

COLLECTION POLICY

COLLECTION DEVELOPMENT

Final responsibility and authority for the collection rests with the Director. Direct responsibility for the selection, maintenance, and weeding of materials is delegated to Collection Development staff. The Circulation Supervisor supervises material selection and collection maintenance for Adult Fiction, Adult Non-Fiction, Periodicals, Adult AV and Adult non-traditional circulating materials. The Youth Services Supervisor supervises material selection and collection maintenance for Picture Books, Readers, Chapter Books, Tween Fiction, Teen Fiction, Juvenile Non-Fiction, Teen Non-Fiction, Youth AV and Youth non-traditional circulating materials.

ALA STANDARDS

The Henika District Library operates in conjunction with the following American Library Association policies:

- The Library Bill of Rights
- Freedom to Read
- Freedom to View
- Statement on Labels and Rating Systems
- Diversity in Collection Development
- Free Access to Libraries to Minors
- Expurgation of Library Materials
- Evaluating Library Collections
- Challenged Materials
- Restricted Access to Library Materials
- Access to Electronic Information, Networks, and Services

SCOPE AND OBJECTIVE

The mission of the Henika District Library is to encourage community and personal growth through diverse materials, services, and experiences. The library has a responsibility to act inclusively, rather than exclusively, to allow for free access to ideas. Therefore, our collection represents a diversity of viewpoints, including materials that reflect differing social, cultural, political, and religious views.

MATERIAL SELECTION POLICY

Materials will be selected and purchased based upon the following criteria:

- popular demand
- local interest
- timeliness
- cost

- suitability of format
- relation to existing collections
- diversity

Written patron suggestions submitted are considered, and may be purchased based on the above criteria.

COLLECTION MAINTENANCE POLICY

Henika District Library removes material from the collection based upon the following criteria:

- O – Obsolete or outdated
- A – Appearance, worn or dated
- C – Circulation statistics insufficient to warrant retention

Exceptions to this list may include items of significant historical value.

Items that have been removed from the collection are not automatically replaced. Decisions are based on need, demand, and budget.

BOOK AND AV DONATIONS

Donations of library materials will not be added to the collection except for in unique cases at the consideration of the Collection Development Staff.

RECONSIDERATION OF MATERIALS

The library believes that each patron, regardless of age, has the right to read, listen, or view any item of their choosing. Language, situations, or subjects, which may be considered inappropriate or offensive to some community members, do not disqualify materials that meet our selection criteria.

Anyone who wishes to request that a specific item be reconsidered for inclusion in the collection of materials must complete and sign the Request for Reconsideration of Library Materials Form. The form will be given to the Director. The Director, with appropriate professional staff, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in the collection policy. Within 30 days, the Director will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision.

If the individual is not satisfied with the decision, a written appeal may be submitted within 30 days to the Board of Trustees. If the board plans to address the appeal at their board meeting, the individual will be notified of when and where the meeting will be held. The Board of Trustees reserves the right to limit the length of public comments per their Bylaws. The decision of the board is final.

The Henika District Library reserves the right to display any library materials in the collection in any location of the library. Patrons requesting changes to displays must complete the Request for Reconsideration of Library Materials Form and make a formal request to have it removed from the collection or accept the item as part of the collection and display.

Adopted: 12/16/91
 Revised: 10/16/96
 Revised: 8/12/98
 Revised: 1/10/19
 Revised: 12/14/20
 Revised: 3/14/22

CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Have you read Henika District Library's Collection Development Policy? Yes No
 (if no, please ask for a copy from the front desk before submitting this request)

Have you read the American Library Association's Library Bill of Rights? Yes No
 (if no, please ask for a copy from the front desk before submitting this request)

Author/Performer _____

Title _____

Format (book, CD, DVD, etc.) _____

How did this material come to your attention? _____

Have you experienced the entire work? Yes No

Are you objecting to the entire work? Yes No

What is your objection to the work? (Please be specific; cite pages, passages.)

If this material is removed from the library, would you suggest an alternative work? Please include an explanation of why you believe this alternative work would be better suited for our collection.

Patron's Name _____

Patron's Signature _____

Address _____

Telephone Number _____

Email: _____

Date _____

Material Reviewed Yes No

Decision rendered by the Reconsideration Committee: Removal Retention