

**LEWIS & CLARK LIBRARY
MATERIAL SELECTION AND REMOVAL POLICY**

POLICY

The purpose of the Materials Selection and Removal Policy is to list the general standards used to select materials in accordance with the Lewis & Clark Library's mission statement.

Selection Policy Objectives:

A written material selection and removal policy serves as a guide to library personnel involved in materials selection and de-selection. It aides them in keeping sight of the goal of selecting and acquiring a useful, well-rounded materials collection to meet the particular needs of the community served.

A written selection and removal policy helps the Library Board instruct new board members about existing policy and assists the Board in determining whether the staff is doing an acceptable job of building a collection of materials that is relevant to current needs.

A written selection and removal policy will help to explain to library employees and other interested parties the basis on which materials have been selected or de-selected.

Preamble:

The Board of Trustees of the Lewis & Clark Library recognizes that American democracy functions best only if the full range of human ideas is accessible to the people. Proponents of various points of view must be able to make their cases fully and openly, however popular or unpopular they may be.

This principle has fostered freedoms guaranteed in the First Amendment of the United States Constitution and in Article II, (Section 7) of the Constitution of the State of Montana. These basic charters protect the free expression of ideas and the private reading rights of individuals. Lewis & Clark Library regards these freedoms and the principle that fostered them as paramount to its philosophy, purpose, and operation.

The Library collection, protected by the First Amendment and the Constitution of the State of Montana, exists for the benefit of its patrons. The primary benefit offered by the Lewis & Clark Library is access to a marketplace of ideas, accounts, and approaches that are varied, divergent, and inclusive.

The collection of the Lewis & Clark Library, in accordance with the Library Bill of Rights, the Freedom to Read Statement, the Freedom to View Statement, and the Joint ALA Chapter Statement Regarding E-Content Pricing which by reference are incorporated as part of this policy (see Appendices A, B, C and F) is designed to fulfill this democratic ideal.

SECTION I: OBJECTIVES OF THE COLLECTION

The Library collection will be developed and maintained to enable all individuals to find the library materials and information that they want according to their own free choices.

The collection, taken as a whole, will be an excellent source of information and will include as wide a selection as possible. Subjects and viewpoints will be covered in sufficient depth to meet established and anticipated needs.

Selection of materials by the Library does not mean endorsement of the contents or views expressed in those materials. The collection as a whole will be sufficiently diverse to promote no causes, to further no movements, and to endorse no viewpoints.

SECTION II: SELECTION

Authority to select library materials is vested in the Director of the Lewis & Clark Library. The Director may authorize qualified staff to assist with selection. Such library materials will be deemed to have been selected by the Board of Trustees.

Factors to be considered in adding specific materials to the Library collection will include the composition of the present collection, collection development objectives, suitability of physical format for library use, reviews from standard sources, availability of material elsewhere in the area, and price. Additionally, one or more of the following factors may be considered, as appropriate to the type of material: comprehensiveness or depth of information for the intended audience, accuracy of information, current or historical significance of author or subject as a document of its times, appearance of the title in special bibliographies or indices, diversity of viewpoint, effective expression, creativity, imagination, reading enjoyment, popularity and demand. In general the Library does not collect self-published works. No materials will be excluded from consideration because of the race, nationality, religion, gender, gender identity or expression, sexual orientation, immigration status, political or social view of the material, the author or the intended audience.

Individual items, which in and of themselves may be controversial or offensive to some patrons, may appropriately be selected if their inclusion will contribute to the range of viewpoints and effectiveness of the Library collection as a whole.

The Library encourages its patrons to suggest items, topics, or authors they would like to see included in the collection. Patron suggestions will receive serious consideration and requested materials that fit selection criteria will be purchased whenever possible.

The Library is part of the statewide consortium, MontanaLibrary2Go, that provides e-media to libraries around the State of Montana. As a selecting member of the consortium, the Library follows the MontanaLibrary2Go Materials Selection Policy when selecting items for the consortium collection (Appendix E).

