Collection Development Policy

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Statement of Purpose

The purpose of this policy is to inform the public and guide professional staff, by outlining the principles and criteria for selecting, retaining, and discarding resources. The policy assists the staff in building collections that are responsive to the community's educational, informational, and recreational needs, while meeting the Mission, Vision, Values, and Strategic Plans of the library. (Make these links to Mission, Vision, Values, and Strategic Plan documents.)

This policy guides collection development for all Library locations including the Main Library, William H. Willennar Genealogy Center, the Teen Library, the Eckhart Mobile Outreach Service (EMOS), and other services and programming offered by the Library.

Intellectual Freedom

The Board of Trustees of Eckhart Public Library has adopted an Intellectual Freedom Policy and affirms that the Library will adhere to and support the American Library Association's Library Bill of Rights, Freedom to Read, Freedom to View, and Interpretations of the Library Bill of Rights.

Statement of Collection Goals

The acquisition and care of a collection of materials and electronic resources that assists individuals in the pursuit of education, information, and recreation are vital to the Library's Mission and Vision. The goals that drive collection development are:

- Providing responsive service that meets the community's needs and interests.
- Providing high quality and relevant collections and electronic resources with ongoing collection management.
- Utilizing collection management to increase efficiency in the Library's acquisition and de-selection processes.
- Providing services and collections to address emerging demographic trends.

Scope of Collection

The range and types of materials selected, including the formats offered and the level of difficulty, are as broad as possible to allow for the maximum possibility of free expression and free access to ideas. The Library collection will focus on the needs of general patrons rather than researchers, with the exception of local history and genealogy which is guided by a separate collection policy for the William H. Willennar Genealogy Center. (Appendix A)

Selection

The Board of Trustees delegates the development of the collection to the Executive Director. Ultimate responsibility for the selection of library materials and electronic resources rests with the Executive Director, who operates within the framework of policies reviewed and approved by the Board. It is at the discretion of the Executive Director to delegate to Library staff the authority to interpret and guide the application

of the policy in making selections. The Library has designated professionals assigned to oversee the selection process to ensure that the Collection Development Policy is being followed. These designees use professional selection tools which are available to them. In addition to selecting materials, these librarians are responsible for monitoring the materials budget to ensure that new materials are acquired throughout the year, according to budget allocations. Suggestions for acquisitions may come from staff members not directly involved in the selection process. Patrons may also suggest items for purchase.

Selection Guidelines reflect the Library's strategic goals and objectives. Staff are mindful of the following when recommending titles for selection. However, an item need not meet all considerations to be acceptable.

- Identified, expressed, or anticipated needs and interests of individuals and groups in the general community
- Library programming
- Quality of content, including timeliness, accuracy, literary merit, illustrations
- Presence of indexes and bibliographies
- Different viewpoints, values, philosophies, cultures, and religions whenever possible. Selections will not be made on the basis of any assumed approval or disapproval.
- Broad range of materials in all main subject areas
- In-demand, current interest titles. The Library may purchase multiple copies and/or formats of specific authors and high-demand titles.
- Significance in relation to library resources already available
- Reputation and/or significance of author, publisher, and/or producer
- Variety of reading and comprehension levels based on community demographics
- Wide variety of formats to meet differing needs of individual patrons
- Maximization of the available materials budget
- Other community resources, Evergreen Indiana availability, reciprocal borrowing agreements, etc. Out-of-print, used items, or items that require Library staff to go beyond the scope of its normal purchasing procedures are usually not purchased.
- Complementary to but not duplicating curriculum materials in use by educational institutions or home-schooled students
- Patron requests within the overarching principles of selection
- Quality of binding and physical suitability for library use
- Self-published or print-on-demand materials, especially by local authors, using the same criteria as for other materials.

Professional Selection Sources. The Library utilizes the specialized knowledge of Library staff and standard selection sources recognized by librarians to identify materials to be purchased, including:

- Professional journal reviews: preference is given to positive reviews published in *Kirkus Reviews*, *Booklist*, *Library Journal*, *School Library Journal*, *Horn Book*, *Voice of Youth Advocates (VOYA)*, <u>Children's Book Review</u>, and other nationally recognized library journals

