

Materials Check-out and Acquisitions Policy

Adopted by the Lanesboro Public Library Board, May 10, 2011

1.0 General principles.

This policy should not replace the judgment of library staff, but will assist them in maintaining a balanced and well-used collection.

All Library resources are provided equally to all users with the understanding that it is each patron's responsibility to use judgment, respect for others, and appropriate conduct while using Lanesboro Public Library resources and facilities. Patrons and parents, not the Library staff, are responsible for their and their minor children's use of the Library's resources and facilities.

Parents who believe their children cannot responsibly use the Library's resources are requested to supervise their children's use. If parents have reasonable limitations, it is their responsibility to communicate those to the staff, who will add a note to the patron's electronic record.

It is the policy of the Lanesboro Public Library that the responsibility for items checked out of the Library rests with patrons and, for minor children, their parents. The Library Board supports equal-opportunity access to all Library materials; restrictions apply only to internet use to comply with federal law.

1.1 Selection criteria.

Criteria used in adding purchased or donated materials to the Library collection include, but are not limited to, those listed below. Budgetary and space constraints force choices. The library's goal is to try to acquire as many of the best and most useful materials within those constraints.

- Reviews, rankings, awards and award nominations
- Popularity
- Patron preferences and requests
- Price, availability, timeliness, publication date
- Accuracy, clarity and authority of content
- Major opposing views on an issue, which can include views currently unorthodox or unpopular
- Breadth, variety
- Community standards and expectations
- Filling in known areas of interest (local history, local artists or authors, Norway, art, theatre, sustainable agriculture, Minnesota)
- Filling in known weak areas, updating, special programs
- Item's condition
- Currency and availability of format (e.g. dvds, cds, e-books)
- Avoiding unnecessary duplication within our collection and SELCO

To guide selections, library staff will use many reputable selection aids such as *Public Library Catalog*, *Fiction Catalog*, *Children's Catalog*, *Library Journal*, *Booklist*, *Publisher's Weekly* and various newspaper and online reviews.

1.2 Donations

The Lanesboro Public Library accepts gifts and donations of new and used materials and evaluates them using the selection criteria above. It is the patron's responsibility to indicate if they wish gifts and donations not added to the Library's collection to be returned to them by completing a Donated Materials form. Donated materials not selected for the library collection may be given to the Lanesboro Friends of the Library (a non-profit, 501c(3) organization) to consider for their ongoing book sale, which supplements the Library's budget.

Once items are added to the Library's collection, the Library reserves the right to evaluate, weed, and dispose of them in accordance with the same criteria applied to purchased materials.

Monetary donations for specific titles, must be consistent with the acquisitions needs and policies of the Library. It is more cost-effective for monetary donations to go generally for Library materials rather than for specific items.

Unless earmarked for the Rose Bell Fund or the Friends of the Library, donated funds are deposited in the Library's donation account, to be used for purchases for the Library collection at the Library Director's discretion.

The Library does not track donations other than for internal purposes (cataloging and statistics). An itemized report is, however, required for the Rose Bell Fund by the end of January each year.

2.0 Requests to reconsider materials

The Library Board and Library staff believe that no citizen or organized group should be allowed to restrict the free choice of others. In addition, the Library recognizes that it is not intended to be an institution *in loco parentis*. Hence, it is parents and/or guardians, not the library, who are responsible for what their children or charges read, listen to or view.

However, the Board and staff respect every person's right to express his or her opinions. If a patron has concern about library materials or programs, the following procedure should be followed:

- 1) The patron must fill out and sign a "Request for Reconsideration of an Item" form and submit it to the Library Director.
- 2) The Library Director will submit the form to the Library Board before the next regularly scheduled meeting, provided he/she can do so at least 10 days in advance. Otherwise it will be referred to the following scheduled meeting.
- 3) The Board will discuss the concern and suggest what action, if any, will be taken. Once a decision is made, the Library Director will write a response to the patron based on the Board's discussion.

2.1 REQUEST FOR RECONSIDERATION OF AN ITEM

See *Requests to reconsider materials* above for an explanation of the use of this form.

Date _____
Title of Item _____
Author/Artist _____
Publisher _____
Request initiated by _____
Address _____
Telephone (Day) _____ (Evening) _____

Do you represent
_____ Yourself
_____ A Group or Organization

Please help us understand your request by answering the following:

1. Why do you object to this item? Please be specific.
2. Did you read/view/listen to the entire item? _____ If not, what parts?
3. What do you feel might be the result of reading/listening to/viewing this item?
4. Is there anything of value in this item?
5. What do you believe to be the theme of this item?
6. What review(s) of this item have you read or seen? (Copies may be attached.)
7. What would you like the Library to do about this item?
8. Is there an item you would suggest in place of or in addition to the item in question?

Other Comments: _____

Your signature (required) Thank you for completing this form.