



MATERIAL SELECTION POLICY

The Board of Trustees recognizes that the library is a community resource for people of all ages, races, creeds, national origins, sexual orientations, and political or social views as well as other categories and groups. Every patron's journey to the Otis Library for materials or information and the tools necessary to find them is equally valued. A variety of viewpoints are represented in the library collection and the library upholds the right of the individual to obtain information, though the content may be controversial, unorthodox, or unacceptable to others. The existence of a particular viewpoint in the collection is an expression of the Library's commitment to intellectual freedom and not an endorsement of a particular point of view.

The Board of Trustees of the Otis Library declares that it adheres to and supports the following:

- First Amendment of the Constitution of the United States;
- Library Bill of Rights (American Library Association);
- Freedom to Read Statement (American Library Association);
- Freedom to View Statement (American Library Association);
- Free Access to Libraries for Minors (American Library Association);

Therefore, the above-listed documents are considered part of this policy. The Board of Trustees affirms reading, listening, and viewing to be an individual's private matter. Full, confidential, and open access to the library collection is essential for Otis Library patrons to participate in our democracy. While library patrons are free to select or reject materials for their use or the use of their minor children, the freedom of others to use the library collection will not be restricted. Parents and guardians have the right and responsibility to guide and direct the use of the library collection for their minor children. Library staff does not serve in place of parents in guiding children's use of the library collection. No member of the community will be denied access to materials or information based on age, race, background, personal views, or other category or group. Because parents and guardians are responsible for their child's use of materials, they are encouraged to assist their minors in choosing appropriate materials and information. Patrons are encouraged to use all levels of the collection appropriate to their needs. In addition, members of the community will not be denied access to any

materials or information deemed objectionable by another member or group in the community. A formal review process may be pursued by anyone seeking to challenge the ownership of any materials held by the library.

All materials selected under this policy shall be considered to have been selected by the Board of Trustees in the exercise of its discretion and to further the First Amendment rights of library patrons. In the event legal action is commenced against the Library seeking to restrict or remove materials from circulation, the burden of proof shall be on the person or entity bringing such legal action. Materials under question shall not be restricted or withdrawn from circulation because such legal action is pending, unless and until a court decision, after exhausting all appeals, requires the material to be restricted or withdrawn from the collection.

SELECTION OF LIBRARY MATERIALS

Decisions about adding materials to the library collection are made through the application of general selection criteria, regardless of whether the material under consideration is to be purchased or donated. One or more of the following selection criteria must be met for material to be added to the collection of the Otis Library

- Support for the Library's mission and role in the community
- Content of the work and its significance or contribution to the diversity or depth of the collection;
- Evaluations or reviews of library materials in professionally-recognized critical review sources such as Library Journal, Publisher's Weekly, Booklist, School Library Journal, VOYA, the New York Times Book Review, Ingram Library Services, and various other specialized distributors, publisher lists, and miscellaneous sources are consulted for items bypassed by reviews or for media other than books
- Authority, significance, the competence of the author, producer, or publisher of the work;
- Accuracy and timeliness of the material;
- Expressed and/or perceived interest or demand for the material in the collection by patrons based on requests, data, etc. from reports generated by the catalog operating system
- Local interest or community relevance;
- Effectiveness and suitability of the format for a public library; physical construction not suitable for library circulation (spiral-bound, three-ring binder, pocketed loose parts, playing cards, paper dolls, etc. High-priced "coffee table" or "gift books"; self-published books; or scholarly studies of an academic nature are generally not considered for purchase unless specifically by several

patrons or are necessary to provide coverage of a popular subject otherwise not available

- Impact on the materials budget and space limitations require selection to be to some extent driven by consideration for library materials to appeal to the widest possible readership or make a significant contribution to the collection over time.

Suggestions from the public are encouraged and are evaluated by the staff based on the above criteria. The library has a Materials Request Form (attached) for patrons to fill out to request the purchase of particular titles, formats, or subject areas. Patron recommendations are considered using the same criteria used for the selection of other library materials. Economic and space limitations can sometimes require the selection of library materials that appeal to the widest possible readership. An effort is made to maintain the standard quality and physical condition of the collection. A balance is attempted between the acquisition of materials of interest to the general public and those utilized by the many students who choose to do research at Otis Library rather than in a school or college library with a more appropriate specialized collection.

Self-Published and Independently Published Resources

All independently and self-published resources are subject to the Otis Library's Materials Selection Policy. An item is more likely to be added if it features local or regional connections, has wide audience appeal, has received a favorable review in one or more library review journals or one of the local papers, and is available for purchase through an established distributor.

Gifts and donations

All materials presented to the Otis Library as gifts and donations are subject to the same staff review as purchased material. Otis Library reserves the right to dispose of gifts as it deems appropriate. Material received as gifts may be included in the collection, offered in book sales, or discarded. In general, the Library will not accept donations that require special handling or cannot be incorporated into the library collection.

