

Chelsea Public Library Materials Selection Policy

The purpose of this Materials Selection Policy is to articulate the collection goals and objectives of the Chelsea Public Library. The library selects, purchases, and provides free access to diverse materials in multiple formats that are appropriate for all ages and reading levels.

1. Intellectual freedom

- 1.1. The Chelsea Public Library (CPL) provides equal access to materials and services for all, regardless of age, background, or belief and regardless of materials' possible use, format, or content. To these ends, we hereby adopt and incorporate by reference the following documents and statements from the American Library Association:
 - 1.1.1. [Library Bill of Rights](#)
 - 1.1.2. [The Freedom to Read Statement](#)
 - 1.1.3. [The Freedom to View Statement](#)
 - 1.1.4. [The ALA Statement on Book Censorship](#)
 - 1.1.5. [The ALA Statement on Censorship of Information Addressing Racial Injustice, Black American History, and Diversity Education](#)
 - 1.1.6.
- 1.2. It is understood that neither the library staff nor the Board of Trustees needs to endorse every idea or presentation contained in the materials that the library makes available.

2. Selection of library materials

- 2.1. The Library Director oversees the selection of materials for the collection as well as the most appropriate placement/location of materials within the library. He/she/they use(s) professional judgment and expertise, enhanced by an understanding of the needs of residents of all ages within our community, to select materials.
- 2.2. Suggestions from patrons and community members are welcomed and will be subject to the library's selection criteria listed below. Gifts and donations will also be reviewed using these criteria.
- 2.3. Criteria includes:
 - 2.3.1. Reviews, standard lists of basic works, professional journals, websites, popular magazines, and newspapers
 - 2.3.2. Expressed or anticipated patron demand
 - 2.3.3. Timeliness or permanence of the material
 - 2.3.4. Quality, accuracy or authenticity of materials
 - 2.3.5. Scope and depth of our present collection or the availability of materials at other libraries in the area
 - 2.3.6. Reputation or authority of the author or publisher
 - 2.3.7. Format and price of material as well as space available to house it
 - 2.3.8. Appropriateness to the interests and skills of the intended user
 - 2.3.9. Significance of the subject

- 2.3.10. Relevance to the needs and interest of the community
- 2.3.11. Local significance of the author or subject
- 2.4. No single criterion is used to justify a purchase; all the criteria are considered in reaching a decision.
- 2.5. Works that do not meet all of the standards, but which are of great interest, may be purchased to meet a strong, even if temporary, need.
- 2.6. The Library will rely on interlibrary loan to borrow those materials which are beyond the scope of its collection.

3. Gifts

- 3.1. Gifts and donations may be accepted with the understanding that gifts of materials may be added to the Library's collection, sold to raise funds or discarded at the discretion of the Library Director, in accordance with the above-mentioned considerations.
- 3.2. Memorial gifts are encouraged. Persons wishing to give memorial gifts should consult with the Library Director before making a choice

4. Collection maintenance

- 4.1. The collection is assessed continuously to ensure that materials are accurate, useful, current, and in good shape.
- 4.2. The Library Director is responsible for systematically weeding the collection, and each item will be judged individually using standard library tools, considering the work's physical condition, the existing collection as a whole, the library's objectives, and the existence of the resource at other libraries.

5. Procedure to request a reconsideration of materials

- 5.1. The library seeks to serve the needs of community members whose views are widely divergent, and thus, contains materials representing widely divergent views. Materials in the library that meet this policy will not be removed or relocated because of pressure from individuals or groups. This includes the selection/placement of materials that young people may obtain to which their parents or guardians object. Children have free access to all materials and can only be restricted by their parents. However, citizens have the right to submit a request for reconsideration of the material.
- 5.2. The following procedures will be followed by a person or persons who object to the inclusion or placement of materials in the Library.
 - 5.2.1. Any individual is welcome to discuss the item with the Library Director.
 - 5.2.2. If a discussion does not meet the individual's needs, they should fill out the Request for Reconsideration form and submit it to the library in person.
 - 5.2.3. The Library Director will consider each request form relative to the criteria in this policy, in addition to considering the principles of the ALA Library Bill of Rights, the Challenged Materials interpretation of the Library Bill of Rights, and other appropriate sources.

- 5.2.4. The Library Director will send a written response to the individual making the request in a timely manner.
 - 5.2.5. In the event that the individual making the request is not satisfied with the response, an appeal can be made to the Board of Trustees, which will consider the request at the next regularly scheduled meeting. The complainant will be invited to attend the meeting and offer any clarifying or explanatory comments.
 - 5.2.6. The Board may discuss and make a decision on the complaint at this meeting or may defer a decision until a subsequent regular meeting.
 - 5.2.7. After the Board has made a decision, it shall be provided in writing to the complainant within seven days and shall include the rationale for the outcome.
- 5.3. Related document: *Request for Reconsideration of Library Materials form*

Action	Date
Approved by the Library Board of Trustees	7/11/22