ESTHERVILLE PUBLIC LIBRARY
SELECTION OF BOOKS AND OTHER MATERIALS TO BE
ADDED TO THE COLLECTION

The books and materials selection policy of the Estherville Public Library serves as a guide for the Director and staff in selection decisions and informs the general public of the library's selection criteria.

The Estherville Public Library approaches book and material selection with emphasis on the freedom of all patrons to have access to a wide range of materials. The Estherville Public Library endorses the American Library Association Intellectual Freedom Code of Ethics.

The primary objective of the library is to serve the needs of the community. The library serves a wide variety of people with a wide range of experiences, education, and desires; therefore, the library's objectives must be diversified enough to encompass a variety of interests, needs and opinions. Services will be provided for adults, young people and children. Books and materials are selected for the educational, informational, cultural and recreational needs of the community.

Trained staff will use their expertise to manage physical and electronic collections via a combination of hand-selection, standing order and consortia purchase to provide the most well-rounded collection possible within current budget constrictions. Demand for a given title will determine the number of copies and formats in which it is purchased.

Donations of materials will be accepted only with the understanding that those items which do not meet the criteria of the staff for addition to the collection will be recycled or sold. In order to be added to the collection, donated items must be in good physical condition, must have a recent publication date and/or some compelling reason (like renewed demand for an older title) which would cause staff to find the addition of a given title desirable. Staff will also evaluate donated items for expected demand and/or usefulness as concerns the balance of viewpoints and current topics in the collection.

Self-published items will be purchased and/or added to the collection only if quality is adequate and demand is anticipated (the author is local, etc.) or can be demonstrated to the satisfaction of staff responsible for selection.

REQUEST FOR REMOVAL: A request for the removal of an item from the collection must be presented to the Director in writing. This request will be presented to the Estherville Public Library Board of Trustees at the next regularly scheduled board meeting if not resolved. The decision will be reported following the board meeting. It is generally held that no citizen in a democracy has the right to deny another access to certain materials in a library collection by demanding their removal. See also page 2: Request for Reconsideration of Library Resources.

Request for Reconsideration
of Library Resources

The Estherville Public Library Board of Trustees has delegated the responsibility for selection and evaluation of library/educational resources to the 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 Director, and a meeting will be scheduled for you with that individual.   If necessary, the completed form will be presented to the Library Board of Trustees at their next regular meeting. The decision of the Board will be final.

Name _____

Date _____

Address _____

City _____

State _____

Zip _____

Phone _____

Do you represent self? ____ Organization? ____ (Name of organization):_____

1. Resource on which you are commenting:
   ____ Book ____ Textbook ____ Video ____ Display ____ Magazine ____ Library Program
   ____ Audio Recording ____ Newspaper ____ Electronic information/network (please specify)
   ____ Other _____
   Title _____
   Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns you about the resource? (use other side or additional pages if necessary)

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?