

Forsyth Township Public Library  
Materials Selection/Collection Development Policy

**A. Objectives**

The mission of the Forsyth Township Public Library (FTPL) is to provide access to informational, educational, cultural, and recreational materials and services in a variety of formats and technologies; and to uphold the intellectual freedom for all members of the community.

The Materials Selection/Collection Development Policy is used by the library staff in the selection of materials and serves to inform the public. This policy, like all other policies, will be reviewed and/or revised as the need arises.

**B. Responsibility for Selection**

The ultimate responsibility for selection of library materials rests with the Library Director who operates within the framework of the policies determined by the FTPL Board of Trustees.

**C. Criteria for Selection**

1. The main points considered in the selection of materials are:
  - Individual merit of each item
  - Popular appeal/demand
  - Existing library holdings
  - Availability elsewhere through Interlibrary Loan from area libraries and the digital collection
  - Budget
  - Relevance to interests and needs of the community
  - Local, state, or regional historical significance
  - Space
2. Reviews, through professionally recognized publications, are a major source of information about new materials.
3. Consideration will be given to requests from library patrons. Materials are judged on the basis of the work as a whole, not on a part taken out of context.
4. While the library makes materials available, it does not endorse any particular viewpoint.

**D. Intellectual Freedom**

The FTPL endorses the American Library Association's Bill of Rights:

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

I. 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.

II. 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.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. 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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

## **E. Interlibrary Loan**

Interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

The FTPL agrees to lend its materials to other libraries through the same interlibrary loan network and is committed to a collaborative effort with other Michigan libraries to have its current holdings accessible by other libraries.

## **F. Gifts and Donations**

The library accepts gifts of books and other materials in accordance with the Donations Policy adopted by the FTPL Board of Trustees with the understanding that they will be added to the collection only if relevant and needed. If they are not needed because of duplication, condition, or dated information the Director can dispose of them as he/she

sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts or money are also accepted with suitable bookplates placed in the book upon request. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Library Board. Book selection will be made by the Director if no specific book is requested. The FTPL encourages and appreciates gifts and donations.

## **G. Weeding**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the Library Director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

## **H. Potential Problems or Challenges**

The FTPL recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for materials selected and read by children and adolescents rests with the youth's parent(s) or legal guardian(s). The library does not stand *in loco parentis* (*acting in place of a parent*). Selection decisions are not influenced by the possibility that materials may be accessible to minors.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft. Genre and shelf labels on materials exist to indicate various collections but are not used for the purpose of restricting access or endorsing content.

## **I. Challenged Materials**

Although materials are carefully selected, the FTPL recognizes that a collection of diverse materials may result in some complaints or requests for reconsideration. The following procedures have been developed to ensure that complaints are handled in an attentive and consistent manner. The following steps will be used when an individual feels that further action is necessary to address concerns about a library resource.

For the duration of this process, the material in question will remain in circulation in the library collection.

Reconsideration of Library Materials Procedures:

1. No material will be removed from FTPL's collection until all steps in this process have been completed.
2. A patron ("Requester") who objects to library material or a program will be sent to the Library Director.
3. The Library Director will discuss the library material or program in question with the Requester, attempting to resolve the concern to both the Requester's and Library's satisfaction. The Requester will be offered a packet of information that includes the library's mission statement, Collection Development Policy, and the Request for Reconsideration of Library Materials Form.
4. If the Requester wishes to carry the request further, the Requester is required to complete and submit a Reconsideration of Library Materials Form to the Director.
5. The FTPL Board of Trustees shall be notified when a reconsideration form has been received, and the inquiry will be placed on the agenda of the next regularly scheduled meeting of the FTPL Board of Trustees.
6. A written response will be made to the patron by the FTPL Board as soon as is practical.

Approved by the Forsyth Township Public Library Board on: November 9, 2022