

Appleton Public Library Material Selection Policy

Purpose

The Appleton Public Library (“APL” or “library”) selects materials and develops collections in many different formats to provide Appleton residents with a wide range of informational, recreational and educational resources which are easily accessible and cost-efficient. The library will acquire materials reflecting the full diversity of points of view on topics of interest to the public. The collection is developed to meet the needs and interests of Appleton residents and as a resource for the Outagamie Waupaca Library System.

Policy

1. One objective of APL is to select, organize, preserve and make freely available materials that help individuals and groups in the community to:
 - a. pursue continuing education
 - b. develop their creative capacities
 - c. become more responsible members of the community
 - d. understand their cultural heritage and that of others
 - e. become more capable in their occupations
 - f. use their leisure time creatively and enjoyably
 - g. obtain needed information
2. To achieve these ends, the library provides materials and services to residents of all ages. It seeks to direct and stimulate life-long learning by offering a carefully selected collection of materials and skilled professional guidance in their use.
3. In its selection of materials, the APL endorses the Library Bill of Rights and the Freedom to Read Statement, as adopted by the American Library Association.
4. The final responsibility for material selection lies with the library director (“director”). The responsibility for initial selection of materials is shared by members of the staff. Recommendations from the public are welcomed and given full consideration for acquisition.
5. The library will not promote specific beliefs or views, but will provide enough suitable material to enable the public to make informed and intelligent decisions.
6. Materials judged to be of lasting value will be added to the collection. Those materials meeting present and anticipated user interests may also be provided. Materials listed in standard public library indices will generally be acquired.
7. Selection of materials may be influenced by many factors, including but not limited to the following:

- a. budgetary considerations
 - b. physical limitations of the library building
 - c. suitability of the format and construction
 - d. availability of specialized materials in other local libraries
 - e. availability of material through interlibrary loan
 - f. the need for added materials in subject areas
 - g. the special needs of library patrons for materials in accessible formats
8. The library welcomes donations of materials, with the understanding that they will be evaluated using the same criteria as those applied to purchased materials. If the donations do not meet these criteria, the library reserves the right to dispose of them as it sees fit. All donations of library materials are subject to the library's Gifts and Donations Policy.
 9. The library collection will be kept attractive and current by a continual program of repairing, discarding or replacing worn and out-dated materials.
 10. Plans for the development of specific collections may be written by library staff as needed. These plans may outline selection and acquisition procedures, reviewing tools, and maintenance of the specific collection. All such plans shall be in compliance with and responsive to the philosophy of this policy. Some materials may be placed in collections according to age appropriateness.
 11. The library will challenge censorship of any materials in order to provide complete and accurate information on all sides of an issue, and to foster a climate of intellectual freedom for area residents.
 12. This policy shall become effective October 1, 2015
 13. Despite the care taken in selection, it is natural for differences of opinion regarding suitable material to arise. Thus, individuals may discuss their personal objections to the inclusion or exclusion of a specific item with a librarian. If the discussion does not satisfy the individual, they may choose to complete a Request for Reconsideration, available at any service desk or online. The form will be forwarded to the appropriate staff in charge of similar materials, who will consider the request in a timely fashion in consultation with the director. The questioned material will be reviewed, in its entirety, and once a decision has been made regarding the retention or removal of the material the director will issue a letter to the person, explaining the decision. If the person is dissatisfied with the decision, he/she may appeal to the APL Board of Trustees ("library board") within fourteen (14) regular business days after the mailing date of the decision. The library board will reconsider the decision based at its next regularly scheduled meeting, allowing for fourteen (14) calendar days review time by the library board. The person appealing the decision shall be notified of the date, time and location the library board will hear the matter, and may appear at the

meeting to be heard. Should the person requesting the appeal be unable to appear in person, he/she may ask the library board to consider the merits of the request based on a written statement. The library board shall base its reconsideration on whether the decision conforms to this Policy and the matter will be heard and voted on in accordance with the Board of Trustees' Bylaw Policy. The decision of the library board shall be final.

4/2000, 10/2008, 10/2015