

UINTA COUNTY LIBRARY

Materials Selection Policy

Purposes of the Materials Selection Policy

This policy serves three basic purposes:

1. to guide the library's staff in the selection and maintenance of the collection of materials acquired by the library for the public's use;
2. to provide the Uinta County Library Board of Trustees with criteria to judge the work that the library staff are doing in the selection and maintenance of the library's collections;
3. to clarify to the public the principles upon which the library's collection is developed.

This policy will pertain to all branches and departments.

Statement Concerning Intellectual Freedom

The Uinta County Library Board of Trustees and the librarians and staff of the Uinta County Library believe that the right to read and the access to information are important parts of the intellectual freedom that is basic to democracy, and hereby adopt the Library Bill of Rights and the Freedom to Read Statement as the basis of official library policy.

Both of these documents are included in their entirety as Appendix I of this policy.

Library Objectives in Materials Selection

The purpose of the Uinta County Library is to obtain, organize and make available to the of Uinta County recreational, educational and informational materials in a variety of formats. The library maintains collections of standard materials in wide and varied fields of knowledge, materials that are of permanent value, and materials that focus on current issues and also those that meet current demands.

In addition to the requirements of the general public, materials may be selected that will be useful in meeting the needs of business, professions, government and community organizations. Consideration will also be given for content and formats that meet the needs of various segments of the population including, but not limited to those with vision or other physical disabilities, those whose principal language is not English, and those of different age groups. All library collections may serve as supplementary resources for students, but materials selected for students must also be

useful to general readers. Textbooks will not ordinarily be purchased.

Responsibility for Materials Selection

The Uinta County Library Board of Trustees has delegated the selection of materials to the director and library staff. Department heads and branch managers are responsible for selecting the materials in their sections or branches. The library director has the ultimate responsibility of insuring that all resources meet the criteria stipulated by this selection policy.

Criteria for Materials Selection

Staff members involved in the selection of resource materials shall use the following criteria as a guide:

1. Appeal to the interest and needs of members of the community
2. Favorable reviews found in standard selection sources
3. Favorable recommendations based on preview and examination of materials by professional personnel
4. Reputation and significance of the author or producer
5. Accuracy, objectivity, validity and currency of material
6. Artistic excellence or technical quality of material
7. Contribution that the material makes to breadth of representative viewpoints on controversial issues; material helps maintain a balanced collection
8. Cost/value appropriate for library use
9. Suitability of the physical form of the material for library use

Acceptable professional reviewing/selection sources include:

- Booklist
- Horn Book
- Kirkus Reviews
- Library Journal
- Publisher's Weekly
- School Library Journal
- Kliatt
- VOYA
-

Standard bibliographies, booklists and selection advice produced by recognized subject authorities might also be used.

Requests to purchase materials

The Uinta County Library welcomes patron requests for materials to be purchased by the library. All requests will be considered. Requests will have to meet the guidelines of the Materials Selection Policy to be purchased.

Material donated to the library

The Uinta County Library is grateful for all gifts and donations. Gift materials will have to meet the guidelines of the Materials Selection Policy in order to be added to the collection.

All gift materials added to the library's collection will be available to the public and will be treated as any other material that the library owns. The library cannot house private collections for individuals, organizations, or institutions.

Specialized materials

Specialized materials of limited community interest will not ordinarily be purchased.

Patrons requiring such materials may be referred to other libraries or have the materials requested through interlibrary loan.

Access to materials

Except for documents, audiovisual materials and rare or fragile items, all materials will be shelved in their proper order on open shelves, accessible to the public. In the case of audio-visual items, representative boxes or cases will be shelved in public shelving/display areas. Documents, rare, and fragile items are generally stored either in the closed glass fronted shelving in the Western Room or in non-public areas. The public may view these items with special conservation practices employed.

The library assures free access to its holdings for all patrons to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item, subject or type of material may not preclude its use by others.

The children's and juvenile collections are kept together to facilitate their use. However, children are not limited to these collections. The responsibility for a child's reading and use of library resources must rest with the parent or guardian, not the library.

The library will not label material or in any way indicate any value

judgments, points of view or bias toward the material.

Statement of policy in specific subject areas

Adult materials:

Fiction

The adult fiction collection provides materials for a varied and wide-ranging segment of the library's public. This collection will include classics, titles representing periods of writing and popular/high demand items. No item should be eliminated because of language, violence, or sexual episodes, any of which may be objectionable to some people, if the author/producer is justified in what is portrayed, or when such episodes are pertinent to the plot or character development.

Religion

The library attempts to maintain a well-balanced collection of authoritative and popular materials that introduce and explain the basic concepts, beliefs and practices of major religions. The library does not collect materials that are strictly proselytizing in nature.

Health and Medicine

The library purchases standard and popular materials in health, nutrition, hygiene, diseases and medicine that are primarily of interest to persons outside of the medical profession. Authoritative, scientific and popular materials about human sexuality and relationships are purchased at various age and reading levels.

Law

The library purchases standard and popular materials which include the philosophy of law and particular types or segments of the practice of law such as real estate, taxation, marriage and divorce that are intended for the general public. Laws and regulations for the State of Wyoming, Uinta County, and the incorporated communities of Uinta County are included in the collection. Similar materials for other counties and states are not included. The laws and regulations of the United States are available in the Law Library at the Uinta County Courthouse which is open to the public.

