

ANDOVER PUBLIC LIBRARY
MATERIAL SELECTION AND COLLECTION DEVELOPMENT POLICY
Revision Approved by the APL Board **July 10, 2013**

INTRODUCTION

Library Collection Objectives

Legal Authority

The Andover Public Library is a public library organized under the laws of Kansas and authorized under K.S.A 12-1219 et seq. to acquire by purchase, gift or exchange the materials and equipment deemed necessary by the Board of Directors for the maintenance and extension of modern library services.

The Andover Public Library will follow the laws of the City of Andover, the Federal Government, and the State of Kansas in implementing this Materials Selection and Collection Development Policy. The Andover Public Library will serve as the principle information agency for individuals in Andover, Kansas and surrounding areas of Butler and/or Sedgwick County. Its responsibility is to identify, select, organize, and provide access to the record of human knowledge. It will be particularly responsive to the changing needs of the community, and provide resources that will link it to available information resources.

Responsibility for Selection

While the ultimate responsibility for the materials selection policy lies with the APL Board of Directors, the Board delegates to the Library Director the responsibility for selection of materials and the development of the collection. The Director works with other staff members to design the selection program for the Library.

Librarians apply their judgment and experience in selecting materials according to the criteria listed below. Responsibility for **minor's** use of library materials rests with their parents or legal guardians. Selection decisions are not inhibited by the possibility that materials may be accessible to use by **minors**. Any material may be considered for inclusion in the collection, except that which has the dominant purpose of appealing to prurient interest or is legally obscene. The library does not promulgate particular beliefs or views; nor is the selection of any given material equivalent to endorsement of the creator's views. The Library tries to provide materials representing all approaches to public issues. The Library is aware that one or more persons may take issue with the selection of any specific item and welcomes patrons' opinions. However, the Library does not undertake the task of pleasing all patrons by the elimination of items purchased after due deliberation under guidance of the policies expressed herein. One of the most important purposes of the Library is to provide a resource where the free individual may examine many points of view and make his or her own decisions.

Goals and Objectives of the Library

- to assemble and offer a collection of **print and electronic books** and related educational and recreational materials
- to serve the community as a resource center to access information
- to identify community needs and provide programs of service to meet these needs
- a service center for older citizens
- to provide opportunities for reading, personal development and life-long learning

- to support educational, civic, and cultural activities of individuals, groups and organizations
- to provide the community access to new technologies
- to provide an emphasis on children and youth reading
- to serve individuals in the Andover, KS and surrounding areas with respect for human diversity including differences in race, color, religion, gender, age, national origin, disability, veteran status and any other characteristics

Material Selection, Criteria and Review Sources

All criteria do not apply to each item. Works of imagination are judged by different standards than are works of information and opinion. Works that present an aspect of life honestly are not necessarily excluded because of frankness of expression. Materials are judged as a whole rather than on isolated passages. In considering individual titles in the selection process, librarians consult reviews, bibliographies, and other sources. However, the Library generally purchases all current best sellers, giving higher priority to demand than to reviews or other criteria.

General Selection Criteria

General criteria for material selection includes, but is not limited to:

- Current appeal and popular demand by library users
- Popular and bestselling nonfiction and fiction titles
- Patron requests
- Examination of the existing materials in the collection on the same subject to determine if additional or more current materials are needed
- The widest possible coverage of subjects and viewpoints
- Reputation of the author, artist, publisher or producer
- Suitability and significance of subject, style and reading level for the intended audience
- Present and potential relevance to the community needs
- Availability or scarcity of materials on the subject
- Value of material in relation to its physical durability and the existing collection
- New formats will be acquired when demand is high, and the library has sufficient equipment and space, and can offer training to patrons
- Budget limitations

FICTION: In addition to the general selection criteria above, the following criteria are sometimes used:

- Plausible plot and good plot development
- Effective characterization
- Imaginative writing and originality
- Literary merit
- Accurate description of the particular era or country in which the story is set
- Ability to sustain reader's interest
- Significant contribution in a new or special way if a new edition
- Content is considered timely or timeless

NONFICTION: In addition to the general selection criteria above, the following criteria are sometimes used:

- Information is valid, accurate and current
- Point of view is balanced
- Work may be considered to be literature
- Provides complete coverage of subject area
- Work has historical value
- Contributes to the existing collection.
- Comprehensiveness and depth of treatment