COLLECTION MAINTENANCE

To maintain attractive, active, current, and useful collections, library staff examines materials in the library's collection throughout the year to assess their relevance to the whole collection, the public, and the statements of this policy. In addition, materials are continuously assessed for their physical condition and status by the staff person in charge of that particular area. This includes staff check missing, billed,

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and claims returned lists as well as the LION Consortium's Last Copy rule.

General criteria used in evaluating whether an item should be removed from the collection include:

- Accuracy
 - Current or potential use
 - Obsolescence
 - Physical condition
 - Completeness (sets)
 - Reference value
 - Availability of similar materials
 - Local community needs
 - Historical value
 - Space in the library
- Materials that have not circulated in the past 5 years or multiple copies of a once-popular item are considered candidates for withdrawal by the appropriate staff person materials that are determined no longer appropriate for the collection are deleted and may be sold or discarded.

RECONSIDERATION OF LIBRARY MATERIALS

Patrons who request the reconsideration of Library materials will be asked to put their request in writing by completing and signing the **RECONSIDERATION OF LIBRARY RESOURCES FORM** (see attached.) For the duration of this process, the material in question will remain in circulation in the library collection. The library director and a committee of professional staff will review the reconsideration form and the materials to determine if the materials follow the criteria stated in the materials selection policy.

Within 15 days the Director, or designee, will communicate a decision in writing to the patron who initiated the request for reconsideration. If the patron who initiated the request is not satisfied with the decision, they can present a written appeal of the decision within 10 business days to the Director and the Board of Library Trustees. The Director and the Board of Library Trustees will communicate a decision and the reason for it in writing. If the Board plans to address the appeal at their board meeting, the individual will be notified of when and where the meeting will be held. The Board reserves the right to limit the length of public comments. The decision of the Board is final.



RECONSIDERATION OF LIBRARY RESOURCES FORM

Otis Library serves the entire community and strives to build and maintain a balanced collection of subject matter to provide access to diverse ideas and viewpoints. Selections of books and other materials are guided by the Library's Material Selection Policy (a copy is available upon request).

If you feel that a particular item is not suitable for inclusion in the Library's collection, please fill in the form below and either give it to a staff member or send it to Otis Library, Attention: Executive Director, 261 Main Street, Norwich, CT 06360.

Date: _____

Name: _____

Address: _____

City/State/Zip Code: _____

Email _____

1. Resource on which you are commenting:

Book Magazine DVD Audio Recording

Newspaper Electronic information/network (please specify)

Program Display Other _____

Title: _____

Author/Producer: _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? Yes_____ No_____

4. Are your objections based on the age of the potential user or the point of view expressed?

5. What concerns you about the resource? (please be as specific as possible, cite pages if possible)

6. Are you aware of judgments of this work by reviewers or critics?

7. Are there resources (s) you suggest to provide additional information and/or other viewpoints on this topic?

8. What happens to this form once I have completed it?

Within 15 days the Director, or designee, will communicate a decision in writing to the patron who initiated the request for reconsideration. If the patron who initiated the request is not satisfied with the decision, they can present a written appeal of the decision within 10 business days to the Director and the Board of Library Trustees. The Director and the Board of Library Trustees will communicate a decision and the reason for it in writing. If the Board plans to address the appeal at their board meeting, the individual will be notified of when and where the meeting will be held. The Board reserves the right to limit the length of public comments. The decision of the Board is final.

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Libraries Online, Inc. (LION) Last Copy Guidelines

LION believes in diverse and wide-ranging library collections that are shared among the patrons of its member libraries. This commitment to resource sharing implicitly recognizes that no single library can address the information and entertainment needs of its community. Within this context, individual library withdrawal decisions must consider the uniqueness of an item before its removal from the shared bibliographic database.

To ensure this preservation goal, the following guidelines are recommended to LION Libraries. These guidelines only apply to items that are deemed consequential in the professional judgement of library staff. They must add value to LION's bibliographic holdings and be in usable condition or better.

Recommended Procedures:

- Each item to be deaccessioned must be checked against the LION bibliographic database.
- If there is an exact match, the item may be discarded.
- If there is no match, findIT should be searched for a copy.
- If there is no match in findIT and the library would still like to remove the item, the item should be offered to other LION libraries.
- Libraries should use the LION Bibliographic Distribution List (bib@lioninc.org) for these transactions.
- The subject line of the message should read "Last Copy in Sierra."
- Materials are offered on a first come, first serve basis.
- The body of the message should include the following information: title, author, ISBN, year published and publisher. It also should include a date by which libraries should respond.
- If an item is identified as a last copy, libraries should place an internal note in the item record indicating "Last copy in Sierra" in order to assist with future local deselection projects.

Board approval, 2/22/22



Materials Request Form

Please fill out the following form to complete your purchase request for items that are not currently owned by the Otis Library.

This form does not guarantee the library will purchase your requested item but all requests are reviewed by the purchaser for that collection. If your item is purchased, you will be contacted by email. Thank you for making a suggestion!

Item Format Required

- Book
- EBook
- Magazine
- Large Print
- Book on CD
- Music CD
- DVD
- Blu Ray

Title Required

Author/Actor/Director Required

Otis Library Card Number Required

First Name Required

Last Name Required

Email Address Required

