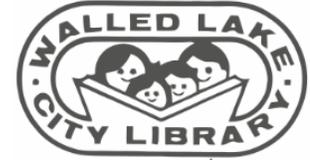


## **Walled Lake City Library Materials Selection Policy**



The objective of the Walled Lake City Library is to select, organize, preserve and to make freely and easily available to the people of the community, printed and other materials within the limitations of space and budget, which will aid them in the pursuit of education, information, research, recreation and in the creative use of leisure time. The goal of the library is the maximum use of its collection by the greatest number of persons.

It is the responsibility of the library to satisfy the diverse reading and information needs and interests of the residents of the community through the selection, acquisition, and organization of library materials and to provide skilled guidance in their use.

Basic to the library's material selection policy is the Library Bill of Rights and the Freedom to Read statement adopted by the American Library Association, which are appended to this statement of policy.

### **Responsibility for Selection**

Final responsibility for material selection rests with the Library Director, who operates within the framework of policies determined by the Library Board. However, the responsibility for initial selection of books and other materials is shared by every professional member of the staff, since no one person is omniscient nor fully qualified to determine the reading needs of all persons in all sections of the community. Suggestions from readers are always welcome and given serious consideration.

### **Criteria of Selection**

Chief points to be considered in selection of materials are:

- Readability
- Authenticity of factual matter presented
- Quality of writing
- Cost
- Format
- Existing library holdings
- Suitability and appropriateness to the community served

In case of controversial questions, variety and balance of opinion are sought whenever available.

Serious works, which present an honest aspect of life, are not necessarily excluded for frankness of expression.

Responsibility for the reading of children rests with their parents and legal guardians. Selection of materials for the adult collection is not restricted by the possibility that children may obtain materials their parents may consider inappropriate.

Since any book in the library is liable to theft or mutilation, the possibility of theft and mutilation becomes only a secondary consideration in excluding materials. Experience has shown that materials in some subject fields are more subject to mutilation and theft than others. If the material is essential in a well-rounded collection, the library prefers, instead of excluding such materials, to protect them by various measures such as making them reference, placing them in closed stacks or requiring a deposit in order to check them out.

The library seeks to draw upon the collections and resources of the Shared Automation System and The Library Network (TLN) so as not to unnecessarily duplicate services and materials. The Walled Lake City Library participates in, not only TLN's interlibrary loan services, but also the State (MeL) interloan agreement and uses this resource to secure from other libraries those materials which are not included in the library's collection.

Textbooks are not purchased by the library except in subject areas where materials in another form are not conveniently available.

### **Gift Donations**

Gifts of books, manuscripts and other informational formats accepted by the Walled Lake City Library are judged upon the same basis as purchased materials. They are considered with the explicit understanding that such factors as duplication, lack of community interest, processing costs or inadequate shelf space may prevent their addition to the collection or permanent retention on the shelves. Gifts will be accepted only if the library is given complete dominion of the retention and/or the disposition of each gift accepted.

Gifts of artwork or other items of value will be considered only with the following provisions:

- Acceptance of donated items is subject to the approval of the Library Board or an appointed Acquisitions Committee. Items, which are not suitable, will be returned to the donor, with thanks.
- Donated items must include documentation of value by a qualified appraiser.
- Donated items must be accompanied by a written statement from the legal owner, donating the item to the library.
- Donated items are accepted with the understanding that the library is given complete dominion over the retention and/or the disposition of each gift.

When the library receives a cash gift for the purchase of memorial books or collections, the librarian in consultation with the donor will make the selection. The name of the donor or person memorialized will be entered on the bookplate.

### **Periodical selection**

Basic popular, general informational and scholarly magazines are selected to supplement the book collection, bring book information up to date, and to fill in those areas where book resources are insufficient.

### **Non-book materials and pamphlets**

Purchase and acceptance of non-book materials and pamphlets are governed by the same principles and criteria that apply to book purchases.

### **Maintaining the Collection**

The same criteria will be used in “weeding” materials from the collection as are used in their acquisition. In order to maintain the collection in its most attractive and useful condition, the Library Director and assigned staff will use his or her judgment in removing from the collection materials which are no longer useful, or are not in a condition suitable for circulation. Materials no longer useful to the library may be given to other libraries or sold for the benefit of the Library.

Adopted: September 30, 2005

Revised: June 19, 2020

## 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, age, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should 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 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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

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Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

## The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the

intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.