ELECTRONIC BOOKS: [EBOOKS] The library provides a downloadable eBook collection. The library selects materials following the General Selection Criteria: In addition the following criteria are sometimes used:

- Popular demand bestselling nonfiction and fiction titles
- Patron requests
- Reputation of the author[s]
- Completion of series
- Budget constraints
- Price

ELECTRONIC AUDIO BOOKS: The library provides a downloadable Electronic Audio Book collection. The library orders materials following the General Selection Criteria: In addition the following criteria are sometimes used:

- Popular demand bestselling nonfiction and fiction titles
- Reputation of the author[s]
- Completion of series
- Budget constraints
- Patron requests
- Price

REFERENCE: In addition to the general selection criteria above, the following criteria are sometimes used:

Inclusion in the Reference Collection is determined by factors such as cost, complexity, format, authoritativeness, frequency of use, and indexing. Reference works include such standards as encyclopedias, dictionaries, handbooks, directories, bibliographies, etc., as well as more specialized materials which directly support the various information needs of library users. When demand dictates and cost permits, additional copies are purchased for lending.

GENEALOGY COLLECTION: In addition to the general selection criteria above, the following criteria are sometimes used:

The Andover Public Library may purchase materials to create and build a genealogy collection that provides the bibliographic tools and materials essential to basic genealogical research. It is a highly selective collection which serves to introduce and define the subject and to indicate the varieties of information elsewhere. The genealogy collection serves students of all levels, local and regional historians, interested citizens and hobby enthusiasts, and genealogists researching Andover and Butler County. It is a non-circulating collection. The materials either purchased or donated to the collections need to meet the following criteria:

- Very expensive or little used genealogical materials already available in the area will not be purchased
- Materials must meet geographical considerations
- Material must be in a format that meets the space needs available

PERIODICALS: In addition to the general selection criteria above, the following criteria are sometimes used:

- Patron demand
- Budget guidelines and constraints
- Accessibility through print and digital indexes
- Space restrictions
- Use statistics
- Professional needs

CHILDREN'S MATERIALS: In addition to the general selection criteria above, the following criteria are sometimes used:

- Appropriate materials to meet the needs and interests of children from infancy to sixth grade.
- Materials of interest to adults concerned with these age groups
- Variety in points of view to enable children better understand their world
- Materials that reflect cultural diversity
- Materials, including graphic novels, that reflect the wide spectra of reading comprehension and maturity levels of children served.

YOUNG ADULT MATERIALS: In addition to the general selection criteria above, the following criteria are sometimes used:

- Appropriate materials to meet the needs and interests of young adults in the twelve to eighteen age group [middle school through high school]; grades six through twelve
- Materials for recreational, popular and topical reading that may be related to the needs of students but does not include textbooks
- Paperbacks are the preferred format for books when appropriate
- Recognition of special characteristics of this age group and the need to identify with others, peer pressure in the area of behavior and conduct, and a search for self-identity, self-worth, and independence
- Materials, including graphic novels, that reflect the wide spectra of comprehension and maturity
- A wide range of subjects, some of which may be controversial

Criteria for adding self-published authors and titles:

The Andover Library welcomes the growing opportunities new self-publishing technologies offer local writers for self-expression.

The library has a 'Local Authors Shelf' for recent works written by authors living in our county. Authors wishing to contribute/donate books to this section must meet the following criteria.

- The work must be over 100 bound sheets of paper.
- Works with cassettes, CDs or DVDs will not be accepted.
- The binding must be strong enough to withstand at least 20 readings/circulations. Books will be removed from the collection and thrown away when bindings give out. Authors can search the online catalog anytime to determine whether their works are still in the collection.
- Each contributed book must contain a slip of paper with the following information: Full real name of the author, date of publication, number of pages. This information will be entered into our catalog.
- Books contributed to this collection become the property of the library.
- Contributed books will be shelved on the 'Local Authors Shelf' for 2 years. After 2 years, the book will be removed to make room for newer works. Removed books will not be returned to contributors.
- If the work is published by a publishing company, the library will consider adding the book to the regular collection.