- Standard collection tools and recommended lists prepared by professional organizations and specialized vendors
- Evaluative bibliographies in specialized areas
- Lists such as "top 100", publishers' announcements, and similar sources such as the American Film Institute
- Award lists and "notable" and "recommended" lists, including those published by professional organizations and Eliot Rosewater Award and Eugene and Marilyn Glick Award nominees and winners
- *New York Times Book Review* and *New York Times* Bestseller Lists
- Websites focusing on formats collected by the Library, including Internet Movie Database, Rotten Tomatoes, Goodreads, Fantastic Fiction, and Amazon
- Baker & Taylor publications and selection lists
- Local media and area newspapers
- Other reputable selection tools

Formats. The Executive Director and designated staff monitor the development of new formats and use the principles of selection and funding considerations to decide the appropriate time to add them to the collection. The declining use or availability of a particular format is also monitored. When a format is discontinued, the existing collection will continue to circulate until no longer useful. The Executive Director and Technical Services Manager review the addition and/or discontinuation of formats on an ongoing basis.

Access to the Collection

The Library collection is accessible to view by anyone who visits the Library. Most material is available for loan with a valid library card in good standing, and the rest is available for in-house use. Some items may be purchased to support staff in their jobs and may not be readily available to the public.

Patrons may access and view the Library's holdings through the Library's online catalog and streaming services. The Library also subscribes to a variety of proprietary databases covering a wide variety of subjects. Additionally, all Indiana residents have access to INSPIRE, a collection of proprietary databases maintained by the Indiana State Library. INSPIRE is an integral component of the Library's electronic offerings and every effort is made to purchase individual products which supplement rather than duplicate the coverage of INSPIRE.

Responsibility for the use of the Library's collection by children under the age of 18 rests with their parents and legal guardians. It is only the parent or legal guardian who may restrict his/her children under the age of 18 from access to library materials or services. Selection of adult materials will not be limited by the possibility that items may come into the possession of minors.

Collections to Support Programming

Programs at Eckhart Public Library often utilize or highlight items in the library's collection, including books, audiobooks, DVDs, and databases. The use of these items in

programming is guided by the principles contained in this policy, the Programming Policy, and the Intellectual Freedom Policy.

Preservation

Library facilities and budget do not accommodate extensive conservation and preservation activities for most materials. Reasonable attempts will be made to keep valuable material in the collection through cleaning, mending and repair. Other preservation efforts may include the transfer of information between formats in order to preserve the content when copyright allows.

With the exception of the William H. Willennar Genealogy Center materials, the Library's collection is not archival. No extraordinary efforts are made to retain or preserve last copies or out-of-print titles.

Annual Materials Budget

The annual materials budget for the Library is divided into categories. For the Library's own use, these categories are further divided by collection areas and format. Each year, the materials budget is recommended by the Executive Director and approved by the Library Board of Trustees as a portion of the Library's total budget per the Indiana Library standards for Class B libraries (Indiana Administrative Code 590-6-1-2.2). Factors used to determine the specific allocation for each area may include:

- Statistics based on usage by category
- Average cost of items in each category
- Number of items lost or withdrawn in an area
- Level of development for the category as determined by staff
- User requests in the area
- Start-up costs of new collections
- Replacement projects in given areas of the collection as necessary

Areas that have not been sufficiently funded in the past or areas that are new may receive additional funding at the discretion of the Executive Director. The percentages may fluctuate from year to year depending on funding, target areas of the collection, and the Library's strategic goals and objectives.

General Collection Statements

Adult Fiction collection consists of retrospective and current titles of general fiction including short stories, genre fiction, large print and paperbacks. The emphasis of the collection is on American and British authors. Additionally, international authors in English translation, local authors, and some small press publications are collected.

Adult Nonfiction serves patrons from adolescence (defined as age 12) through adulthood.

The Library seeks to maintain a well-rounded and balanced collection of nonfiction materials for the lay reader and to support patrons in their everyday life. Highly

specialized will not be purchased. The collection is designed to cover broad areas of knowledge and interest, including both basic works of permanent value and timely materials on current issues.

Graphic Novels. The Library recognizes the cultural, literary, and entertainment value of comics, graphic novels, and manga. The Library defines these as works utilizing any combination of "juxtaposed, sequential, pictorial art and other images in deliberate sequence meant to convey information and/or to produce an aesthetic response in the viewer."[1]

The library purchases collected issues of comic book titles in paperback or hardback volumes and standalone graphic novels or nonfiction works for patrons of all ages. Titles include current or classic popular series. The Library may order older titles if a film or television adaptation is announced or if certain titles garner patron requests. The Library will not collect single issues of comic book titles or graphic novels in a digital format.

