

Check Out and Acquisitions Policy

Approved 5 / 2011; Updated & Approved 11/2022

Lanesboro Library is committed to providing exceptional service by ensuring access to information and upholding the intellectual freedom of community members. This policy will assist but not replace the judgment of Library staff.

All Library resources are provided equally to all users with the understanding that it is the patron's responsibility to use judgment, respect for others and appropriate conduct while using Lanesboro Public Library resources and facilities. In addition, the Library recognizes that it is not intended to be an institution in **loco parentis**. Hence, it is the parents and/or guardian, not the Library, who are responsible for what their children or charges read, listen to or view. 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.

Selection Criteria.

The Library's role is to provide opportunities that will allow individuals to freely examine subjects and make their own decisions. The library does not endorse particular ideas, beliefs or views. While patrons are free to reject for themselves what they do not approve of, they cannot exercise this right of censorship to restrict the freedom of access to others.

The Library Director and Board are aware that patrons may take issue with the inclusion of specific items, programs, or practices, and they welcome the expression of their concerns by patrons. If discussion with the Library staff does not alleviate concern, the following procedure will be implemented.

1. The Patron will complete the following form and return it to the Library staff.
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 on the Board's decision.



LANESBORO PUBLIC LIBRARY REQUEST FOR REVIEW

P.O. Box 330 / 202 Parkway Avenue South
Lanesboro, MN 55949 / www.lanesborolib.mn.us
507.467.2649 / FAX 507.467.2346

Please complete this form and return it to library staff.

Name _____ Phone # _____

Do you represent: Yourself/Organization A Group

Address _____

City _____ State _____ Zip _____

Email _____

- What type of material or service are you commenting on?
- | | | | | |
|--|--|--|------------------------------|-------------------------------|
| <input type="checkbox"/> Book | <input type="checkbox"/> Magazine | <input type="checkbox"/> CD | <input type="checkbox"/> DVD | <input type="checkbox"/> Game |
| <input type="checkbox"/> Display/Exhibit | <input type="checkbox"/> Library Program | <input type="checkbox"/> Internet Resource/Website | | |
| <input type="checkbox"/> Other (brief description) _____ | | | | |

Title of item/event/display _____

Author/Performer _____

Date of event/item edition _____

How did this item/program/display/exhibit come to your attention?

Did you read, view, or listen to the entire work or a portion of the work? All Part

Please describe your concerns regarding this item/program/display/exhibit:

What specific pages/sections illustrate your concerns? (Copies can be attached.)

Is there anything valuable about this item/program/display/exhibit?

Are your objections based on the age of the potential user or the point of view expressed?

Is there an item you would suggest in place of or in addition to the item in question?

What action would you like the library to take regarding this item/program/display/exhibit?

Signature (required) _____ Date _____

Please use the back of this page for further comments if necessary.

Library Staff Receiving Form _____

