

Ripon Public Library

Materials Selection Policy

It is the purpose of the Ripon Public Library to select, organize and preserve print and non-print materials within the limitations of space and budget, and to make them freely and easily accessible to all the residents of the community. As indicated in the Mission Statement, these resources are intended to aid individuals in their pursuit of education, information, recreation, and in the creative use of leisure time. The Library's goal is to have its materials well used by the greatest possible number of people in the community.

The Ripon Public Library subscribes to the American Library Association's "Library Bill of Rights" and to the "Freedom to Read Statement."

Final responsibility for materials selection rests with the library director, who operates within the framework of policies determined by the Board of Trustees. However, initial selection of materials is shared by every member of the professional staff. Suggestions from library users are always welcome.

Criteria of Selection

The following will be considered in selecting materials:

1. Integrity of creator and publisher.
2. Reviews from standard resources.
3. Existing subject matter in the collection.
4. Popular interest.
5. Timeliness and permanent value.
6. Availability elsewhere in the community.
7. Reliability and accuracy of content.

Because of the large number of new items published every year, it is necessary to rely on standard reviewing tools in obtaining information about possible acquisitions.

Reviews from the following will be considered: *Publishers Weekly*, *Library Journal*, *School Library Journal*, *BookPage* and reviews found at *BWIbooks.com* and *Rottentomatoes.com*, among other sources.

It is essential, in a free society, for all citizens to have access to information. Therefore, no restrictions are placed on what anyone may read in the collection of the Ripon Public Library. Well-intentioned individuals or groups occasionally question the suitability of certain items in the collection. Although their concern for the effects of materials on impressionable persons is understandable, the Library takes the position that the danger in not providing free access to information and ideas is greater than the danger in providing it.

Labeling

The Library does not subscribe to the practice of labeling materials as an indication that they represent unpopular political or social points of view, or are in some way controversial or questionable. Such labeling suggests that Americans are incapable of making up their own minds about controversial subjects, and this practice is contrary to the American concept of the free marketplace of ideas and expression.

Request for Reconsideration and Appeals Procedure

It is recognized that although great care is taken in the selection of library materials, occasional objections will be made. Probably no book has ever been written to which someone could not object. Anyone in the community having an objection to library materials may request that they be reconsidered by filling out a Request for Reconsideration form available at the Library. The library director will respond to the request and if necessary provide reviews or other documents supporting the value of the item to the collection. If the person filing the request is not satisfied with this response, the Request for Reconsideration will be passed on to the Library Board. The decision of the Library Board shall be final.

Gifts

Gift books and other materials are welcomed, providing the Library is free to use or dispose of them to the best advantage of the Library's collection. If donors wish that materials not added to the collection be returned to them, they may indicate that desire when delivering the materials to the Library. Titles acquired in this manner are subject to the basic standards of selection. Replacement and duplicate copies are added to the collection if needed. The costs of processing and the availability of shelving space are also factors in determining the acceptance of gifts. The Library does not provide evaluations of gifts for tax deductions or other purposes.

Withdrawals

An up-to-date, attractive and useful collection is maintained through a continual discarding and replacing process. Materials are withdrawn because they are out-of-date, so badly worn or damaged that they cannot be bound or mended, because it is cheaper to replace them, or because they are once-popular items that are no longer used. Space, the cost of replacement, and the appearance of the collection are factors in these decisions. Depending on their condition, withdrawn materials are either recycled or donated to the Friends of the Library for book sales.

Revised by the Ripon Public Library Board of Trustees on February 27, 2007.