

## Wayne Public Library Collection Development

Effective Date:

Feb 13, 2023

Page 1 of 17

### **Collection Development Policy**

#### **Mission Statement:**

Connecting people with ideas, information, and inspiration.

#### **Philosophy/Goals:**

Wayne Public Library affirms the individual rights of patrons to free and open access to library materials and services and its role as a protector of intellectual freedom in a free society. The Library is committed to providing a comfortable and equitable environment for our patrons and to meet their needs by collecting, organizing, and disseminating information as cost-effectively as possible. The Library has the responsibility for selecting print materials, non-print materials, and electronic sources that reflect the community's diverse citizenry. These materials reflect a wide variety of ideas and may include materials which contain controversial points of view. Therefore, the Library's collection includes materials which are representative of all races and nationalities and all political, religious, economic, and social views. The Library supports the guidelines set forth in the American Library Association statements: Library Bill of Rights, The Freedom to Read Statement, Freedom to View Statement, and Diverse Collections: An interpretation of the Library Bill of Rights. (See Appendix)

As stated in the Library Bill of Rights (see Appendix B), a person's right to use a library should not be denied or abridged because of origin, age, background or views. Parents and guardians of minors have the responsibility to guide their children, and only their children, in the access, circulation, and use of library materials and technology.

#### **General Principles of Collection Development:**

Collection development at Wayne Public Library is founded on the principles of intellectual freedom and equal access for all. The library provides a collection that balances viewpoints across a broad spectrum of opinions and subject matters in formats suitable to a flexible, responsive, and the ever-changing needs of the community. The Library builds and maintains collections for the general public while recognizing the needs of special population groups.

#### **Intellectual Freedom:**

The Library makes available a diversity of ideas and viewpoints in support of an informed citizenry and democratic society. The Library supports the individual choice and judgment of its users in seeking information, and uphold the freedom of library users to read, view, and listen.

Decisions to select or retain an item are based on the merits of each work or information source as it related to the goals and coverage of the collection. The Library considers the value of each item in its entirety and within context of the collection, not on specific passages or sections in

## Wayne Public Library Collection Development

Page 2 of 17

the items itself. Materials are not set apart in such a way as to show approval or disapproval of content. Materials are not excluded, removed, banned or suppressed because of their creators' origin, background or views, or because they represent a particular aspect of life, frankness of expression or controversial subject matter. Selection of materials for adults is not constrained by possible exposure to children or teens. Responsibility for children's use of library collections rests with their parents, guardians and/or caregivers.

*Inclusion of an item does not constitute endorsement of its content by the Library or the Library Board of Trustees.*

### **Selection of Materials**

Selection of materials is delegated to qualified staff members or another approved designee. The ultimate responsibility for the development of the library's collection lies with the Library Director under the authority of the Library Board of Trustees. Because its ability to purchase and store materials is limited by the size of both the budget and the building, the Library has established criteria for the addition and retention of library materials. These criteria, which may be applied to all formats, are listed below. An item need not meet all the criteria in order to be acceptable.

- *Relevance to the library's vision, mission, goals and to the interests and needs of the Community*
- *Relevance to the existing collection's strengths and weaknesses and other media in the same subject field*
- *Current, educational or historical significance of the author or subject*
- *Representative expression of controversial or minority points of view*
- *Extent of publicity, critical review and current or anticipated demand*
- *Recommendations by professionals*
- *Reputation and qualifications of the author, publisher, producer or other creative contributors*
- *Accuracy and date of publication*
- *Suitability of format to library circulation and use*
- *Cost and availability of funds*
- *Author is local or content pertains to locale*
- *Availability and accessibility of the same materials in the local area and SEO consortia*
- *Recognized reviewing sources*

To guide in the selection materials that meet these criteria, staff members rely on a number of professional tools including library and publisher journals, reviews, etc. Library staff have a professional responsibility to be inclusive, not exclusive, in selecting materials for the library

## Wayne Public Library Collection Development

Page 3 of 17

collection and in providing access to materials even if such materials offend a library staff member or some members of the community.

