

COLLECTION EVALUATION

I. Weeding and Retention Guidelines

A. Weeding

- Materials with obsolete content
- Materials which are used infrequently
- Materials that have no anticipated use
- Materials in poor or irreparable physical condition
- Older editions of encyclopedias, almanacs, directories, yearbooks and standard texts
- Materials which are incomplete sets in which items missing seriously impair their usefulness
- Works containing information that has been superseded or presented in newer, more comprehensive or more accessible formats

B. Retain

- Materials with regular and on-going use
- Works containing useful local information
- Primary works in particular disciplines or topics
- Works representative of an era, trend or movement which provide unique coverage
- Works listed in standard or authoritative up to date biographies regularly used by staff and public
- Replacement of desired item is not possible

C. Censorship and Reconsideration of Library Materials

The Foley Public Library Board believes that the only censorship is self-censorship, therefore, it is the intent of the Board that no challenged library material shall be removed from the collection except upon court order, and after adversary proceedings in which the Foley Public Library Board defends inclusion of the material, unless said material was placed in the collection in violation of this policy.

The Library Director has devised and implemented appropriate procedures for patrons to register complaints concerning materials. Please see form provided at end of this section.

D. Gifts

The Library may accept gifts of materials and monetary donations to purchase materials. Often gifts are given in memory of a loved one or to commemorate a special event. Donated items will be carefully reviewed for their overall contributions to the Library's mission, service priorities and relevance to the collection. Materials donated to the Library will be added to the collection if they meet the criteria for materials selection and are in good physical condition. Items donated to the Library may also be given to the Friends of the Foley Public Library as a

means of raising additional funds for the Library through the Friends Book Store and the annual Friends Book Sale. Once given, all gifts become the property of the Foley Public Library and will be treated on an equal basis with purchased materials with regard to the inclusion, display, housing, circulation and disposition of material.

Foley Public Library

Patrons Request for Reconsideration of Materials

Format (Book, Video, Etc.) _____ Author _____

Title (or URL) _____

Publisher _____

Your Name _____

Address _____

Phone _____ Email _____

Group You Represent (If Any) _____

Did you examine the entire work? _____ If not what parts? _____

What do you believe is the purpose of this material? _____

Specifically, to what in the materials do you object? _____

What harmful effect do you feel might be/was the effect of your using this material? _____

Is there anything good or useful about this material? _____

What? _____

What prompted you to use this item? _____

For what age group would you recommend this item? _____

What would you recommend to replace this item? _____

We are sorry if you have been offended by any material in our collection. The Foley Public Library subscribes to the Library Bill of Rights as adopted by the American Library Association June 27, 1967 and its subsequent amendments. This document reads, in part: "As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and

enlightenment of all the people of the community." We realize that everyone's tastes are different, and that it is our responsibility to provide materials on myriad subjects and viewpoints, in many styles and formats.

The internet makes available a wide variety of material, most of it useful and worthwhile, but some internet sites are unsuitable for children and offensive to many adults. While we have some control over internet access based on filtering we cannot guarantee that sites which may be offensive to viewers are inaccessible. In addition individuals who access sites that are considered offensive and off-limits to patrons may lose their internet privileges.

If you honestly feel that a book or other item in our collection does not belong in the library of a free society, we invite you to fill out this form and leave it with the Library Director who will, in turn, be in touch with you regarding your complaint.

The Foley Public Library believes in the rights of a free press guaranteed by the Constitution of the United States of America. We further believe that the parents of a child are the only people who should be allowed to monitor the reading, watching or listening activities of that child. Conversely, we believe that it is every parent's duty to monitor his or her child's activity, and that this is not the prerogative of the library.