

PURPOSE

The purpose of this policy is to inform the public of the library's guiding principles in the area of collection development.

OBJECTIVES

The River Falls Public Library subscribes to the Library Bill of Rights, adopted by the American Library Association, as well as the Freedom to Read Statement. Both statements can be found at the end of this policy.

The objective is to "collect and disseminate all kinds of informational, educational, recreational, and cultural materials with free access to all people."

Materials are selected and organized to meet the needs of area residents both as individuals and as members of groups, with concern for all ages, backgrounds, interests, abilities, and levels of education. The Library acquires materials that reflect a wide range of views, opinions, and beliefs. The Library does not promote particular views, opinions or beliefs. Acquisition of materials does not constitute endorsement of content. It provides a resource where the individual can examine issues freely and make individual decisions.

Library users make their own choices as to what they will use based on individual interests and concerns. The River Falls Public Library supports the right of each family to decide which items are appropriate for use by their children. Responsibility for a child's use of library materials lies with their parent or guardian.

SELECTION

With attention to the limitations of space and budget, materials should be in sufficient supply to make the library a dependable resource for most people most of the time. The Library's goal is to encourage the maximum use of its collection by the greatest number of people.

The Library seeks to draw upon the collections and resources of neighboring libraries and systems so that materials are not unnecessarily duplicated. As a member of the MORE Library Consortium, the Library and its patrons have direct access to the collections of many other area libraries. Interlibrary loan is used to secure from other libraries those specialized materials which are beyond the scope of the River Falls Public Library collection and that are not available through the MORE consortium.

The selection of library materials is essentially a cooperative process. The users of the River Falls Public Library indicate their interests and needs. The librarians try to anticipate those interests and needs and exercise their critical judgment in evaluating and selecting the best materials available. Final responsibility for materials selection rests with the Library Director, who operates within the framework of policies determined by the Library Board of Trustees.

In order to build collections of merit and significance, materials must be tested against objective standards. All acquisitions, whether purchased or given as memorials or gifts, are considered in terms of the following standards (in no particular order):

- Professional reviews
- Reliability of information

- Timeliness and long-term value
- Literary style and readability
- Popular interest
- Diverse points of view
- Existing subject matter in the collection
- Need for added material in that subject matter
- Credibility of author and publisher
- Availability elsewhere in the community
- Suitability of format for library purposes
- Suitability of formats that meet the needs of users with disabilities
- Representation of diverse points of view
- Budgetary considerations
- Physical limitations of the library building

Though the Library does have a small local history collection, it does not serve as an archive for the City of River Falls or any organization.

COLLECTION MAINTENANCE

The collection will be kept attractive and current by a continual process of repairing, discarding or replacing worn, under-utilized, and obsolete materials.

MATERIAL DONATIONS

The Library welcomes donations of materials with the understanding that they will be evaluated using the same criteria as those applied to purchased materials. The Library generally accepts recent materials in collected formats that are in new condition, although older materials of local historical interest will also be considered. The Library reserves the right to refuse donated materials for any reason.

Donated materials become the property of the Library, which reserves the right to distribute, sell, use, or dispose of them at any time.

Upon request, the Library will provide a form which acknowledges receipt of items for tax purposes. It is the donor's responsibility to value the items.

REQUEST FOR RECONSIDERATION

The library will challenge censorship of any materials in order to provide complete and accurate information on all sides of an issue, and to foster a climate of intellectual freedom for area residents.

A. Oral Discussion

Despite the care taken in selection, it is natural for differences of opinion regarding suitable Materials to arise. Thus, individuals may discuss their personal objections to the inclusion or exclusion of a specific item with a librarian. If the complainant is not satisfied with the response of the librarian, a completed Reconsideration Request Form may be submitted.

B. Written Complaint

If the discussion does not satisfy the individual, they may choose to complete and sign a Reconsideration Request Form, available at the River Falls Public Library. Receipt of the completed form will be acknowledged within 10 business days. The Library Director or designated staff member shall evaluate the material in depth and prepare a written statement for the person,

explaining the decision. The decision will be based on a variety of factors, including but not limited to, circulation numbers, popularity, availability of alternate titles covering the same subject, professional reviews, and holdings of other libraries. The director shall reply to written requests within thirty (30) days of the request.

Materials under reconsideration will not be removed from the collection or restricted in any way until a final decision is made. If the complainant has checked out the item in question, the review process will not begin until the item has been returned to the library.

The following instructions apply to all Request for Reconsideration forms submissions:

- We do not accept forms from other libraries.
- All forms must be submitted fully completed.
- We will not consider incomplete, cursory, or copy/paste answers or material provided by a third party.
- Requestors must be a library patron or a member of a community which the library serves.
- Requests for reconsideration must be made on individual titles, not en masse. A second request will not be considered until final actions on the previous request have been taken.
- Once a final decision has been reached, the item under consideration will not be reconsidered for at least 12 months.

Reconsideration decisions made by the RFPL Director, or designee, or the Library Board do not impact holdings at other libraries.

C. Appeal to the Library Board

If the complainant is still not satisfied with the Library Director's written reply and re-evaluation of the objectionable work, the person may appeal the complaint to the Library Board. The complainant and the Library Director shall submit their completed written statements to the Library Board.

The Board will review the complaint and Director's written statement at its next regularly scheduled public meeting. Utilizing the Board approved Collection Development Policy and professional selection aids for the review, the Board will weigh the values and faults of the work against each other, and form an opinion based on the material taken as a whole, not on passages taken out of context. The person appealing the decision shall be notified of the date, time, and location the board will hear the matter and may appear at the meeting to be heard.

At Library Board of Trustees meetings, the Library Board may place reasonable restrictions on the amount of time per speaker and total amount of time devoted to public comment. They may also require the speaker to address the body from a podium or designated area, as well as requiring speakers to register before speaking.

One copy of the final report from the Library Board shall be given to the complainant, one copy to the Library director, and one copy shall remain in the Board's official records.

The library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The library also selects a wide variety of library materials that satisfy the diverse interests of our community. The library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or

unacceptable to some. The library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

Link to the Library Bill of Rights: <https://www.ala.org/advocacy/intfreedom/librarybill>

Link to The Freedom to Read Statement: <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>