

## Selection criteria

The following principles will condition selection:

1. Contemporary significance or permanent value.
2. Accuracy
3. Authority of author
4. Relation of work to existing collection
5. Price, format and ease of use
6. Scarcity of information in subject area
7. Duplication or materials already in collection

The collection should be periodically examined for the purpose of weeding, binding, or repair of materials to maintain a balanced, attractive book stock. The Library maintains an active program of weeding the collection. The State Library suggests 6% or more per year to be weeded to meet its highest recommendation. Material that is no longer used, is worn, damaged, outdated or duplicated may be removed from circulation. Other factors considered are frequency of circulation, community interest and availability of other material on the subject.

## REQUEST FOR RECONSIDERATION

The Library strives to provide a wide variety of materials and points of view. Because people's tastes and values differ, there are bound to be items in the collection that someone might find objectionable. The Grimes Public Library believes that censorship is purely an individual matter, and declares that while anyone is free to reject for himself/herself materials of which he/she does not approve, no person may restrict the rights of others to choose what to read.

Any individual or group wishing to protest the presence of an item in the collection will contact the Library Director. The Director will review with the complainant this document and the procedure for pursuing a request for reconsideration. If they wish to carry their objections further, a "Request for Reconsideration" form must be filled out completely and signed. The complainant must be eligible as a local Grimes Public Library cardholder.

The written complaint will be forwarded to a committee of 5, made up of the Library Director, three members of the Board of Trustees, and a representative of the school community who resides in Grimes. The committee will carefully review the complaint and the material in question in light of the Library's Selection Policy, and report to the Board of Trustees at its next meeting. The Board will decide on the matter and report in writing to the complainant within 10 days of the meeting. The decision of the Board is final. During the period between the signed complaint and the board decision, the item will remain in circulation.

## GIFTS AND MEMORIAL ITEMS

Gifts accepted by the Grimes Public Library are judged upon the same bases as purchased materials. They are considered with the explicit understanding that such factors as duplication, lack of community interest, processing costs, condition of materials or inadequate shelf space may prevent their addition to the collection or permanent retention on our shelves.

When the library receives a cash gift for the purchase of memorial books or collection, the Library Director in consultation with the donor will make the selection. The name of the donor or person memorialized will be entered on a bookplate unless otherwise directed.

The Grimes Public Library will not be responsible for the monetary valuation statement of the donor for tax or other purposes.

A receipt for donations will not be given unless otherwise requested.

**Approved March, 2007**