

Purpose

The Board of Trustees of the Carlisle Public Library recognizes the diversity of the community served by the library. As such, the library strives to provide a matching diversity of materials, both in print and non-print materials, to serve the educational and recreational needs of the community using the criteria set forth in this policy.

Responsibility

The Library Director acts as the agent of the Board of Trustees in book selection. The Director may also authorize other trained and qualified staff members to make purchases.

All matters involving questioning of the policy or its execution are to be brought to the attention of the Director, and any member of the public wishing for an item's removal from the collection shall follow the procedure detailed on the *Request for Reconsideration* form.

The Board believes that censorship is an individual matter and declares that while anyone is free to reject for him/herself materials of which he/she does not approve, he/she cannot exercise the right of censorship to restrict the freedom of others to choose, as stated in the principles of the American Library Association's *Freedom to Read* and *Freedom to View* statements.

Selection Criteria

Selectors shall weigh the following factors when considering the addition of materials:

- **Relevance.** Relevance to the Library's Mission, interest and needs of community, and current demand.
- **Quality.** Quality of the physical material as well as the content based on professional and popular reviews and including publication date.
- **Format.** This selection process applies to all types of print, electronic or other materials in the library collection. Evolving formats of information shall be identified and added as technology changes and demand increases.
- **Licensing & Copyright.** The library shall not provide materials that violate copyright laws or licensing agreements.
- **Price.** The cost of the item and its upkeep versus its estimated amount of use.

Vendors

The library discourages previews of company/publishers' materials, understanding that this method of purchasing is not an efficient use of staff time. Selectors shall purchase materials from reputable vendors at the best possible price and quality.

Adopted by the Carlisle Public Library Board of Trustees on 11/11/2010



REQUEST FOR RECONSIDERATION

The Carlisle Public Library wishes to thank you for your interest in the library and its material collection. The Library takes very seriously all concerns expressed by patrons and will respond according to the following procedure:

1. The objection should first be brought to the attention of the Library Director who will then informally discuss the material with the patron and issue the patron a copy of the Materials Selection Policy.
2. If the patron still desires the removal of the material, he/she must complete the attached form and return it to the Library Director, who will place the request on the agenda for the next regular meeting of the Library Board. (If received less than 7 days before a meeting, the request will be considered at the next month's meeting.)
3. The patron will be notified as to the meeting date, and following the meeting, the patron will receive a written statement of the decision of the Board of Trustees.

Your Name _____ Phone _____

Address _____

City _____ State _____ Zip Code _____

1. Library material on which you are commenting:

Title _____

Author/Producer _____ Publisher _____

2. Did you read/listen to/view all of the entire item? _____

If not, which section/parts did you read/listen to/view? _____

3. Comments: _____

Signature _____ Date _____

You may attach additional material for comments if needed.

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