SECTION III: ACCESS

The Board of Trustees recognizes confidential access to as broad a range of information as possible is essential for patrons to exercise their rights as citizens.

The Board believes that reading, listening, and viewing are individual, private matters. Patrons are free to select or reject materials for themselves or their own minor children, but not to restrict the freedom of others to read or inquire.

As an agency of government, the Library cannot prescribe what material is appropriate for any of its patrons. Only parents and guardians, not the Library, have the right to guide and direct the reading, listening, and viewing choices of their own minor children. The Library does not stand in loco parentis.

The Library collection will be organized and maintained to facilitate access. No materials will be labeled, restricted, sequestered, or altered because of any controversy about the author, subject matter, or intended or potential audience.

SECTION IV: REQUEST FOR RECONSIDERATION OF MATERIALS PROCEDURE

The Board of Trustees acknowledges the right of residents of Lewis and Clark County to question materials in the Library collection. Anyone questioning materials in the Library collection should be referred to the Director or the Collection Management Librarian who will discuss the matter and give the patron a copy of this policy.

Residents still questioning library materials may state their opinion in writing on the Request for Reconsideration of Library Material form (Appendix D). The Request for Reconsideration form will be referred to a Collection Review Committee, appointed by the Director. The Committee will consider whether the material meets the criteria of this policy and make a recommendation to the Director. Each complaint is taken seriously; the decision will be based solely upon whether the material is appropriately selected under the Selection Policy, not on the number of forms or petitions received.

The Director will reply to the individual in writing as soon as practical. If the individual is dissatisfied with the Review Committee's decision or the Director's written reply, that person may appeal the decision to the Board of Trustees by notifying the Director in writing. The Director will make the necessary arrangements to place the Request for Reconsideration on the agenda of a regularly scheduled Board meeting.

After receiving public testimony from the patron, other interested parties, and from the Director, the Board will decide whether or not library policies have been followed.

Once the Library Board of Trustees has taken formal action on a resident's Request for Reconsideration of Library Materials, no further complaints will be considered by the Board for the same title. Residents who submit a Request for Reconsideration of Library Materials for a title that received formal Library Board review will be notified by the Director that the Board has previously reviewed the specific title and no further action will be considered.

If a patron charges that a particular item is not protected under the First Amendment of the United States Constitution or the Constitution of the State of Montana, the burden of proof rests with the complainant.

If a court having jurisdiction over Lewis & Clark Library decides that any material in the collection is unprotected by these constitutions, such material will be removed immediately. Material under court consideration will remain available to patrons until a final ruling is made.

Residents may also request materials that are part of MontanaLibrary2Go be reconsidered as part of the statewide collection. Due to the nature of the collection as statewide, individual libraries may not remove titles from the collection. All requests for reconsideration of titles in the MontanaLibrary2Go collection must go through the process outlined in the MontanaLibrary2Go Materials Selection Policy (Appendix E).

SECTION V: REMOVING MATERIALS

The Board of Trustees recognizes that weeding materials from the collection is an important part of maintaining the Library collection. The removal policy of the Library will consider the same factors as the selection policy and will incorporate the guidelines and procedures outlined in the CREW Manual available in the Collection Management area and supplemented by other weeding guidelines published by the Public Library Association. The best possible use will be made of materials removed from the collection. No materials will be removed because of controversy.

Reviewed and Approved by the Board of Trustees February 19, 2019
Reviewed and approved by the Board of Trustees December 15, 2015
Reviewed and amended by the Board of Trustees December 18, 2012
Reviewed and amended by the Board of Trustees December 14, 2010
Reviewed and amended by the Board of Trustees December 16, 2008
Reviewed and amended by the Board of Trustees May 23, 2006
Reviewed and amended by the Board of Trustees June 8, 1999
Reviewed and amended by the Board of Trustees April 14, 1994
Adopted by the Board of Trustees January 17, 1978