Heavy demand for a popular title is sufficient reason for considering duplication, depending on importance and budget. The library does not attempt to duplicate all materials in sufficient quantity to meet the needs and required reading assignments in the local schools and colleges.

Final responsibility for the selection of all materials rests with the library director who administers this policy approved by the library Board of Trustees. It is the policy of the Library to select and acquire materials, in a variety of formats, which promote the mission and vision of the library. By acquiring and organizing those materials, the library seeks to provide access to a broad and balanced view of society – its culture, history and diversity of beliefs. The collection also serves the popular and recreational needs of the general public. Specific acquisitions may include items that may be unorthodox or unpopular with the majority or controversial in nature. The Library's acquisition of these items does not constitute endorsement of their content but rather makes available its expression.

The Library provides free access to these selected materials to all patrons. Library users make their own choices as to what they will use based on individual interests and concerns. The Wayne Public Library supports the right of each family to decide which items are appropriate for use by their children and does not intrude on that relationship. However, selection of materials for the Library is not restricted by the possibility that children may obtain materials that their parents or guardians consider inappropriate. Ultimately, the responsibility for a child's use of library materials lies with his or her parent or guardian.

The Wayne Public Library's collection books and other media provides a wide range of literary, cultural, education, informational and recreational materials for people of all ages. The collection includes popular and in-demand materials as well as material of an enduring nature.

### **Resource Sharing with other Libraries**

The Library is a member of the Serving Every Ohioan (SEO) library consortium made up of several libraries across the state with a combined collection of over 8.1 million items. These materials are directly available for patrons of all consortium member libraries to request through the shared library catalog. Patrons are encouraged to take full advantage of this access and to use this network to request materials for delivery to the Library for local check out. Such direct access may be considered an adequate substitute for local ownership when deciding whether to purchase a title for the Library's collection. However, convenient resource sharing is not a substitute for sound local collection development, and the ready availability of a title through the consortium does not preclude purchase of the same title for the local collection. The Library also

## **Wayne Public Library Collection Development**

Page 4 of 17

recognizes a responsibility to assist in meeting consortium-wide demand for popular titles even when there may be less demand locally.

### **Downloadable and Streaming Content**

Additional considerations may apply to the selection of electronic resources.

- Ease of use of the product
- Accessibility to multiple users
- Access to needed equipment
- Enhancement of the print equivalent (if any), in terms of speed, flexibility, combinations of search terms, or general utility.

Technology provides the means for the Library to deliver content directly to patrons wherever they may have internet access. The Library participates in the Ohio Digital Library (ODL), a collection supported and maintained by a consortium of public libraries to share with all the patrons of ODL member libraries. Library staff may purchase titles to add to this online collection, as can the staff of the other ODL member libraries. The Library also purchases direct pay-per-use access for local library patrons to download and stream services, e.g. Hoopla. The content provided by such service is not selected by library staff but rather is provided as packages of titles.

### **Patron Recommendations**

To ensure the acquisition of resources desired by Library users, patron suggestions are always considered for their addition to the collection. Each request is reviewed for inclusion in the collection or for loan through the library's Interlibrary Loan service. Staff determine the best method for delivery of materials using the selection criteria.

### **Specific Policies in Selected Areas:**

#### **Gifts**

The Library gratefully accepts gifts of money and materials under the circumstances outlined below.

#### **Materials**

The Library accepts donations of materials that are in new or good used condition, if deemed valuable to the collection. The Library reserves the right to integrate gifts into the general collection, as they cannot be given special housing, but an appropriate book plate will be placed in each gift if requested by the donor. The Library reserves the rights to make final disposition of all gifts received. Gifts may be added to the collection or rejected at the discretion of the Library. Gift materials not added to the collection are not returned to the donor and may be included in a book sale to benefit the library.