Young Adult materials are purchased to support a wide variety of interests from adolescence (age 12) through young adulthood. Selection is influenced by the special interests and developmental and informational needs of young adults, and materials serve as a bridge between children's and adult resources. While local curricula are generally supported, school textbooks and workbooks are specifically excluded from purchase in this collection. The majority of young adult materials are housed at The Teen Library. The Young Adult Collection includes fiction, nonfiction, graphic novels, manga. Video games are housed at the Main Library.

Children's Collection serves the needs and interests of children from birth through early adolescence (age 12); provides resources for adults working with children or interested in materials for children; and supports the delivery of Library services to this age group.

The collection includes a variety of print and non-print materials, including fiction, nonfiction, graphic novels, CDs, puppets, and kits. School textbooks and workbooks are not typically in the general circulating children's collection; however, they may be purchased to support homework assistance programs.

Periodicals and Newspapers collections supplement book and non-print collections by providing up-to-date information covering current topics not yet available in other print media. Emphasis for magazines is placed on popular titles, business needs and a representative sampling of other topics.

Funding constraints limit the number of print and digital subscriptions and copies purchased by the Library. Gift subscriptions may be accepted for these if they meet general selection criteria.

The Library subscribes to a number of local, state, regional and national newspapers. Older issues of newspapers may be available on microfilm. Subscription lists are reviewed annually by the Technical Services Manager, who is responsible for this collection.

Reference Sources. The Library maintains a collection of print reference sources for in-house use, intended to meet the most-common informational needs of the general public. Standard resources make up the core of this collection, consisting of books

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[1] Scott McCloud, *Understanding Comics: The Invisible art.* (New York: William Morrow and Company, 1993), 5.

updated on a continuing basis and of individual works selected to meet demonstrated patron and community demands. The Library subscribes to a variety of electronic products. In addition, the Library provides and promotes patron use of reference and research products made available free of charge to Indiana libraries through INSPIRE, a statewide collection of online databases that can be accessed via the library's website at www.epl.lib.in.us.

A collection of professional materials, including periodicals, is provided for staff use and is housed at the Willennar Administrative Annex. These titles generally serve a specific purpose related to such topics as programming, customer service, or administrative tasks. While not generally accessible to the public, titles available for checkout may be requested by patrons and will be loaned using the Library's procedures for reserving or placing a hold on an item of interest.

Non-print Collections. The Library maintains a number of collections in non-print formats.

Audiobooks

The audiobook collection includes literature and popular fiction and nonfiction. Unabridged editions are preferred. The collection also contains language instruction resources, study courses, and spoken performances.

The children's audiobook collection emphasizes popular fiction and includes recommended nonfiction titles.

Compact Discs (CDs) and Vinyl

The adult music collection is intended for adolescent and adult audiences. The collection offers a selection of music from a variety of genres.

The juvenile music collection emphasizes materials for early childhood and primary grades (birth through Grade 5). Popular music is included, and an effort is made to collect materials representing a variety of musical styles, genres and cultures.

Electronic Audiobooks, Videos, Music, and eBooks

The library provides patrons access to audio and electronic books (eBooks), electronic comics, video, and music through several services. The Library's subscriptions to these services are recommended and approved by certified Library staff, based on selection criteria outlined in this policy. Items available to read, listen to, or view are not individually selected by Library staff.

The Library loans eReader devices that are pre-loaded with retrospective and current popular eBook titles, selected by Library staff, for patrons to borrow.

DVDS/Videos

The Library seeks to maintain a well-rounded and balanced DVD/video collection consisting of retrospective and current titles representing both fiction and nonfiction. This collection serves our entire patron base with a separate preschool section for ages four and under.

Video Games

The Library collects video games of special interest to patrons of all ages.

Puppets

Puppets are housed in the Children's Department and can be used for interactive learning appropriate for children developing emergent literacy skills.

Library of Things

The Library lends some additional items collected to support programming, patron interest, and the Library's Mission. Free admission passes to some local and regional museums are available for checkout.

Other Departmental Collections

The Library collects board games, puzzles, Launchpads for all ages, children's Book Bundles, and kits, including STEAM kits, which include books accompanied by manipulative toys and realia.

Related Services

The Library participates in several Indiana library services which enhance access to library materials and information. These services are integral elements in the Library's collection development decisions. Staff may consider accessing an item via one of these services, instead of purchasing it, if the material is requested less frequently or deemed less critical for selection within the guidelines described in this policy.

- *Evergreen Indiana Consortium*. Library patrons with a resident, non-resident, or PLAC card may borrow materials from any Evergreen Indiana library, and patrons of Evergreen Indiana libraries may borrow materials from Eckhart Public Library.

