

Materials Selection Policy

Kimberly-Little Chute Public Library selects materials and develops collections in many different formats to provide library users with a wide range of informational, recreational, and educational resources which are easily accessible and cost-efficient. The library will acquire materials reflecting the full diversity of points of view on topics of interest to the public. The collection is developed to meet the needs and interests of Kimberly and Little Chute residents, as well as to support the library's mission of encouraging and supporting lifelong learning and the love of reading.

The library provides free access to materials in a variety of formats (print, media, and electronic) to all customers. Library users make their own choices as to what they will use based on individual interests and concerns. The 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 his or her parent or guardian. The library adheres to the principles of intellectual freedom.

Policy

1. The library will select, organize, preserve, and make freely available materials that help individuals and groups in the community to:
 - a. pursue continuing education
 - b. develop creative capacities
 - c. become more responsible members of the community
 - d. understand their cultural heritage and that of others
 - e. become more capable in their occupations
 - f. use leisure time creatively and enjoyably
 - g. obtain needed information
2. To achieve these ends, the library provides materials and services to residents of all ages.
3. In its selection of materials, the library endorses the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement, as adopted by the American Library Association.
4. The final responsibility for material selection lies with the Library Director. The responsibility for initial selection of materials is shared by members of the staff. Recommendations from the public are welcomed and given full consideration for acquisition.
5. Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain materials from other libraries that are beyond the scope of Kimberly-Little Chute Public Library's collections. In return for utilizing interlibrary loan to satisfy the needs of our patrons, the library agrees to lend its materials to other libraries via

interlibrary loan.

6. The library will not promote specific beliefs or views, but will provide enough suitable materials to enable the public to make informed and intelligent decisions.
7. Selection of materials may be influenced by many factors, including, but not limited, to the following:
 - a. budgetary considerations
 - b. public demand, interest, or need
 - c. contemporary significance, popular interest, or permanent value
 - d. timeliness of material
 - e. physical limitations of the library building
 - f. suitability of the format and construction
 - g. availability of specialized materials in other local libraries
 - h. availability of material through interlibrary loan
 - i. the need for added materials in subject areas or relation to existing collections
 - j. availability of reviews for the material
 - k. the special needs of library patrons for materials in accessible formats
8. Within the general criteria mentioned above, the following materials will not be acquired, as a general rule:
 - a. textbooks and other school-related materials, except where they can also serve the general public
 - b. specialized materials where the main purpose is exhaustive research
9. The library welcomes gifts of materials with the understanding that they will be evaluated using the same criteria as those applied to purchased materials. If the gifts do not meet these criteria, the library reserves the right to dispose of them as it sees fit. By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.
10. The library collections will be kept attractive and current by a continual program of repairing, discarding or replacing worn and outdated materials. Materials that are worn, obsolete, unused, old editions or unnecessarily duplicated are removed. It is the responsibility of the Library Director to assess the need for replacing materials that are damaged, destroyed or lost. Items are not automatically replaced. Decisions are based on need, demand, and budget.
11. 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.

12. Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

13. The library 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. Materials will not be labeled to show approval or disapproval of the contents nor will materials be restricted except for the express purpose of protecting them from injury or theft. Challenges regarding specific materials will be reviewed upon written request via the Request for Reconsideration of Library Materials form. Such requests will be referred to the Library Director and handled as follows:
 - a. The Library Director will review the material in question, make an initial determination on the request, and discuss it with the person who challenged the material.
 - b. Should the complainant be dissatisfied with the Library Director's determination, the complainant can appeal to the Library Board. Decisions of the Library Board shall be final.