**Wayne Public Library  
Collections Development**

Page 5 of 17

The Library will, if requested, provide a written acknowledgment of the receipt of gift, but in accordance with income tax regulations, will leave the determination of the value of the materials to the donor.

Gift collections will be accepted only by the Director, with the counsel of designated staff members as appropriate, with the understanding that the collection may not be kept intact or retained forever.

**Funds**

The Library accepts monetary gifts intended for the purchase of library materials. Consideration will be given to the interested of the donor or honoree. The Library reserves the right to make the ultimate selection decision based on its needs and consistent with the criteria in this policy.

Substantial cash offerings, securities, endowments and bequests will be handled by the Director, who, with the Board of Trustees, will work out terms of acceptance that are in agreement with the Library's needs and policies, the donor's intent and applicable laws.

**Interlibrary Loans**

Interlibrary loan is the process of requesting materials from a library outside the SEO consortia. Interlibrary loan is meant to expand the range of materials available to library users.

**Request for Reconsideration**

The Wayne Public Library welcomes citizens' expressions of opinion concerning materials purchased, donated, or omitted from the collection. Persons registering a strong concern regarding a book, DVD, compact disc, or other item may complete the form "The Wayne Public Library Request for Reconsideration of Material Form" (located at the Public Services Desk). The Library, upon receipt of the completed form, will give the form to the Wayne Public Library Board of Trustees to review the item(s) for inclusion in the collection in light of the Library's mission and overall objectives, its Collection Development Policy, the Library Bill of Rights, and ALA guidelines on intellectual freedom. The final responsibility for materials removal resides with the Director. The title(s) under consideration will remain in the collection throughout the process to support the freedom of other patrons to read, view or listen.

## Wayne Public Library Collections Development

Page 6 of 17

### Collection Maintenance

Wayne Public Library is not a library of historical record. Materials must be timely, accurate, and attractive in order to provide the best possible service. To ensure a vital collection of continued value to the community, materials that are worn, outdated, or no longer in demand are removed from the collection on a systematic and on-going basis.

Criteria for removal from the library's collection include:

- Physical condition
- Material no longer in demand
- Excess multiple copies
- Accuracy of materials
- Availability of more current and better materials in the field
- Popularity of the title or subject
- Depth of the library's collection on the subject

The same criteria for the evaluation of donations, memorials, and honorariums are used when withdrawing these items from the collection.

Items are replaced according to the selection criteria of this document. Replacement items may be purchased to take the place of specific titles formerly in the library collection. Withdrawn, lost, or damaged materials are not automatically replaced; decisions are based on need, demand and budget.

Disposal of withdrawn items will be carried out in the manner most advantageous to the library. Withdrawn items may be included in the Library's book sale, donated or recycled.

### Controversial Materials

The library, as one of its unique reasons for existence, provides the means to study the several sides of an issue by obtaining materials containing opposing views on controversial topics, including those of an unorthodox and/or unpopular nature. This standard does not necessarily imply numerical balance. An item will not be added to or barred from the collection solely because of

- An author's race, religion, nationality, sexual orientation, or political or social views;
- A work's depictions or descriptions of violence or sexual activity;

**Wayne Public Library  
Collections Development**

Page 7 of 17

- A work's controversial content; or
- An author's or work's endorsement or disapproval by an individual or community group.

The library does not mark, label or identify materials to show approval or disapproval of contents. Any labeling or alteration of materials because of controversy surrounding the author or the subject matter will not be sanctioned. The library will not remove or shield materials in the collection due to the controversial content or images.

APPENDICES

APPENDIX A

**THE 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.



**Wayne Public Library  
Collections Development**

Page 9 of 17

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>).

APPENDIX B

**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.

**Wayne Public Library  
Collections Development**

Page 11 of 17

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.

