

POLICY MANUAL

Fallon County Library Baker MT

Materials Selection Policy

The Board of Fallon County Library, recognizing the backgrounds and needs of all citizens, regardless of race, creed, or political persuasion, declares as a matter of materials selection policy that:

1. Materials selection shall be vested in the Library Director. Any book or library materials so selected shall be held to be selected by the Board.
2. The Fallon County Library Board adopts and declares that it will adhere to and support: a. The Library Bill of Rights; and b. The Freedom to Read Statement adopted by the American Library Association, both of which are made a part of this policy.
3. The Fallon County Library Board declares that whenever censorship is involved no book or library material shall be removed from the library save under the orders of a court of competent jurisdiction.
4. The Fallon County Library Board encourages gifts of money, real property, and/or stock to be used to improve library services. Items donated become sole property of Fallon County Library and will be added or discarded at the discretion of the Library Director.
5. The following criteria is to be used when adding new or gift items to the collection:
 - Relevance to the present/potential needs of the community
 - Accuracy, timeliness, currency, and validity
 - Current or historical significance of author or subject
 - Suitability of the physical form for library use
 - Public demand and/or local interest
 - Comparison with other available titles in existing collection
 - Cost
 - Scarcity of materials on the subject
 - Comprehension and depth of treatment
 - Diversity of viewpoint
 - Literary style, importance, or originality
 - Cultural significance and critical acclaim
 - Sustained interest
6. Complaints regarding any item in the collection will be handled according to the library's **Reconsideration Policy**, a copy of which is attached.

Reconsideration Policy

Complaints about any item(s) in the library's collection will be handled as follows:

1. The concerned patron will be given a copy of the Materials Selection Policy, including the Library Bill of Rights and Freedom to Read. He/she will be offered an opportunity to discuss his/her concern with the Library Director. If the patron is dissatisfied with this discussion and wishes to pursue the issue, he/she will be required to complete and submit a Statement of Concern form. If this is refused, no further action will be taken.
2. Any item which is challenged will be checked for previous re-consideration. And, if it has already been reviewed, the complainant will be given a copy of those findings and no further action will be taken unless the grounds for complaint are quite distinct from the original.
3. If the form is completed, the Director will review the complaint and Statement of Concern form, and will respond in writing within thirty (30) days.
4. If the issue is still not resolved to the patron's satisfaction, the complaint will be taken to the Library Board, along with any supporting documentation from the patron and/or the Library Director.
5. The Library Board will prepare a written response to the patron.

Reviewed/Approved: 04/12/2016