Politics

The library attempts to maintain a balanced collection on American and international politics and government. Both materials of historical value as well as items with current demand will be collected. Propaganda will be

avoided except as examples of this type of work.

Genealogy

The library purchases materials that are general in nature, have wide spread reference value or relate specifically to the history of Uinta County. Individual family histories are not purchased unless they are of outstanding local importance. The library does not actively collect primary source genealogical materials. Such materials may be requested through interlibrary loan.

Juvenile materials

The children's department selects materials on subjects of interest and within the comprehension range of juveniles from pre-school through adolescence. Materials may be fiction or non-fiction and in various formats. All selection criteria in this Materials Selection Policy apply to juvenile materials.

Non-book materials

Materials in non-book formats (magazines, audio-visual, maps, microforms) may be selected and purchased by the library. All purchases will conform to the Materials Selection Policy.

Collection maintenance and replacement

The library keeps the collection vital and useful by retaining or replacing useful materials, and removing on a systematic and continuous basis those materials that are worn, outdated, of little historical significance, or no longer in demand. Materials in poor physical condition that meet all other standards for inclusion in the collection will be repaired or replaced if possible.

Questions of material suitability or appropriateness

The Uinta County Library welcomes input and feedback from its users. Should any library patron question the appropriateness of materials, staff should do one or more of the following:

1. Explain the material's usefulness and value to the collection, especially if it adds to the breadth of viewpoints or is helpful in balancing the collection.
2. Explain that there are a wide variety of users with varied backgrounds, opinions, beliefs and tastes and that what might be offensive to some is acceptable to others.
3. Explain the library's selection process and the criteria used in materials

selection.

Always treat patron feedback with consideration and seriousness. If necessary, refer the patron to a department head. If the department head is not immediately available, request the patron's name and phone number and have the department head call them.

Request for formal reconsideration of materials

All adult citizens of Uinta County have the right to request a formal reconsideration of library materials. Should a patron feel that a formal reconsideration of library material is warranted, the following steps should be taken:

1. Give the patron a packet that contains the Uinta County Library's Materials Selection Policy and the Request for Reconsideration of Library Resources form.
2. Notify the patron that the first step of the process will be for them to complete the form and return it to the library.
3. Explain to the patron that once the form is completed and returned the library will appoint a committee to review the material in question. This committee will meet within 10 working days of the formal request for reconsideration being received and will contact the patron within 7 days of this meeting to share their findings.

When the Request for Reconsideration of Library Resources form is returned to the library the following will occur:

1. The completed form should be delivered to the library director as quickly as possible.
2. The director will appoint a committee to review the resource in question.
3. The committee will consist of the director, the head of the department where the request originated, two additional department heads, and one citizen at large.
4. The director will appoint one committee member to gather all professional reviews available on the material in question. If possible all committee members will be tasked with personally reviewing the material in whole before the meeting. It may be necessary for the library to obtain additional copies of the material for review.
5. The committee will convene within 10 working days of the receipt of the reconsideration form.

When the committee convenes it will:

1. Review the Uinta County Library's Materials Selection Policy. A decision to remove a work shall not necessarily be interpreted as a judgment of irresponsibility by the professional involved in the original selection of the work.
2. Discuss the individual committee members' perception of the work.
3. Determine professional acceptance or rejection of the work by reading critical reviews.
4. Weigh the values and faults of the work as a whole, being careful not to isolate passages or sections from context.
5. Discuss the work in the context of the mission of the library.
6. Determine if the work conforms to the principles outlined in the Materials Selection Policy.
7. Issue a written report of findings and determinations of the committee. If appropriate, a minority opinion report may also be included.
8. Contact the patron who initiated the reconsideration request within 7 days of the meeting to inform them of the committee's decision.
9. Inform the patron that the committee's findings may be appealed to the Uinta County Library Board of Trustees. The decision of the Uinta County Library Board of Trustees is final.

The Library 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.

Adopted June 18, 1948. Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of

the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of

a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by

imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

- 3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

- 4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

- 5. It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing it or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not

need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant.

We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, by the ALA Council and the AAP Freedom to Read Committee.

UINTA COUNTY LIBRARY
Request For Reconsideration
Of Library Resources

Thank you for taking a moment to express your views about your library's resources. The Uinta County Library Board of Trustees has delegated the responsibility of selection and evaluation of library resources to the professional librarians and branch managers of the library and has established reconsideration procedures to address concerns about library resources. Completion of this form is the first step in this procedure. If you wish to request reconsideration of a library resource, please return the completed form to any location of the Uinta County Library.

Your Name _____ Date _____

Address _____ City _____

State and Zip Code _____ Phone _____

Do you represent yourself? _____ An organization? _____

If organization, please state name _____

1. The resource on which you are commenting is a:

- | | | |
|--|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Book | <input type="checkbox"/> Magazine | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Video | <input type="checkbox"/> Audio rec. | <input type="checkbox"/> Display |
| <input type="checkbox"/> Library program | <input type="checkbox"/> Other | |

Title _____

Author/Producer _____

2. Have you examined the entire resource? _____

3. What concerns you about this resource? If appropriate please cite specific page numbers. (Please use reverse side of form or additional pages if necessary)

4. What brought this resource to your attention?