**Wayne Public Library  
Collections Development**

Page 12 of 17

*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

**Wayne Public Library  
Collection Development**

Page 13 of 17

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>)

**Wayne Public Library  
Collection Development**

Page 14 of 17

*Subsequently endorsed by:*

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

The Association of American University Presses, Inc. (<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

**Wayne Public Library  
Collection Development**

Page 15 of 17

APPENDIX C  
FREEDOM TO VIEW STATEMENT

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

**Endorsed January 10, 1990, by the American Library Association**

## Wayne Public Library Collection Development

Page 16 of 17

### APPENDIX D

#### DIVERSE COLLECTIONS:

#### AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS

Collection development should reflect the philosophy inherent in Article I of the Library Bill of Rights: “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.” A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences.

Library workers have an obligation to select, maintain, and support access to content on subjects by diverse authors and creators that meets—as closely as possible—the needs, interests, and abilities of all the people the library serves. This means acquiring materials to address popular demand and direct community input, as well as addressing collection gaps and unexpressed information needs. Library workers have a professional and ethical responsibility to be proactively inclusive in collection development and in the provision of interlibrary loan where offered.

A well-balanced collection does not require a one-to-one equivalence for each viewpoint but should strive for equity in content and ideas that takes both structural inequalities and the availability of timely, accurate materials into account. A diverse collection should contain a variety of works chosen pursuant to the library’s selection policy and subject to periodic review.

Collection development, as well as cataloging and classification, should be done according to professional standards and established procedures. Developing a diverse collection requires:

- selecting content in multiple formats;
- considering resources from self-published, independent, small, and local producers;
- seeking content created by and representative of marginalized and underrepresented groups;
- evaluating how diverse collection resources are cataloged, labeled, and displayed;
- including content in all of the languages used in the community that the library serves, when possible; and
- providing resources in formats that meet the needs of users with disabilities.<sup>1</sup>



**Wayne Public Library  
Collection Development**

Page 17 of 17

Best practices in collection development assert that materials should not be excluded from a collection solely because the content or its creator may be considered offensive or controversial. Refusing to select resources due to potential controversy is considered censorship, as is withdrawing resources for that reason. Libraries have a responsibility to defend against challenges that limit a collection's diversity of content. Challenges commonly cite content viewed as inappropriate, offensive, or controversial, which may include but is not limited to prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, scientific research, sexual content, and representation of diverse sexual orientations, expressions, and gender identities.

Intellectual freedom, the essence of equitable library services, provides for free access to varying expressions of ideas through which a question, cause, or movement may be explored. Library workers have a professional and ethical responsibility to be fair and just in defending the library user's right to read, view, or listen to content protected by the First Amendment, regardless of the creator's viewpoint or personal history. Library workers must not permit their personal biases, opinions, or preferences to unduly influence collection development decisions.<sup>2</sup>

<sup>1</sup>"Services to People with Disabilities: An Interpretation of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/servicespeopledisabilities>)," adopted January 28, 2009, by the ALA Council under the title "Services to Persons with Disabilities"; amended June 26, 2018.

<sup>2</sup> ALA Code of Ethics, Article VII, adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

Adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008; July 1, 2014 under previous name "Diversity in Collection Development"; and June 24, 2019.

## The Wayne Public Library Request for Reconsideration of Material Form

The trustees of The Wayne Public Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

The

Wayne Public Library 137 E. Main, Wayne OH 43466

Date

Name

Address

City State/Zip

Phone

Email

Do you represent self? \_\_\_\_ Or an organization? \_\_\_\_ Name of Organization

\_\_\_\_\_

1. Resource on which you are commenting:

Movie

Magazine

Audio Recording

Game

Other

Title

\_\_\_\_\_

Author/Producer

\_\_\_\_\_

2. What brought this resource to your attention?

\_\_\_\_\_

3. Have you examined the entire resource? If not, what sections did you review?

\_\_\_\_\_

4. What concerns you about the resource?

\_\_\_\_\_

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

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6. What action are you requesting the committee consider?

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