- *Interlibrary Loan* is a transaction in which Eckhart Public Library borrows materials directly from another library on behalf of a patron, or another library borrows materials from the Eckhart Public Library on behalf of its patron. Patrons in good standing may request items not found in Library or Evergreen Indiana collections through interlibrary loan by completing this form: https://docs.google.com/forms/d/1FJ-V7vdKD6CAxRvMo3eSujVuJgvUtICUa7F1k hxqv7E/viewform

- *INSPIRE* is a statewide collection of online databases of reference and research products, available free of charge to Indiana residents, which can be accessed via the library's website at www.epl.lib.in.us.

The Library accepts donations of materials on behalf of the Library and Friends of Eckhart Public Library, Inc. (See the Gifts Policy.)

No conditions may be imposed relating to any gift, donation, or memorial either before or after its acceptance by the Library.

Friends allow Library staff to select donated materials for the Library's collection according to the Library's selection guidelines. Items not added to the collection are used for other Library-related purposes or returned to the Friends for their sales or for disposal or donation to another organization and are not returned to the donor.

Monetary Gifts, Memorials, Commemorations. Donation of monetary gifts, memorials, and commemorations to the Library are a thoughtful way to remember a special person or occasion and to help build the Library's collection. Donors may suggest subjects or titles to be acquired with their donation; however, the Library reserves the right to make the final decision. A special gift plate identifying the donor and/or the person being memorialized and/or honored is placed in the material(s) purchased, a searchable copy note is added to the catalog record, and the individual or the family is notified by the Executive Director.

De-selection of Materials

The staff reviews the collection continually to keep it responsive to patrons' needs, assess it for deficiencies, ensure its usefulness to the community and make room for new materials. Titles may be weeded (withdrawn), retained, updated, rebound, reclassified or duplicated as justified by need. In general, weeding follows guidelines set out in the CREW (Continuous Review, Evaluation, and Weeding) Manual which include:[2]

- Physical condition
- Frequency of circulation
- Currency of information and the availability of updated material
- Permanent value to the collection, such as a classic book or an item of historical value
- Unnecessary copies or the presence of similar materials in the collection.
- Space to house the item
- Discontinuation of format

Inclusions of questionable language or attitudes, or a perception of factual inaccuracy, are not necessarily criteria for de-selection. Withdrawn materials may be given to the Friends of the Eckhart Public Library, Inc. for their sales. Reference materials retaining informational value may be transferred to the circulating collection or offered to other libraries or nonprofit organizations within the community.

Reconsideration of Materials

The selection and de-selection of materials for the Library is an ongoing process, involving many different staff and many interactions with the community using the materials. Members of the community may have questions about the process or about selection of specific items. These questions are addressed as follows:

- Questions concerning the process or a specific item in the collection can be answered by a librarian. The professional staff can clarify scope and depth of the collection, the role of individual and parental responsibility, and the use of selection guides. Many inquiries can be answered without pursuing the reconsideration process. The principles governing selection can be found in this Collection Development Policy. Copies of the Policy are available at all public service desks and on the library website in the "About Us" tab at www.epl.lib.in.us.

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[2] CREW manual is available at https://www.tsl.texas.gov/ld/pubs/crew/index.html.

- Patrons may suggest alternative materials by completing an online Item Request form accessible on the website at www.epl.lib.in.us.
- Patrons may ask for a formal review of specific materials by filling out a Request for Reconsideration of Library Materials (Appendix B). Forms are available at all public service desks or can be accessed via the library's website under "Library Policies" on the "About Us" tab at www.epl.lib.in.us.

Collection Development Policy Review and Revision

The Technical Services Manager annually reviews the Collection Development Policy. Any recommended change(s) are sent to the Executive Director for review. Changes recommended by the Executive Director are then forwarded to the Library Board of Trustees for consideration and/or further action.

APPENDIX A: William H. Willennar Genealogy Center Collection Management Policy

The William H. Willennar Genealogy Center, herein referred to as WGC, is a service of the Eckhart Public Library, a tax-supported institution in the city of Auburn, Indiana. This policy is established by the Library Board of Trustees to supplement the Library's Collection Development Policy, guide the Library staff in the management of WGC's specialized collections, and inform the public of the principles that guide the Library's decisions regarding the maintenance, development and use of the WGC's collection.

