

MANCOS PUBLIC LIBRARY

MATERIALS SELECTION POLICY

Revised: May 2026

I. PURPOSE

The Mancos Public Library endeavors to provide books, library materials, and electronic resources, which meet the educational, informational, cultural, and recreational needs of the community. Materials selection at the Mancos Public Library seeks to provide balanced collections of library materials reflecting community demand and use in a variety of formats. The purpose of the materials selection policy of the Mancos Public Library is to guide librarians and inform the public about the principles upon which selections and retention decisions are made.

II. RESPONSIBILITY

Ultimate responsibility for the selection of library materials and electronic resources rests with the Library Director, who operates within the framework of policies determined by the Board of Trustees. The Director may delegate this responsibility to appropriately trained and skilled staff members, who will be guided by this policy, literary standards, selection tools, the interests of library patrons, and needs of the community.

III. GUIDELINES

Selection is a critical and interpretive process. Reviews are the principle tools used in the selection of library materials and electronic resources. Staff members selecting library materials are also assisted by bibliographical publications, authoritative discussions of the subject, publisher and vendor advertising, and requests from patrons.

Selection of books, library materials, and/or electronic resources shall be made on the basis of their value in terms of interest, information and enlightenment to people of the community. No book, library material, and/or electronic resource shall be excluded because of race, nationality, or the political or social views of the author.

CRITERIA FOR SELECTION

1. Present and potential relevance to community needs.
2. Suitability of subject, style, and reading level for the intended audience.
3. Permanence, current relevance, or social significance of the content.
4. Reputation and/or significance of author, publisher, or producer.
5. Relationships to existing materials in the collections.
6. Price, format, and suitability of physical form for library use.
7. Positive critic's and staff members' review, in addition to positive reviews in appropriate professional journals.

IV. COLLECTION MAINTENANCE

Weeding is the systematic removal from the collection of materials no longer useful. Weeding is necessary to maintain the purpose and quality of the resources and to properly utilize limited library space available. This process is an integral part of collection development and maintenance.

The Library keeps its collections vital and useful by retaining or replacing essential materials and removing on a systematic and continuous basis those works which are worn, outdated, no longer of interest, or have little historical significance.

V. CHALLENGED MATERIAL

The Mancos Public Library subscribes to the American Library Association's Library Bill of Rights and the Freedom to Read Statement, and therefore has a responsibility to protect the rights of all readers.

When a cardholding member of the community has a question or an objection concerning the presence of a book or other item in the collection, that person may request that the material be reevaluated. This person is requested to complete the form, "Request for Reconsideration of Library Materials" (see attached). When the written complaint is received, the Library Director will review the material in question, assess the community member's complaint, and determine the book's value to the collection. The Library Director will prepare a written response regarding the decision.

1. An individual may submit only one request for reconsideration of a library resource within a 12-month period. This ensures the fair administration of the policy and allows the library to prioritize a variety of community concerns.
2. Once a final decision has been made on a challenged item, that item may not be reconsidered for a minimum of two years. This period is to prevent repetitive challenges and allows library resources to serve the community without disruption.
3. If the individual is not satisfied with the decision, they may submit a written appeal to the Library Board of Trustees. The Board will form a committee consisting of at least two Board Members, two staff members, and the Library Director. All members of the committee will review the material in question, evaluate it using published reviews and the foregoing policy, and then prepare a report summarizing their evaluation.
4. After a final determination has been made, the decision and its compliance with this policy will be made publicly available. This includes the reasoning behind the decision to retain, remove, or restrict the library resource in question.

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide books and information presenting all points of view on current and historical issues. Materials will not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of his origin, age, background, or views.
- VI. Libraries, which make exhibit spaces and meeting rooms available to the public they serve, should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948

Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996, by the ALA Council

REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES

Title _____

Format/Type (Book, DVD, Display, etc) _____

Author _____

Publisher _____

Request initiated by _____

Address _____

City _____ State _____ Zip _____

Telephone _____

Do you represent?

Yourself _____

An organization (name) _____

Other group (name) _____

1. To what aspect of the library resource do you object? (Please be specific; cite pages)

2. Did you read the entire work? _____ If not, what parts? _____

3. What do you feel might be the result of experiencing this resource?

4. For what age group would you recommend this work? _____

5. What do you believe is the theme of this work? _____

6. Are you aware of judgments of this work by literary critics? _____

7. What would you like your library to do about this work?

Explain: _____

8. If this resource is removed or restricted, what alternative(s) would you recommend that provide a comparable perspective on the subject?

By checking this box, you acknowledge that you have not submitted a reconsideration request in the past 12 months.

Signature _____

Date _____

Additional comments:
