Library accepts gifts of personal collections only with the understanding that the same guidelines of selection are applied to gifts as are applied to purchased materials. The Library does not accept donations of personally discarded materials for purposes of resale or that have no realistic outcome of being included in the library's collections. Appraisal of gifts to the Library for tax purposes is the responsibility of the donor.

Materials Disposal

Materials judged to be no longer useful to the collection may be donated or sold to other Wisconsin libraries or area nonprofit agencies, or may be sold to the public. To insure impartiality, the staff of the Library will not give advance information to anyone

about specific items that may be sold. Library staff shall not be allowed to purchase materials unless or until they are made available to the public.

Guidelines for Materials Reconsideration

- 1. Patrons have the right to appeal to the Library Director a decision as to inclusion or exclusion of the materials in the collection by submitting a signed reconsideration form supplying all pertinent information. The Director shall reply in writing in a timely manner.
- 2. If the patron is not satisfied with the Director's decision, final appeal may be made in a letter to the Board of Trustees setting forth the reasons the patron believes the item should be included or excluded from the collection and what action the patron wishes the Board take in the matter. Appeal letters shall be submitted not less than two weeks prior to any regularly scheduled meeting of the Board and shall be mailed to or dropped off at the Library to the attention of the Board President.
- 3. The patron making the appeal to the Board shall be allowed to present arguments orally at the meeting at which the Board considers the request. The President of the Board shall then appoint a three-member committee to study and review all facts and information relating to the appeal. The study committee shall meet within fifteen (15) days after the appeal letter is heard by the full Board and recommend a decision regarding the appeal to the full Board at the next regularly scheduled meeting.
- 4. The Board shall make a decision regarding the appeal at its next regularly scheduled meeting. The Board's decision shall be final. The President of the Board shall communicate the Board's decision, in writing, to the patron.

Request for Reconsideration of Library Materials

Date of request:			
Title of item:			
Author/Artist:			
Please check one or more of t	he following format	ts:	
☐ Book		☐ Audio Book	
☐ Magazine		☐ Library Program	
□ CD		☐ Display	
□ DVD			
Patron name:			
Address:			
		Phone:	
Patron barcode:			
		Date:	
<u> </u>			
I am acting as a spokesperson for a group, organization, or association:			
Yes □ No □ If yes, which group/organization:			
What brought this resource to your attention?			
Have you read, viewed, or listened to the entire resource?			

What concerns you about this resource?
What action would you like the library to take in regards to this material? Withdraw it from all borrowers Move it to a different part of the Library's collection Other Please explain how this action would improve the Library's service to the community.
Are there any resources that you would suggest to provide additional information and/or other viewpoints on this topic? What materials would you suggest as possible replacements for this item?
The Library adheres to the standards of the American Library Association's <i>Freedom to Read</i> and <i>Freedom to View Statements</i> and its <i>Library Bill of Rights</i> , all of which have been approved by the Frank L. Weyenberg Library of Mequon - Thiensville Board of Trustees as policies of the Library.