

# Materials Selection Policy

## Frankfort Community Public Library

**Reviewed & Approved by the Library Board of Trustees: February 14, 2022**

### **I. Goal of Selection**

It is the goal of the Frankfort Community Public Library and the Clinton County Contractual Public Libraries to provide resources to meet the educational, recreational, and informational needs of the public, thus enhancing individual and community life. To meet this goal, library materials are selected, organized and made accessible in order to anticipate and meet the diverse needs of the citizens of the Frankfort Community Public Library and the Clinton County Contractual Public Libraries' district.

### **Criteria for Selection**

FCPL/CCCPL strives to build a well-balanced collection of merit and significance. Since the library does not promote particular beliefs or views, the collection will contain a variety of ideas and position on important questions, including some that may be perceived as unpopular or unorthodox. FCPL/CCCPL collects materials that represent the diversity of human thought. A balanced collection has a variety of materials, but not necessarily equality of numbers. Materials are evaluated as a whole and not on the basis of a particular passage or component. A single standard cannot be applied to each potential item for selection, but it should be considered in terms of the following general criteria. An item need not meet all of the criteria to be acceptable:

1. Suitability of physical form for library use.
2. Suitability of subject and style for intended audience.
3. Present and potential relevance to community needs.
4. Importance as a document or symbol of the times.
5. Relation to existing collection and other materials on subject.
6. Reputation and significance of author, artist or creator.
7. Reputation of publisher or producer.
8. Attention given by critics, reviewers, professional book and audio-visual selection aids, and the public.

The Frankfort Community Public Library and the Clinton County Contractual Libraries do not necessarily advocate any of the ideas found in their collection. The mere presence of a magazine, book, video or other type of media does not indicate our endorsement of its contents.

### **Collection Maintenance**

An attractive, up-to-date, and current collection is maintained through a continual discarding and replacing process. Before discarding an item, the following factors will be considered: obsolescence, physical condition, research value, insufficient use, adequate coverage in the field, and availability of similar materials (either in the library or through inter-library loan). Frankfort materials being considered for discard will be reviewed by Department Heads. When approved for discard, materials will be withdrawn from the automated system.

Withdrawn materials may be disposed of in various ways in accordance with IC 5-22-22 & IC 36-12-3-5, depending on specific item and reason for withdrawal: sold, passed on to another library, destroyed, etc.

The libraries welcome gifts, but accept them with the understanding that they have the right to handle or dispose of them in their best interest. Material may be added to the collection provided that it meets the standards of selection.

February 14, 2022

# Materials Selection Policy

## Frankfort Community Public Library

- II. The libraries support and uphold the following documents: The Library Bill of Rights; The Freedom to Read Statement; and The Freedom to View Statement.

### Library Bill of Rights

(adopted 1948, amended 1961, 1967, 1980)

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services:

1. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

### Freedom To Read Statement

It is in the public interest for libraries to make available materials with a wide diversity of views including those which are unorthodox or even unpopular with the majority. This diversity does not mean the Library endorses them. Libraries must resist all efforts by groups or individuals to censor library materials. Since tastes differ, the availability of library materials cannot be limited to please one group without limiting the freedom of others. The responsibility of libraries, as guardians of people's freedom to read, is to oppose attempts to limit that freedom of others by individuals or groups seeking to impose their own standards or tastes upon the community at large. The responsibility of libraries is to give meaning to the phrase "Freedom to Read" by providing books that enrich the quality of thought and expression.

### Freedom To View

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

February 14, 2022

# Materials Selection Policy

## Frankfort Community Public Library

1. To provide the broadest possible access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, and other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

### **III. Reconsider Procedures**

The choice of library materials by users is an individual matter. A person may reject material for himself, but cannot exercise censorship to restrict access to the materials by others. Since a diversity of materials may result in some complaints, they will be handled in the following manner:

1. Complainant will be asked to fill out the "Citizen's Request For Reconsideration of a Book or Other Materials".
2. The "Citizen's Request" will be given to the Director.
3. A decision will be made concerning the request by the Board of Trustees.