

Beaver Dam Community Library Collection Development and Management Policy

The Beaver Dam Community Library Board affirms the rights of individuals to have free and open access to ideas and information through its collections. The Board has adopted the American 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, its budget, and the directives of the collection development and management 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 complex issues. Some materials are considered 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, availability within the consortium, and circulation data.

Material selection is continuous, as is the evaluation, withdrawal, and replacement of materials. Materials are discarded regularly from the Library collection because an item is in poor physical condition, its information is outdated, it is no longer requested, or it has been superseded by other editions or formats. The Library will dispose of withdrawn items as it sees fit.

Donations of Library Materials

The Library may accept donations of materials, with the understanding that they will be evaluated using the same criteria as those applied to purchased materials. If the donations do not meet these criteria, the library reserves the right to decline or dispose of them as it sees fit. All donations of library materials are subject to the Library's Collection Development and Management Policy. Appraisal of donations to the Library for tax purposes is the responsibility of the donor.

Approved by the Library Board: May 14, 2021

Beaver Dam Community Library Challenged Materials Policy

Requests for Reconsideration

The Library recognizes that from time to time there will be citizen complaints or concerns about a specific title or type of material selected or withdrawn from the collection. When a complaint is made, the Library will address it, ensuring that the complainant is heard and that the fundamental principles of intellectual freedom are upheld.

The choice of library materials by library users is an individual matter. While an individual may reject materials for themselves, they cannot exercise censorship to restrict access to the materials by others. Once an item has been approved for purchase, based on the Collection Development and Management Policy, it will not be automatically removed upon request.

Responsibility for choice of materials and the use of the Library by children rests with their parents or legal guardians. At no time will library staff act *in loco parentis*. Selection of library materials will not be inhibited by the possibility that they may come into the possession of children.

Patrons requesting that an item be removed, relocated, labeled and/or restricted from the collection may complete a Request for Reconsideration form.

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Procedures for Request for Reconsideration

Individuals may express an objection to or concern about library material by talking to or writing to any library staff, the Administrator, or a member of the Library Board. Such communications are considered an informal complaint. After receiving the complaint, a Request for Reconsideration form should be offered to the individual along with information about the formal complaint procedure. If the individual chooses not to pursue a formal complaint, no further action is taken by the Library.

1. To initiate a formal complaint, an individual must complete the Request for Reconsideration form. **Use one form per item.** The form will be given to the Library Administrator. The Administrator will acknowledge receipt of the request in writing. The letter shall describe the Library's procedure and timeline for the review. The review process may take up to three months. Copies of this policy and the Collection Development and Management Policy shall be included in the reply. If the individual has checked out the item, no further action will be taken until said item is returned to the library.
2. The Library Administrator will then evaluate the material in question along with relevant reviews and the recommendation(s) of professional staff who have evaluated the material in question. The Administrator will make a determination and provide a written decision as to whether the material will be retained; be retained but moved to another location; or be withdrawn. The letter will include the steps the individual may take if not satisfied with the decision.
3. If the individual is not satisfied with the Administrator's decision, they may write a letter requesting that the matter be placed on the agenda of the next regular meeting. Such letter must be received ten (10) days prior to the next regular meeting of the Board. If received after that time, the matter will be automatically deferred until the succeeding regular meeting. The Library Board reviews the written reconsideration request with references to selection tools prepared by the Library Administrator and prepares a written response to the individual. The individual will be notified of the Board meeting at which the matter is to be considered so that they can be present if they so desire. The Library Board's decision is final. Once an item goes through the reconsideration process, it will not be reviewed again in the future.

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Beaver Dam Community Library
Request for Reconsideration of Library Materials

Name: _____ Date: _____

Address: _____

City: _____ ST: _____ ZIP: _____

Phone: _____ Email: _____

Material to be reconsidered:

- Book Magazine Audiobook DVD/Audiovisual Media Music CD
 Digital Materials Library Program Display Other: _____

Title: _____

Author/Artist/Illustrator: _____

Copyright Date: _____

1. What brought this material to your attention?

2. Have you read, listened to, or viewed the entire work? Yes No

If not, which parts have you reviewed? _____

3. What concerns you about this material? Please be specific.

4. What would you like the Library to do with this material?

- Withdraw it from the Library Move it to a different part of the Library's collection
 Other:

5. Explain how this action would improve the Library's service to the community.

6. Are there any resources 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?

Beaver Dam Community Library considers all Requests for Reconsideration of Library Materials pursuant to its Challenged Materials Policy. The following is a summary of the process:

1. Receipt of this form shall be acknowledged by Library Management.
2. Professional staff shall review the challenge and recommend one of several actions to the Library Administrator:
 - a. To retain the challenged material in the collection;
 - b. To retain the challenged material, but move it to another location in the collection; or
 - c. To withdraw the challenged material.
3. The Library Administrator then makes a final determination regarding the disposition of the material and notifies the complainant. Steps two and three may take up to three months.
4. If the complainant is not satisfied with the decision of the Library Administrator, they may direct their concerns to the Beaver Dam Community Library Board for its consideration.

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