

General Statement

The Idaho Falls Public Library's Collection Development Policy supports the direction, goals, and objectives of the Library as a whole. The mission statement of the Library is, "The Idaho Falls Public Library provides materials of popular interest to the community, emphasizes and encourages reading by children, supplements the learning and educational needs of the community, and furnishes timely, accurate information."

The library selects materials in a variety of formats and languages that best serve the needs of the community. Selections are made by library staff to provide a broad and relevant collection, while being good stewards of the community's tax dollars. Material selection is based on awareness of community interests and concerns, national and international issues and events, publishing trends, new insights, societal trends, and the professional judgment of selectors regarding the material's value to the Library's collection. It is the Library's intention that the collection addresses the needs and interests of its communities and, as much as possible, reflects the diversity of the entire Idaho Falls Public Library service area.

Objectives of the Collection

Responsibility for Selection

The responsibility for the selection of library materials rests ultimately with the Library Director. Under the Director's guidance, the professional staff has responsibility for the selection of materials. All staff members and the general public are encouraged to recommend materials for consideration. The library collection shall strive to be a balanced source of information, representing all sides of an argument.

Selection Criteria

The Idaho Falls Public Library selects materials for its collection for audiences of all ages in whatever format is most appropriate in accordance with professionally accepted guidelines. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, political or social views of the author. Selection of materials does not imply agreement with, approval or endorsement of the content, viewpoint, implication, or expression of the material.

A. General criteria for selecting material include but are not limited to:

- Patron interest
- Relevance of subject matter
- Historical significance of author or subject
- Timeliness of material
- Value of maintaining already established collection depth
- Local emphasis
- Suitability of subject and style for the intended audience
- Diversity of viewpoint
- Quality
- Price and format
- Reputation of publisher
- Budgetary constraints

B. Additional criteria for the evaluation of Nonfiction material:

- Authority
- Comprehensiveness and depth of treatment
- Clarity
- Accuracy
- Demand within a subject area

C. Additional criteria for the evaluation of Fiction material:

- Representation of significant literary or social trends
- Literary merit
- Vitality and originality
- Author's popularity and reputation within the world of literature

D. Additional criteria for the evaluation of video, audio, music and other non-print formats:

- Technical quality of production
- Appropriateness to the interests and skills of the intended users
- Artistic merit

Electronic resources such as e-books, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library, are subject to the same general selection criteria as other materials.

Reconsideration of Materials

Persons raising an objection to a book or other material in the library collection will be offered the Request for Reconsideration of Materials form and asked to provide a written explanation of their objections, citing specifics from the material in question. Library staff will respond to the request in accordance with the Reconsideration of Materials Procedure (Attachment D).

Attachment D

Reconsideration of Materials - Procedure

Persons raising an objection to a book or other materials in the library collection will be offered the Request for Reconsideration of Materials form and asked to provide a written explanation of their objections, citing specifics from the material in question.

The following actions will be taken:

1. A copy of the form and the material in question will be sent to the Library Director.
2. A form letter or email shall be sent to the patron acknowledging receipt of the Request for Reconsideration within five business days of receipt by the Library Director.
3. A team of four Library staff will convene and consider the request, evaluating the material based on circulation, awards, reviews, quality and merit of the work in question, how it adds to the collection and then forward their conclusion to the Library Director.

4. The Library Director will then make a decision about the work.
5. A letter of determination in response to the Request for Reconsideration shall be provided to the patron within 30 days of submission, during which time the material in question shall remain in the active collection.

6. A copy of all Requests for Reconsideration, and associated correspondence shall be retained in the Library.

The decision of the Library Director may be appealed to the Library Board of Trustees.

Appeals of the Library Director's decision shall follow the following procedures:

Any appeal must be in writing and received by the Library Director within ten (10) working days following the Director's decision.

If the Director receives the appeal at least five (5) working days before the next Board meeting, the appeal will be scheduled for consideration at the next meeting following receipt of the appeal. Appeals received within five (5) days of a scheduled Board meeting will be scheduled for the second meeting following receipt of the appeal.

The appeal is limited to the applicant's written Request for Reconsideration and shall not introduce new elements or content.

The appeal must clearly set out reasons why the decision by the Director should be overturned and shall be based on the Requester's written explanation of their objections and specific citations from the materials objected to; however, reasons for the appeal may include that the materials in question violate a local, State, or Federal law or a Library policy;

That the decision did not fairly address the basis of the Request for Reconsideration;

That there is a reasonable resolution of the concern that should have been addressed and was not;

or that the Request was misunderstood or unfairly considered.

Only the appellant or their designee will be able to present the appeal. Petitions, letters, testimonials, etc., will not be considered in the appeal process.

The appellant will present first and will be given a minimum of ten (10) minutes to present, followed by ten (10) minutes for the Director's response, and, if desired, a five (5) minute rebuttal by the appellant.

The Board Chair has the discretion to add or reduce time for the respective presentations to preserve principles of fairness to the issues and participants.

The Board shall be free to ask questions of any appeal participant at any time during the appeal and may request to see, hear, or refer to relevant materials, at their sole discretion.

Each member of the Board may give whatever weight or credence they wish to any materials and testimony presented in the appeal.

Following the appeal presentation, the Board shall deliberate and vote to sustain, modify, or overturn the Director's decision.

No appeal of the same book, video, graphic novel, or other Library material will be considered within three years of a previous Request for Reconsideration of the same item.

7. The decision of the Board of Trustees shall be final.

IDAHO FALLS PUBLIC LIBRARY
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

TITLE _____

AUTHOR _____

PUBLISHER _____ DATE _____

TYPE OF MATERIAL (ie: book, visual/audio media, periodical, etc.) _____

1. What objections do you have to this work? Please be specific; cite pages

2. Have you read (listened to/watched) the entire work? _____ If not, what parts did you read (listen to/watch)?

3. What is good about this work?

4. Have you read or heard any reviews of this work?

5. What do you think the library should do about this work?

6. To replace this work, what other work would you recommend to provide as valuable a treatment of the same subject?

Name _____ Date _____

Address _____

Phone _____

Do you represent yourself or a group (please name)? _____

Address and phone number of group _____

1/16/08

Please use the back of this page or additional pages as needed