NONPRINT MATERIALS such as audiobooks on CD, DVD, digital materials: Criteria parallel those listed for General Selection Criteria are considered as well as the following:

AUDIO FORMATS: including CD'S [spoken word] and digital audio downloads

- Since audiobooks are a repackaging of books, the same criteria that apply to books apply to audiobooks, CD's, etc.
- Audio formatted materials are selected based on high demand in print
- Materials may be literature based
- Format should offer long-lasting value

VISUAL FORMATS: including DVD and video downloads:

- High popular demand
- Balance demand with quality by basing purchases on reviews
- Purchases are generally in DVD
- Good technical quality
- Need for non-fiction and documentaries to present accurate and up-to-date information
- Need for subject to be appropriate to video format
- The MPAA Rating [Motion Picture Assoc. of America] will not affect the choice to purchase a video
- Materials issued in video format from filmed material reproduced 20 years or more after the original production shall be assumed on the basis of longevity of appeal to meet quality standards.

DIGITAL DOCUMENTS, DATABASES AND ELECTRONIC RESOURCES: The library provides access to electronic resources that supplement print works. Guiding factors include:

- Scope and coverage
- Ease of use by general public
- Accuracy and quality of content
- Content is not adequately covered by other resources
- Currency of material; update frequency
- Full-text content
- Reliability and stability of database vendor
- Ease of maintenance and vendor support
- Licensing for remote access
- Affordable pricing
- Favorable critical opinion among library professionals

COMPUTER HARDWARE:

- Availability of an 800 phone number for technical support.
- Onsite warranty preferable
- Availability to upgrade should be viewed as being as important as current capabilities
- Recognized brand name, which will make it easier to service, and in the purchase of additions
- The Andover Public Library will purchase the best equipment in terms of performance for the needs they have.

REVIEW SOURCES

ADULT: Primary sources for selecting adult materials include, but are not limited to: *Baker & Taylor* online resources that identify and review adult titles, other online listservs such *Fiction-L*, or *PUBLIB*; *Booklist Magazine*, *Library Journal*, *New York Times Book Review*, *Publisher's Weekly*, *American Libraries*, *the Wichita Eagle*, and standard bestseller lists in publications such as *NY Times Book Review* and *Publishers Weekly*.

CHILDREN: Primary sources for children's materials include but are not limited to: *Baker & Taylor* online resources that identify and review children's titles, listservs such as *PUBYAC* [Public Libraries, Young Adults and Children's book reviews] *Booklist Magazine*, *Library Journal*, *Wichita Eagle*, and *Publishers Weekly*.

YOUNG ADULT: Primary sources for young adult materials include, but are not limited to: *Baker & Taylor* online resources that identify and review young adult titles, listservs such as *PUBYAC* [Public Libraries, Young Adults and Children's reviews] *Booklist Magazine*, *Publishers Weekly*, *Library Journal*, *NY Times Book Review*, *Wichita Eagle*, and standard bestseller publications.

NON-PRINT MEDIA: Professional review sources include: *Library Journal*, *Booklist Magazine*, *Baker & Taylor Audio and Video publications*

ACQUISITIONS, PRIORITIES AND GENERAL LIMITATIONS

Materials not purchased

Referral to other library collections and inter-library loan requests can provide avenues for assistance in obtaining those materials or formats not purchased by the Andover Public Library. The library does not purchase certain types and formats of materials including art, filmstrips, phonograph records, textbooks, workbooks, or slides.

Replacements and Duplicates

A replacement is an item purchased to replace an identical title previously in the collection. The need for replacement in each case is judged by these factors:

- Number of copies available. If a copy is lost or missing, the Library may not replace it if it owns another copy.
- The coverage the library has on the subject. If the library has a large collection of materials in a particular subject area, there may be no reason to replace a particular title.
- The amount of similar materials available. If numerous books are continually published on a subject, the library may replace a missing title with a more current title.
- The demand for significant subject material in that subject area. It may be that the subject is so popular that the Library may replace it immediately.
- The availability of a particular title. If a title is out-of-print and expensive to replace, the library staff may decide not to purchase it.

Recommendations from the Public

The Andover Public Library welcomes suggestions from the public concerning possible purchases for library materials. Recommendations for purchase will be considered under the same criteria used for purchase of other library materials. Once three requests from library users for a title are reached, a copy of the title will be ordered unless the title does not meet the selection criteria.

Interlibrary Loan and Cooperation

The Andover Public Library cooperates with the Kansas State Library and South Central Kansas Library System to provide interlibrary loan as an essential service to library users. Interlibrary loan, while not designed as a substitute for providing books and other materials in constant local demand, is used by the Library to make available those materials that cannot be added to the collection because of infrequency of demand, space, budget or their appropriateness for the collection. It is the policy of the Andover Public Library to cooperate with other libraries in the community by sharing bibliographies, cooperative purchasing, and collaborating with local private and academic libraries.

