

In accordance with the Library Bill of Rights adopted by the American Library Association, the Grand Ledge Area District Library:

1. Acquires for its collection books, periodicals, newspapers and maps to meet the reference needs of the Grand Ledge community
2. Supplies informational, educational and recreational materials for the citizens of the community
3. Acts as supplementary source for school, junior and senior college students in the Library District

Within budgetary limits it is the aim of the Library to add to its collection materials in a variety of subject areas, to build up a representative collection to meet the informational and recreational needs of the community.

### **Responsibility for Selection**

Final authority for the determination of policy in the selection and acquisition of materials is vested in the Library Board elected by the citizens of the Library District.

Ultimate responsibility for book selection, as for all library activity rests in the Library Director who operates within the framework of policies determined by the Board. Both the general public and staff members may recommend materials for consideration.

Gifts of materials shall meet the same selection criteria as purchased materials. The library retains unconditional ownership of all donations and makes the final decision on acceptance, use, or disposition of donated material. No conditions may be imposed on any donated item accepted by the Library. The appraisal of the gift for tax purposes is the responsibility of the donor and cannot be provided by the library

Upon receiving cash gifts for the purchase of materials, the general nature or subject area of the materials to be purchased will be based upon the wishes of the donor. The library staff, in accordance with the needs and selection policies of the library, will make the actual selection of specific titles.

### **Criteria for Selection**

Each type of material will be considered in terms of its own merit and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the literacy, informational, recreational, or educational interests of the community.

The Library strives to keep a true balance by making available presentations of both sides of public questions. The library recognizes that some materials are controversial, and that any given item may offend some patrons. Selections will not be made on the basis of any anticipated

approval or disapproval but solely on the merits of the work in relation to the building of the collections and to serving the interests of library patrons.

Basically books of non-fiction are selected because they have one of the following characteristics:

- a. Permanent value
- b. Accurate information
- c. Authoritativeness
- d. Clear presentation and readability
- e. Social significance

In providing service for children the Library's objective is to make available a selected collection of books and related materials that satisfy the informational, recreational and cultural reading needs of children and to provide guidance in the use of the collection. Responsibility for the material content choices of minors rests with their parents and legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of minors.

Textbooks provided by the Library are purchased primarily for subject content and value to the general reader.

The Library includes in its collection representative novels of the past and present, historical and regional novels; character studies, biographical and psychological novels; mystery and suspense, science fiction, western and other adventure stories; light fiction; and short stories.

It is the experimental novel rather than fiction written purely for entertainment that usually poses problems in book selection. The author's purpose and his success in achieving it are the best guides in judging a novel. Purely pornographic works as defined by current law are eliminated. On the other hand, serious works which present an honest picture of some problem or aspect of life are not necessarily excluded because of coarse language or frankness. Books recognized as classics are purchased.

#### **Access and Maintenance of Collections**

No catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft. Some materials, however, may be marked for in-library use only (such as reference materials). Access to the use of rare and scholarly items of great value will be controlled to the extent required to preserve them from harm.

The library keeps its collections vital and useful by retaining or replacing essential materials and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, or no longer in demand.

## **Reconsideration Procedure**

Any adult patron in the library's service area who objects to the presence of a work must present that objection by completing a "Patron's Request for Reconsideration of Library Resource" form. The library will not consider the request if the reconsideration form has not been completed fully, and if the item in question has not been completely read, listened to, or viewed. The Library Director will review the request and the resulting written decision will be followed by a formal discussion with the concerned party.

If a satisfactory resolution is not reached during the formal discussion the patron may request an appeal within 60 days of receiving the written decision. The reconsideration form submitted by the patron, a written summary of the review and discussion, and the recommendation of the Library Director will be forwarded to the library Board of Trustees for consideration and formal action at the next regularly scheduled board meeting.

The decision by the Board of Trustees is final. Once an item has been reconsidered and either retained or removed, it will not be reconsidered again. A permanent file will be kept of all records pertaining to any challenged item.

Approved: November 10, 1999

Amended: November 20, 2013

Reviewed: March 26, 2019

**REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

Title \_\_\_\_\_ Book \_\_\_\_\_  
Author \_\_\_\_\_ Magazine \_\_\_\_\_  
Publisher \_\_\_\_\_ Other \_\_\_\_\_

Request initiated by:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Do you represent:

Yourself \_\_\_\_\_

An Organization named \_\_\_\_\_

Other group, named \_\_\_\_\_

1. To what in the work do you object? Please be specific and cite pages.  
(The back of this page is available if you need additional space.)
2. Did you read the entire work? \_\_\_\_\_ What parts?
3. What do you believe is the theme of this work?
4. Are you aware of judgments of this work or author by literary critics?
5. What action would you request your library to take about this work?

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this request to: Library Director, Grand Ledge Area District Library, 131 East Jefferson Street, Grand Ledge, Michigan 48837.