Historical Content

Community interest in family and local history is strong, both subjects being among the Library's most popular areas. Indeed, the DeKalb County area has a rich tradition of interest in local history as evidenced by its significant museums as well as its preservation, historical, and genealogical societies. As Eckhart Public Library is the county seat library for DeKalb County, there is a general expectation of finding rich collections of local and family history materials among its collections.

Collection Management Overview

WGC collects, preserves and makes available to the public information regarding the people, organizations, institutions, and events of Auburn and DeKalb County, Indiana.

Collection management for WGC involves the identification, evaluation, selection, acquisition, and preservation of materials and resources.

An attempt is made to collect materials that meet both casual interest and research needs. Most genealogy and local history materials in WGC are considered unique and valuable and are restricted to in-building use only; a small circulating collection includes items to introduce genealogy and local history processes, such as conducting family research, building a family tree, and collaborating online.

Access to the collection is provided primarily on-site and secondarily online.

Methods of Identification and Evaluation

WGC strives to maintain a comprehensive collection of genealogy and local history materials for Auburn and DeKalb County, Indiana. Materials to be identified and evaluated for inclusion in WGC's collection consist of, but are not limited to:

- vital records,
- census schedules,

- military records,
- church records,
- court records,
- published histories of all types,
- obituary records,
- newspapers and newspaper indices,
- clippings,
- certificates,
- yearbooks,
- daybooks,
- directories,
- diaries and journals,
- manuscript collections,[3]
- interviews,
- bibliographies,
- cemetery records and tombstone inscriptions,
- postcards,
- atlases and plat maps,
- photographs,
- research methodology guides,
- genealogies,
- periodicals,
- local government documents, and
- Bible records.

General guides to historical research methodology, preservation, and related subjects are acceptable candidates for inclusion as are significant publications about the places from which Auburn and DeKalb County people migrated, works detailing significant religious presence in the area, similar works detailing societal and social events impacting the local area, and name dictionaries.

WGC will focus on collecting those materials that are in published form, though special attention will be given to serving as the repository of first choice and last resort for all appropriate items including, but not limited to, realia detailing the local and family history of Auburn and DeKalb County, Indiana.

Methods of Selection and Acquisition

WGC will select and acquire appropriate local and family history materials without regard to format. Every format may be acceptable for inclusion in the collection. Such formats may include, but are not limited to:

- monographs,
- typescripts,
- periodicals,
- clippings,
- microtext,

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[3] Manuscript collections are defined as unpublished materials that have a clear and identifiable order (e.g. chronological, geographic, thematic, and the like) imposed on them by the compiler or collector.

- photographs,
- computer disks and CD-ROMs,
- audiocassettes,
- videotapes,
- DVDs,
- other digitized data,
- Internet resources, and
- pamphlets.

Usability of the format will be considered, and material may be converted to other formats.

WGC's staff determine the appropriate method of acquisition from among the traditional options of purchasing with library funds and grant funds. This includes preservation photocopying, preservation microfilming, digitizing, and duplicate exchange programs that are mutually beneficial to all entities involved, but in particular the Library.

WGC's staff develop and maintain consequential relationships with all organizations and individuals who acquire and preserve Auburn and DeKalb County local and family history including, but are not limited to:

- DeKalb County Historical Society,
- DeKalb County Genealogical Society,
- Public Records Commission,
- county historian,
- county preservation organizations,
- county libraries,
- county historical societies,
- city and county offices,
- county courthouse,
- county churches,
- county businesses, and
- area museums.

When local and family history materials are identified by members of the community and interested others, staff will make collection decisions based on the parameters established above and according to the following general guidelines:

- Where a county entity is already collecting particular local history materials, WGC will function as the repository of last resort, i.e., it will collect the particular items excluded from the initial repository's collection.
- Where a county entity no longer wishes to collect particular local history materials and/or is discarding particular local history materials, WGC will be the repository of first choice to curate the discarded or unwanted items.
- In those instances where no entity is collecting particular local history or family history items, WGC should be the repository of first choice to house and maintain the items.

WGC will cultivate professional relationships for the purposes of building and maintaining a network of expertise for managing the resources with:

- Indiana State Library,

- Indiana State Archives,
- Indiana Historical Society, and
- Allen County Public Library (Fort Wayne, Indiana).

To obtain expertise in the conservation and preservation of local history materials, WGC staff will cultivate professional relationships as necessary with:

- American Institute for Conservation of Historic & Artistic Works (Washington, D.C.),
- American Association for State and Local History (Nashville, Tennessee), and
- Northeast Document Conservation Center (Andover, Maryland).

