

Montfort Public Library

Collection Development Policy

The Board of Trustees of the Montfort Public Library has adopted the following materials selection policy to guide librarians and to inform the public about the principles upon which the selections are made.

The Vision and Mission Statements of the Montfort Public Library guide the selection of materials as it does the development of services and allocation of resources.

Vision: Montfort Public Library is committed to serving the community by providing access to books, services, information and other resources; to promote literacy and provide a safe learning environment for all people. Montfort Public Library will provide a welcoming, patron-centered, and dynamic environment.

Mission: Montfort Public Library: A community resource for information, inspiration, and ideas.

The library supports the individual's right to have access to ideas and information representing all points of view. The Board of Trustees of the Montfort Public Library has adopted the American Library Association's LIBRARY BILL OF RIGHTS and THE FREEDOM TO READ statements which are attached to this document.

OBJECTIVES

The Montfort Public Library attempts to build a collection of materials in variety of formats that inform, educate, entertain, and enrich patrons. The Library acquires materials reflecting a diversity of points of view on topics of interest to the public. The Library provides, within its financial limitations, a general collection of materials embracing broad areas of knowledge. Included are works of enduring value as well as timely materials on current issues. Within the framework of these broad objectives, selection is based on community needs, both those expressed and those inferred based on community demographics and areas of interest.

New formats will be considered for the collection when local requests and industry reports indicate that a significant portion of the community population has the necessary technology to make use of the format. Factors affecting acquisition include: cost per item and the Library's ability to acquire and handle the items. Similar considerations will influence the decision to delete a format from the Library's collection.

Impartiality and judicious selection shall be exercised in acquisition of materials. Allocation of the materials budget and items purchased for each area of the collection will be based on use, the average cost per item, and objectives for development of the collection. The

Library will be aware of the resources available in surrounding libraries and will develop its collection with this in mind.

RESPONSIBILITY FOR SELECTION

Final responsibility for selection rests with the Library Director. The Director may delegate selection authority to other staff members. The director and staff members will consider policies, selection tools, tracking of materials, and budget allocations in the selection process.

CRITERIA FOR SELECTION

The goal of selection is to develop a broad collection that meets the needs of the community. The following principles are taken into consideration when deciding which materials to purchase for the library. An item need not meet all of the criteria in order to be acceptable. A balanced collection reflects a diversity of materials, not necessarily an equality of numbers.

- Current and anticipated needs of the community
- Accuracy and currency of content
- Historical value
- Price, format, and ease of use
- Reviews in library and popular journals
- The relation of the item to the existing collection
- Requests from library patrons
- Contribution to diversity or balance
- Availability through other sources
- Receipt of nomination for major awards or prizes
- Presentation of unique or controversial points of view
- The reputation of the author, artist, or publisher

Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy. Responsibility for choosing what an individual will read rests with the individual. Responsibility for the use of library materials by children and young adults rests with their parents or legal guardians.

INTERLIBRARY LOAN

Because of limited budget and space, the Library cannot buy all materials that patrons might request. Via interlibrary loan, the Library can obtain materials for patrons in lieu of purchase.

DONATIONS AND GIFTS

Donations of materials are gratefully accepted with the understanding that the Library may or may not add them to the collection. Selection criteria also applies to gifts. The library cannot place a monetary value on gifts of library materials for tax purposes.

Gifts of funds are always welcome and may be designated as memorials.

WITHDRAWAL OF MATERIALS

An attractive, up-to-date, currently useful collection is maintained through a continual discarding and replacing process. Materials may be withdrawn from the library collection after careful consideration of these factors: physical condition, use, dated information, availability, and user demand. Whenever possible, property which is no longer useful to the Library will be recycled, sold, or donated to another organization.

REQUESTS FOR RECONSIDERATION

The choice of library materials by library users is an individual matter. While an individual may reject materials for himself/herself, he/she cannot exercise censorship to restrict access to the materials by others. Recognizing that a diversity of materials may result in some requests for reconsideration, the following procedures have been developed to ensure that objections or complaints are handled in an attentive and consistent manner. Once an item has been approved for purchase, based on the selection policy of the Board of Trustees and the criteria for selection, it will not be automatically removed upon request. Patrons requesting that an item be removed from the Library's collection must complete a "Request for Reconsideration" form which is available at the Library. The patron's request will be reviewed by the Library Director and the Montfort Public Library Board of Trustees.

ADMINISTRATION OF THIS POLICY

The Library Director is responsible for the administration and interpretation of this policy.

Adopted by Library Board

May 5, 2022

Last Reviewed by Library Board

September 16, 2024

REQUEST FOR RECONSIDERATION

The Library values your opinion. If you have an objection to library material(s), please complete this form, indicating as clearly and legibly as possible the nature of your concern. Once completed, this form becomes a matter of public record: (Wisconsin Statutes 19-32).

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____

LIBRARY MATERIAL(S) CONCERNED:

_____ BOOK	_____ VISUAL FORMAT
_____ MAGAZINE	_____ AUDIO FORMAT
_____ LIBRARY PROGRAM//DISPLAY	_____ OTHER

TITLE _____

AUTHOR OR PRODUCER _____

WHAT BROUGHT THIS ITEM TO YOUR ATTENTION?

HAVE YOU READ/LISTENED/VIEWED THE MATERIAL IN ITS ENTIRETY?

_____ YES _____ NO

PLEASE COMMENT ON THE ITEM AS A WHOLE AS WELL AS BEING SPECIFIC ABOUT THOSE MATTERS THAT CONCERN YOU.

WHAT ACTION WOULD YOU RECOMMEND THE LIBRARY TAKE REGARDING THIS ITEM? _____

DO YOU HAVE SUGGESTIONS FOR OTHER MATERIALS ON THE SUBJECT THAT THE LIBRARY SHOULD CONSIDER? _____

SIGNATURE _____ DATE _____

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.

A Joint Statement by:

American Library Association (/)

Association of American Publishers (<http://www.publishers.org/>)

Subsequently endorsed by:

American Booksellers for Free Expression (<http://www.bookweb.org/abfe>)

The Association of American University Presses (<http://www.aaupnet.org/>)

The Children's Book Council (<http://www.cbcbooks.org/>)

Freedom to Read Foundation (<http://www.ftrf.org>)

National Association of College Stores (<http://www.nacs.org/>)

National Coalition Against Censorship (<http://www.ncac.org/>)

National Council of Teachers of English (<http://www.ncte.org/>)

The Thomas Jefferson Center for the Protection of Free Expression

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, 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.

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.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).