



OTSEGO DISTRICT PUBLIC LIBRARY

401 Dix Street • Otsego, MI 49078 • (269)694-9690 • www.otsego.library.org

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Material Selection and Donations Policy *Updated 2022*

The purpose of this policy is to serve as a guide in the process of materials selection; and inform the public of the principles upon which selections for the Library are made.

The Otsego District Public Library Board upholds the ALA Library Bill of Rights as a guiding factor in materials selection: <http://www.ala.org/advocacy/intfreedom/librarybill>

Materials

Otsego District Public Library is a popular materials library and maintains a varied and up-to-date collection. It attempts to acquire materials of both current and lasting value. Since one library cannot afford all available materials, it must employ a policy of selectivity. The Library Director has the overall responsibility for the selection and development of the materials collection.

Materials are selected to meet patron needs and reflect a variety and diversity of viewpoints and opinions. Criteria for consideration include popular demand, literary merit, enduring value, accuracy, authoritative, local interest, social significance, importance of subject matter to the collection, timeliness, cost, availability elsewhere, and quality and suitability of format.

- Materials will include books, periodicals, newspapers, films, recordings, and current applicable/useful technology. All materials will meet high standards of quality in content, expression and format.
- The library has materials for self-study but will not attempt to furnish materials for formal academic courses of study.
- Books will not be excluded because of race, nationality, sexual orientation, age, status, political, or religious views of the writer or of the material. The library seeks to avoid discrimination and aims to provide materials across a wide range of topics and viewpoints.
- Within the bounds of financial limitations, all points of view concerning the problems and issues of our times, international, national, and local, will be provided in the materials selected. No items will be removed from the library shelves because of partisan or doctrinal disapproval. Any complaint or request for removal of any material including that which may be found in an electronic source must be addressed formally by completing a "[Request for Reconsideration of Material Form](#)" form. The request for reconsideration will be brought to the library board by the Library Director and the Director will respond to the concerned party in writing with the decision of the library board. All board decisions on a request for reconsideration are final.
- This library shall recognize its responsibility to provide public information and enlightenment and shall leave the censorship of its collection, in any part, to the individual.
- The library will attempt to honor many patron requests, within the guidelines outlined in this policy, and as budget allows. Books and other materials offered as donations will be treated in the same manner as new books in the selection policy.

- The library will not mark materials to show approval or disapproval or develop rating systems for items in the collection.
- Regular weeding (determined by Library Director or designees) will eliminate ephemeral and duplicate materials once the interest has subsided. Outdated, mutilated, or otherwise defaced materials will be automatically weeded periodically. The library recognizes regular weeding as an important part of collection maintenance and good stewardship of library space. Without regular weeding, the collection would quickly outgrow the existing facility..

Donations

- Books and other materials will be accepted on the condition that the Library Director or designees has the authority to make whatever disposition he/she deems advisable per the material selection policy.
- Gifts of money, real property, and/or stock will be accepted if conditions thereto are acceptable to the board.
- The library will not accept materials which are not outright gifts.