Materials Selection Policy:

The Materials Selection Policy establishes policies governing the acquisition and retention of print and non-print library materials available to the public in the Carnegie Public Library.

The major goals of the Carnegie Public Library are to select, acquire, organize, circulate and promote the use of a broad range of communication materials and services that are provided:

- To meet the individual's changing needs for information
- To help the individual’s self-development through life-long intellectual and cultural growth.
- To encourage the use of library materials, services and programs.
- To provide the means for thoughtful and productive participation by individuals and groups in the affairs of the community, the nation and the world.
- To support the educational, governmental, cultural, recreational and economic activities within the community.
- To foster productive diversity.
- To accommodate the library needs of a changing and dynamic community and to sustain the principles embodied in the Library Bill of Rights, Freedom to Read and Freedom to View Statements, as enunciated by the American Library Association.

While striving to attain these goals, the Library will also recognize the following general principles:

- The Carnegie Public Library's selection of materials is limited by its own book budget and other related budgetary constraints.
- The Library's collection is one that is intended to be active, useful and circulating (reference and special materials do not circulate). The criteria for weeding (i.e. the periodic discarding of library materials) are continuing accuracy, frequency of use, physical condition and relevance. Replacements and updated editions are purchased when warranted.
- The Library will, at all times, attempt to select materials that represent a wide range of viewpoints and will do its best to exercise impartiality in all selection activities.
- The Library selection of materials is the responsibility of the Library Director, Assistant Library Director and the Cataloging Librarian. Consideration will be given to suggestions for purchase made by patrons within reason. The library accepts responsibility for providing free access to the public to all points of view; however, the addition of an item to the collection in no way represents endorsement by the Library of any theory, idea, or policy contained therein. In the collection of the Library, all sides of controversial issues will be represented as far as budget, space and availability of materials allow. Selection will be based upon criteria given throughout this policy statement. The race, religion, nationality or political views of an author, the frankness or coarseness of language, the controversial content of an item or the endorsement or disapproval of an individual or group in the community will not cause an item to automatically included or excluded.
- In the event that a patron feels uncomfortable with an item, they may choose to file a formal challenge to remove that item from the collection. Every attempt will be made to resolve the challenge informally by the director.
The Library assures free access to its holdings for all patrons who are free to select or reject for themselves any item in the collection. Children are not limited to materials in the juvenile collection although juvenile collections are kept together to facilitate use. Responsibility for materials selected by a child must rest with his or her parent or guardian, not with the Library staff.

In addition to the requirements of the general public served, materials will be selected to meet the needs of such groups as business, government, community organizations, the homebound, the visually, physically and mentally disabled, individuals with learning disabilities, adult beginning readers and of people for whom English is not the principal language. The adult and young adult collections will serve as supplementary sources for student use, but materials selected for students must also be available to the general reader.

Criteria which are used, when applicable, in materials selection are listed below:

- Appropriate physical format
- Merits, awards and critical acclaim.
- New titles
- Classic titles
- Current interest
- Curricula enrichment
- Entertaining presentation
- Favorable reviews in reviewing sources
- Historical significance
- Intended age and reading/listening/viewing level
- Local significance
- Patron requests
- Price
- Relation to other materials in order to maintain an impartial but comprehensive collection
- Scarcity of materials on a subject/author/performer
- Subject area and collection development value
- Value as source/reference materials

All criteria are measured by the professional judgment, knowledge and experience of the Carnegie Public Library staff. Materials held in the Carnegie Public Library will be available to all members of the public, regardless of age or any other factor.

Gifts and Donations:

The Carnegie Public Library welcomes gifts of library materials from the public. The decision to add gift materials to the collection will be handled in the same manner as if the items were purchased, as follows:

- Staff will evaluate the materials according to the selection criteria identified above
- Staff will recommend the addition of items meeting the selection criteria to the Library Director.
The Library may not use all donated material in the collection. Any donated material not used in the collection may be given to Friends of the Library group to be sold at the Books and More bookstore and resulting revenues will be used to support library programs, collections, and services.

Library staff will provide to the donor, upon request, a statement of the number and type of material donated for tax purposes. Library staff will not assign a value to donations for tax purposes.

De-Selection, Weeding and Shelving

An ongoing process of weeding of obsolete, unused, or damaged materials is essential to maintaining an authoritative collection that is responsive to the needs of Trinidad and Las Animas County residents. Library staff will remove such weeded materials from the library collection based on the following criteria, and the CREW Method of Weeding for Small and Modern Libraries.

The following materials will be considered for weeding:

- Materials containing outdated information
- Materials that have been superseded by a new edition (almanacs, statistics, etc.) unless the earlier edition is still useful as a circulating item
- Bibliographies and reading guides listing books that are dated or obsolete
- Books with outmoded or inaccurate illustrations
- Highly specialized books with no potential readership
- Unneeded duplicates
- Books that have not circulated or been used in a reasonable period of time that indicates that they are no longer needed (this period of time may differ for different types of materials)
- Worn or damaged items
- General condition of book- water damaged, spine damaged, loose pages, etc
- Invasive books by one author
- Invasive books by subject-- Multiple (more than 5) books with the same call number

In addition to the Friends group, Library staff may also offer weeded items to the following groups:
- Local governments and agencies, including cities and school districts
- Non-profit organizations
- Recycling centers and services

Weeded items not taken by other governmental or non-profit agencies will be discarded by the library staff with the approval of the Library Director.

**Non-Circulating and Reference Items**

Items in the Carnegie Public Library’s collection that do not circulate will be clearly labeled as such with a “reference” sticker. Items that are considered non-circulating that do not have a sticker are newspapers. While most of our collection will circulate there are certain items that for various reasons must remain in the library.

