

Code	<i>OPS-016</i>	
Policy Title	Materials Selection Policy	
Category	Operational & Facility Policies (OPS)	
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Date Adopted	March 2023	
Date Reviewed	January 2026	

Policy Statement

The Board of Trustees of the Robert R. Jones Public Library District accepts and endorses the Library Bill of Rights, the Freedom to Read Statement, and the Statement on Labeling Library Material of the American Library Association (ALA).

The Library upholds the right of individuals to access information representing diverse points of view. Materials available in the Library’s collection reflect a wide range of opinions, interests, and experiences, enabling citizens to make informed choices in a democratic society. While some materials may be considered controversial or unorthodox by certain individuals, the Library affirms the right of patrons to make their own reading, viewing, and listening choices.

PROCEDURE

The Library’s collection is developed and maintained to meet the educational, informational, cultural, and recreational needs of the community. The ultimate responsibility for the selection and evaluation of materials rests with the Library Director, who operates within the framework of policies determined by the Board of Trustees.

Selection Criteria

Materials are selected using professional judgment, guided by the Library’s mission, budget, and collection goals. The following criteria may be considered in selection decisions:

- Reputation and significance of the author, illustrator, or creator
- Importance of the subject matter to the collection
- Scarcity of material on the subject

- Timeliness or lasting value of the material
- Inclusion in authoritative bibliographies or review sources
- Authoritativeness, accuracy, and quality of the work
- Reputation and standing of the publisher or producer
- Price, format, and accessibility of the material
- Availability of material through other sources, including electronic databases

Special consideration is given to materials by or about local authors, regional topics, or subjects of particular relevance to the Coal Valley community.

Rare or fragile materials may have restricted use to ensure their preservation.

Reconsideration of Library Materials

The Robert R. Jones Public Library recognizes that a diverse community may include differences of opinion about library resources. Patrons who wish to request the reconsideration of an item in the Library's collection may do so following the procedure below:

1. Informal Review:

Patrons are encouraged to discuss their concerns with the Library Director, who will explain the selection criteria and review process.

2. Formal Request:

If the patron wishes to pursue the matter further, they may submit a completed Request for Reconsideration of Library Materials form.

3. Administrative Review:

The Library Director will review the request, the material in question, and relevant policies, and will meet with the patron to discuss the outcome.

4. Board Review:

If the patron remains unsatisfied, they may request that the matter be presented to the Library Board of Trustees for final consideration at a regularly scheduled meeting.

The material under review will remain in circulation during the reconsideration process. The Board's decision is final.

Withdrawn materials, when applicable, are disposed of or donated at the discretion of the Library Director.

Appendix: Reconsideration of Library Materials Form

Request for Reconsideration of Library Material

This form provides a formal means for patrons to request reconsideration of library materials they find objectionable. Completion of this form ensures the concern is reviewed in accordance with the Library's Collection Development and Reconsideration Policy (COL-001).

Patron Information

Name: _____

Address: _____

City, State, ZIP: _____

Phone: _____

Email (optional): _____

Date: _____

Material Information

Title: _____

Author/Creator: _____

Format: Book DVD Magazine Audio Book eBook Other: _____

Publisher/Producer: _____

Publication Date: _____

Complaint Details

How did you become aware of this material?

Have you read, viewed, or listened to the entire work?

Yes No (If not, please indicate which parts were reviewed)

What do you find objectionable about this material?

(Please be specific; cite pages, scenes, or sections if possible.)

What do you believe is the theme or purpose of this material?

In your opinion, what age group or audience is this material suitable for?

What action are you requesting the Library take regarding this material?

- Reclassify (change location or age **Applies To**)
- Withdraw from collection
- Other (please specify): _____

Are there other materials you would recommend that present a more appropriate viewpoint?

Acknowledgment

I understand that the Robert R. Jones Public Library District adheres to the principles of intellectual freedom as outlined in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. I further understand that the material under review will remain available to the public during the reconsideration process.

Signature: _____ **Date:** _____

For Library Use Only

Date Received: _____

Received By: _____

Reviewed By: _____

Date of Director Review: _____

Date of Board Review (if applicable): _____

Final Decision: _____

Notes: _____