

HOUSTON COUNTY PUBLIC LIBRARY SYSTEM

Material Selection, Donations, De-selection and Reconsideration Policy

Approved by HOUPL Board of Trustees 2014 Nov 13 ; revised 2022 Nov 10 ; revised 2023 Sep 14

Scope of collection

Houston County Public Library System's Board of Trustees recognizes that within HOUPL there are individuals and groups with diverse interests, backgrounds, and needs. Furthermore, the Board recognizes that the library was created to serve the people within the HOUPL service area. The Board, therefore, declares as a matter of policy that the material selection policy is based on and reflects HOUPL's stated mission.

Mission Statement

It is the purpose of the Houston County Public Library System to provide materials of all types which will aid the citizens of Houston County with information, research, education, recreation, civic, cultural pursuits, and use of their leisure time. HOUPL desires to produce lifelong learners and contributing members of the community by providing our citizens with the highest quality skills necessary to respond to the challenges of a changing society.

Library materials, in a variety of formats, including print, audiovisual, licensed electronic resources and online databases, shall be selected and retained on the basis of their value for the interest, information, and enlightenment of the people of the community in conformance with HOUPL's mission.

The library collection shall be organized and maintained to facilitate access. There shall be no prejudicial labeling, sequestering, or alteration of materials.

Selection responsibility

Selection is vested in the HOUPL's director, and under his or her direction, in members of the staff who are qualified by reason of education and training. Library materials selected in accordance with this policy shall be held to be selected by the HOUPL Board.

Criteria for selection, Inclusion and de-selection.

Some of the factors which will be considered in adding to or removing materials from the library collection shall include: present collection composition, physical condition, quality, interest, demand, timeliness, audience, significance of subject, diversity of viewpoint, effective expression, limitation of budget and facilities and availability and accessibility of the same material in the local area / PINES.

No library materials that meet HOUPL's selection criteria shall be excluded because of the origin, background, or views of the author or those contributing to its creation. Not all materials will be suitable for all members of the community.

HOUPL shall be responsive to public suggestion of titles and subjects to be included in the library collection and these suggestions will be subject to the same criteria.

Gifts

Gifts of materials may be accepted with the understanding that the same standards of selection are applied to gifts as to materials acquired by purchase, and that any gift may be discarded at HOUPL's discretion. HOUPL has the option of disposing of gifts to the Friends of the Library. The Friends may sell the gifts or dispose of them as they deem appropriate.

Local History

In recognizing the importance of local historical and genealogical resources, resources will be allocated for the continuing development of a local history/genealogy collection at the Perry and Nola Brantley branches as part of the library's mission.

Request for reconsideration

The Board believes that reading, listening to, and viewing library materials are individual, private matters. While one is free to select or to reject materials for oneself, one cannot restrict the freedom of others to read, view, or inquire. Parents have the primary responsibility to guide and direct the reading and viewing of their own minor children. HOUPL does not stand "in loco parentis*." **(In place of a parent)*

A copy of the patron form will be provided to all members of the Library Board by the Library Director within seven (7) business days of submission.

The Board of Trustees recognizes the right of individuals to question materials in the HOUPL collection. A library patron questioning material in the collection is encouraged to talk with designated members of the staff concerning such material. To formally state his/her opinion and receive a written response, a patron may submit the form provided for that purpose.

A patron may request one title at a time per Board meeting for reconsideration. Board members will only consider one request per meeting. Patrons must live in Houston County to make a request for reconsideration of HOUPL materials. Only items owned by HOUPL are eligible for reconsideration. Items owned by other libraries and available through the PINES system do not fall under the authority of the HOUPL board. The Board Chair may appoint a committee to review the request and make a recommendation to the Board.

The material in question will remain in the active collection until the Board of Trustees has made a determination of its status. **See also Board Bylaws on procedures for addressing library board.**

The decision of the Library Board shall be considered final. At least one (1) calendar year must pass before any item that has gone through the review process may be challenged again.

Request for reconsideration of electronic materials available in the GADD Consortium have a separate process. **See GADD Bylaws** - "In the event of a patron challenge to the content or selection listings of Georgia Download Destination, the Chair (of GADD) shall appoint a review committee composed of the Chair, one GADD member Director, a member of the Selection Committee, and the Director of the home library system of the challenger. The Committee shall review the challenge and make a recommendation to the Executive Committee for review and voting."