**History Room**

ALL items located in the “History Room” (regardless of sticker demarcation) are NON-CIRCULATING due to their historic importance and value. Patrons must check in at the front desk before entering the “History Room,” and must place their bags and purses in the locker outside the room. Locks and keys may be provided. No item will leave the “History Room” without prior consent of the Library Director or staff.

The Historical Collection is subject to weeding like the rest of the library’s collection and will only contain items of LOCAL historical or genealogical importance. Local importance in this sense means:

- Items regarding the city of Trinidad
- Items regarding Las Animas County
- No more than ten percent of the collection will be comprised of materials regarding surrounding counties, cities, states and miscellany. Even so, these materials will be kept based on their relevance.
- Not everything that is old is of historic importance

**Reconsideration of Materials Process**

Individuals may take issue with library materials that do not support their tastes and views. Staff is available to discuss concerns and identify alternate materials that may be available. Attempts will be made to resolve the challenge informally. If a patron’s concern is not satisfied through discussion with staff, a formal, written request for reconsideration of materials may be submitted to the Library Director. Copies of this form as well as the Library Bill of Rights and the Carnegie Public Library Collection Development Policy are available at the reference desk or from the Library Director. The Carnegie Public Library is not a judicial body. Laws governing obscenity, subversive materials, and other questionable matters are subject to interpretation by the courts. Therefore, no challenged materials will be removed solely for the complaint of obscenity or any other category covered by law until after a local court of
competent jurisdiction has ruled against the material. No materials will be knowingly added to
the library collection that have been previously determined to be in non-compliance with local
laws. For a request for reconsideration to be considered, the form must be completed in full. The
patron submitting the request must be a resident of Las Animas County and hold a valid library
card. The patron will also be asked to read the Library Bill of Rights and the Carnegie Public
Library’s collection management policy.

**PROCEDURE FOR HANDLING A LIBRARY PATRON’S COMPLAINT ABOUT
MATERIALS IN THE COLLECTION**

1. The staff member receiving the complaint will request that the patron fill out the
Reconsideration of Materials form and return it to the Library. The staff member will also inform
the Library Director of the incident.

2. Upon return of the form, the book will be read independently (or video viewed, etc.) by the
Library Director, and two members of the Library Advisory Board. Each reader will write a brief
review, including in it a recommendation as to whether it should remain in the collection. This
should be done within one month of the receipt of the request for reconsideration.

3. These reviews, as well as two professional reviews if available, will be examined by the
Library Advisory Board at its next regularly scheduled meeting. At this time a decision will be
made as to the material’s inclusion in the collection.

4. The recommendations and decisions made during steps 2 and 3 should reflect the relationship
of the material in question to the Collection Development Policy.

5. The material in question shall remain available for circulation until a final decision is reached.

6. The Library Director shall inform the patron of the decision in writing within two weeks. The
reasons for the decision are to be explained, and all copies of the reviews enclosed. The decision
will be final.

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**Part 2:**

**Patron Privacy Policy and The Library Bill of Rights**

Privacy is essential to the exercise of free speech, free thought, and free association. The courts
have established a *First Amendment* right to receive information in a publicly funded library.
**In a library (physical or virtual), the right to privacy is the right to open inquiry without
having the subject of one’s interest examined or scrutinized by others.** Confidentiality exists
when a library is in possession of personally identifiable information about users and keeps that
information private on their behalf.

**Protecting user privacy and confidentiality has long been an integral part of the mission of
libraries.** The ALA has affirmed a right to privacy since 1939. Existing ALA policies affirm that
confidentiality is crucial to freedom of inquiry. Rights to privacy and confidentiality also are implicit in the *Library Bill of Rights* guarantee of free access to library resources for all users.

The *Library Bill of Rights* affirms the ethical imperative to provide unrestricted access to information and to guard against impediments to open inquiry. Article IV states: “Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.” When users recognize or fear that their privacy or confidentiality is compromised, true freedom of inquiry no longer exists.

In all areas of librarianship, best practice leaves the user in control of as many choices as possible. These include decisions about the selection of, access to, and use of information. Lack of privacy and confidentiality has a chilling effect on users’ choices. All users have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use.

**Users have the right to be informed what policies and procedures govern the amount and retention of personally identifiable information, why that information is necessary for the library, and what the user can do to maintain his or her privacy.** Library users expect and in many places have a legal right to have their information protected and kept private and confidential by anyone with direct or indirect access to that information. In addition, Article V of the *Library Bill of Rights* states: “A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.” This article precludes the use of profiling as a basis for any breach of privacy rights. Users have the right to use a library without any abridgement of privacy that may result from equating the subject of their inquiry with behavior.

**The library profession has a long-standing commitment to an ethic of facilitating, not monitoring, access to information.** This commitment is implemented locally through development, adoption, and adherence to privacy policies that are consistent with applicable federal, state, and local law. Everyone (paid or unpaid) who provides governance, administration, or service in libraries has a responsibility to maintain an environment respectful and protective of the privacy of all users.

For administrative purposes, librarians may establish appropriate time, place, and manner restrictions on the use of library resources. In keeping with this principle, the collection of personally identifiable information should only be a matter of routine or policy when necessary for the fulfillment of the mission of the library. Regardless of the technology used, everyone who collects or accesses personally identifiable information in any format has a legal and ethical obligation to protect confidentiality.

The American Library Association affirms that rights of privacy are necessary for intellectual freedom and are fundamental to the ethics and practice of librarianship.