The Andover Public Library is a member of the South Central Kansas Library System which is a regional system of cooperating libraries. In accordance with Kansas Administrative Regulation [KAR] 54-1-8, "libraries participating in a regional system of cooperating libraries shall permit any citizen of the territory comprising the system to borrow materials or receive services without charge, subject to reasonable library rules." Fees are not charged for ILL or research unless the lending library charges and such charges will be passed onto the library user.

Microfilm/fiche will not be lent by the Andover Public Library to other libraries. This is because these bulky or fragile items are difficult or expensive to ship [Kansas ILL Code 1982].

Interlibrary loan books are checked out for the allotted time set by the lending Library.

Each patron will be limited to three requests at one time.

In general, renewals should be discouraged, and asked for only in unusual circumstances. Renewals must be obtained before the due date. A patron is allowed only one renewal on an ILL book, and only if the lending library agrees.

When materials requested by a patron through ILL are not available in Kansas, an out of state lending library may charge a fee. The patron must pay for all charges above cost of postage.

A fee of 25 cents per page for every request that exceeds 20 photocopied pages will be charged by the Andover Public Library [SCKLS ILL Code]. A patron requesting over 20 pages of copied materials will be made aware of the cost involved.

Fines/fees of overdue ILL materials are equal to fines charged for APL materials.

Gifts and Tax Exemptions

When gifts, memorials, or donations of books or other materials are accepted, the Library staff will make the donor aware that donated materials may be used or disposed of as the library determines is appropriate. Determining “appropriate” use means using the same criteria set forth in the policy for purchasing library materials. With audiovisual gifts, each addition must be legally obtained not an unauthorized copy. Gifts that are not added to the collection are given to the Andover Friends of the Library for their book sale. Acceptance or decline of any other donations not covered by written policies is considered to be within the discretion of the Library and the Library Board of Directors. Memorial books shall be designated with a bookplate. Every effort will be made to notify families of memorial books and for the books to be retained by the library.

Under existing law, gifts to the Andover Public Library may be deductible; the deductibility is governed by the provisions of the Internal Code of 1968 as amended. The Library does not provide appraisals of books or other non-cash items. Internal Revenue Service regulations and the Tax Reform Act of 1984 [Section 155a] clearly state that the appraiser must not be the Library that receives the donated items. Donors are required to obtain a formal appraisal if the value of donated property is valued at \$5,000 or more. If a library sells or disposes of a gift of property or materials valued at \$500 or more, the Library must file Form 8282 with the IRS promptly.

The Library reserves the privilege of using cash donations in a manner that will best serve the operation of the Library and its service to the library users. If cash donations are made with requests for specific materials to be purchased, the Materials Selection and Collection Development Policy should be used to determine if the purchase is appropriate for the Library. Gifts made to the Library become the sole property of the library and remain so until they are either added to the collection or until a decision is made by the Library about their appropriate use.

Maintenance of the Collection

Deselection / Weeding Policy

The Andover Public Library recognizes the need to continuously evaluate its collections in response to the changing nature and needs of its community through the weeding and replacement of its titles. Weeding requires skill, care, time and knowledge of the materials to be discarded. Weeding eliminates unnecessary items; outdated or superseded materials; titles infrequently used, no longer of interest or demand; unnecessary duplicates; and worn out or damaged copies. It also reveals gaps in the collection and it's a good way to increase circulation by drawing attention to materials that had previously been overlooked. Scheduled weeding will be done on a yearly basis. The following guidelines will be considered when weeding:

- Last date of circulation; interval of time between checkouts
- Condition of book; unattractive, damaged, dated, brittle pages, defaced covers
- Current and accurate information relevancy at this time
- Has appropriate language and usage; the vocabulary and usage are a reflection of a particular time and place
- Multiple copies
- Appropriate material for the Library at this time

Weeding will be done by staff as designated by the Library Director. Staff or collection management supervisor will select and pull the material that needs to be removed or replaced. The titles will be removed from the automated system, and from the Kansas Library Catalog as needed. The books will be discarded and donated to the Friends of the Library book sale when appropriate.