Exclusions

WGC only accepts gifts and donations that are in compliance with the Library's Gift Policy and include a completed WGC Deed of Gift form.

WGC does not collect miscellaneous unorganized papers or personal genealogical database management software for patrons' use.

APPENDIX B: Request for Reconsideration of Library Materials

Please print except for signature. Attach additional pages as necessary.

Name: _____ Date: _____

Signature: _____

Address: _____ City/State: _____ ZIP: _____

Phone: _____ Email:_____

Do you represent an organization?   Yes   No

If "Yes," what organization? _____

What Type of Material Are You Requesting for Reconsideration? (Check One)

☐ Audiobook ☐ Book   ☐ DVD/Video ☐ Magazine ☐ CD/Vinyl   ☐ Display

☐ Newspaper ☐ Electronic Resource/database   ☐ Other: _____

Author: _____

Title: _____

Call Number or Spine Label: _____ Copyright Date: _____

1. What brought this material to your attention?

2. Did you read/listen to/view this material completely?

3. In your view, what is the topic or theme of this material?

4. What is your objection to the material? Cite specific details about your objections, including page numbers, if applicable. (Attach another page if necessary.)

5. What did you find good or worthwhile about this material?

6. What action do you recommend the Library consider?

7. Are there other materials you suggest which provide additional information and/or points of view on the topic covered by this material?

Thank you! Your request will be reviewed following the procedures outlined below.

Procedures for Requests for Reconsideration

1. When the completed form is submitted, a copy will be made and given to the patron submitting the form. The original form will be forwarded to the Executive Director.

2. The Executive Director will notify the patron that the Request has been received and that a Reconsideration Panel will review the material and make a recommendation for action within a period of up to forty-five (45) business days. The material in question shall remain in the collection until a final decision has been made.

3. The Executive Director will form a Reconsideration Panel consisting of:
    a. Executive Director's Designee (committee chair);
    b. Technical Services Manager or designated representative;
    c. Public Services Manager or designated representative;
    d. A librarian who does not select materials for the collection in which the item under review is held and who possesses a Level 4 or higher Librarian Certificate from the State of Indiana.
    e. Optionally, a resident of the Library district.

4. All members of the Reconsideration Panel will read, view, or listen to the entire item within thirty-five (35) business days of receiving the request form. Original reviews and other pertinent information will be researched. If the Selector is currently on the Library staff they will be asked to present their criteria for selection of the item in question to the panel.

5. The panel will meet to discuss and evaluate the material, and a response will be determined. The panel's response and a written recommendation for action will be sent to the Executive Director within forty-five (45) business days after receiving the request.

6. The Executive Director, or designee, will respond in writing to the individual who submitted the "Request for Reconsideration" form within fifty (50) business days of receipt of the form and forward a copy of the decision to members of the Reconsideration Panel and the President of the Library Board of Trustees.

7. The individual who submitted the Request for Reconsideration may appeal the Executive Director's response, in writing, to the Library Board within ten (10) days after receiving the Director's response.

8. If this occurs, the Executive Director will forward the Executive Director's response, original reviews and other pertinent information to the Board, and the Request for Reconsideration appeal will be placed on the agenda for the next regularly scheduled Board meeting.

9. All members of the Board of Trustees will read, view, or listen to the entire item and read original reviews and other pertinent information.

10. After the item has been read, viewed, or listened to by all board members and all research and information gathering is finished, the Board will discuss and evaluate the material at a regularly scheduled Board meeting and take a vote on to retain, retain but move to another collection, or remove the material. Decisions made by the Board of Trustees will be final.

11. Subsequent requests for reconsideration and appeals of a similar nature for the same item will be denied.

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For Staff Use Only: Status Report on Patron Request for Reconsideration of Library Materials

Date/Action Checklist

Name of staff initially contacted by patron: _____

Date	Action
	Reconsideration form forwarded to Executive Director.
	Patron contacted by Executive Director and informed of reconsideration process.
	Reconsideration panel formed by Executive Director.
	Within 35 business days, Reconsideration Panel meets to discuss and evaluate material.
	Within 45 business days, written decision of Reconsideration Panel sent to Executive Director for review.
	Within 50 business days, Executive Director informs patron by letter of Library's decision.
	Copies of Executive Director's letter sent to members of Reconsideration Panel and President of Board of Trustees.
	Within 10 business days after receiving the Executive Director's written response, the complainant may appeal to the Library Board.
	After each Library Board member has reviewed the materials and the written decision of the Executive Director, the Board will place the appeal on the agenda for the next regularly scheduled meeting.