

Appleton Public Library Material Selection Policy

Purpose

The Appleton Public 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 the Appleton Public Library 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 Appleton Public Library 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. 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 gifts of materials, with the understanding that they will be evaluated using the same criteria as those applied to purchased materials. If the gifts do not meet these criteria, the library reserves the right to dispose of them as it sees fit. All gifts of library materials are subject to the Library's Gifts 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. Challenges regarding specific materials will be reviewed upon written request. Such requests will be referred to the Library Director.
 - a. The Director will review the material in question, make an initial determination on the request and discuss with the person who challenged the material.
 - b. Should the complainant be dissatisfied with the Director's determination, the complaint will go to a Material Review Committee, consisting of a representative of the Library Board Policy Committee, the Technical Services Supervisor, and a staff member who selects in the area of the collection in question. This Committee will make a recommendation to the Director, who will communicate with the complainant.
 - c. Should the complainant be dissatisfied with the decision of the Committee, and Director, the complaint will be referred to the full Library Board. Decisions of the Board shall be final.

--adopted by the Library Board of Trustees, April 10, 2000, revised October, 2008.