Confidentiality of Library Records

The Library maintains a trust with members of the public and makes reasonable and responsible efforts to ensure that information about library users and the individual information that they use remain confidential. Library user records are protected by law as a consequence of the library's written policy stating that they are confidential. All library employees and volunteers will be trained to uphold the library's policies on confidentiality. All library employees [and volunteers] are hereby instructed to comply with these guidelines. The Board of Directors recognizes that it is only through continued public confidence in knowing these guidelines are being upheld that the public can maintain its confidence in the library.

The following guidelines describe the library's policy. No information may be disclosed regarding or including:

- A library user's name [or whether an individual is a registered borrower or has been a library user].
- A library user's address.
- A library user's telephone number.
- The library's circulation records and their contents.
- The library's borrowers' records and their contents.
- The number or character of questions asked by individual library users.
- The frequency or content of a library user's visits to the library or any other information gathered by the Library will not be given, made available or disclosed to any individual, corporation, institution, government or law enforcement agency without a valid warrant or court order except in the case of a Federal Bureau of Investigation request under the USA Patriot Act. Upon presentation of a process, order or subpoena, the library shall resist its enforcement until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

The only exception to this policy shall be in the case of minors under the age of 18 whose parent or legal guardian is requesting information

CHALLENGED MATERIALS

Precepts of Freedom: The Andover Public Library adheres to and wholly supports the Library Bill of Rights and Freedom to Read and Freedom to View Statements both of which are considered as part of this selection policy.

Process for Reconsideration of Library Materials

- The Library Director handles all challenges of materials. An appointment may be set up to meet with the director in person or by telephone.
- If the Director is not available, or the person does not want to talk to the director, staff may offer them a form immediately.
- If a person to person meeting is arranged, a private area should be chosen. The Director and another staff person or board member will listen calmly and courteously. The individual or group must be treated with dignity and respect.
- The Director will explain the general criteria of the library's selection policy to the complainant. It should be made clear that the Library Board of Directors subscribes to the Freedom Statements in this policy.
- If the complainant wants to continue the procedure for reconsideration of materials after talking with the Director, the complainant will be requested to complete the form "*Reconsideration of Library Materials*". The complainant must be properly identified and the complaint form must be filled out in its entirety.
- After the Director receives the completed form, he/she shall appoint a committee consisting of the director or a staff appointee of the director's choice, the person who recommended the material be purchased, a board member, someone from the community who is a library user, and a person appointed by the complainant. **OR**
- After the Director receives the completed form, it shall be forwarded to the library board for consideration at their next regular meeting. The patron, if not present at this meeting, will be informed as soon as possible of the board's action concerning the complaint.
- If the complainant is not satisfied with the board's decision, he/she may appeal to the Board of Directors within three weeks of the committee decision. In the event of an appeal to the board, the material in question and all supporting information concerning the decision to purchase this material should be forwarded to the Board. The Board's decision will be final.

FREEDOM STATEMENTS

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 creations.
- 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, 1967, June 27, 1967 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 books from sale, to censor textbooks, to label "controversial" books, 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 the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.....

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 which are unorthodox or unpopular with the majority.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books 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 books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
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.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
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; and by the government whenever it seeks to reduce or deny public access to public information.
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.

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.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

FREEDOM TO VIEW STATEMENT

The Freedom to View, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed.

1. To provide the broadest access to film, video and other audiovisual materials because they are a means for communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
4. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association [formerly the Educational Film Library Association] and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Request for Reconsideration of Library Materials for Andover Public Library

The Andover Public Library Board of Directors has delegated the responsibility for selection and evaluation of library resources to the Library Director, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please return the completed form to the Library Director.

Name: _____

Address: _____

City/State: _____

Telephone: _____

E-mail: _____

Do you represent: Yourself _____ Organization [Name] _____

Resource you are commenting on:

Book _____ DVD/video _____ Audio recording _____ Magazine _____ Other _____ Library program _____

Title: _____ Author: _____ Publisher: _____

What brought this resource to your attention?

Have you examined the entire resource?

What concerns you about the resource? [Use other side or additional pages if necessary.]

Are there resource[s] you suggest to provide additional information and/or other viewpoints on this topic?

This form must be signed.

Name: _____

Date: _____

Thank you for your interest in the library and for your input on the collection

Revised by the American Library Association
Intellectual Freedom Committee June 27, 1995
Revised APL Policy February 2010