

Materials Selection Policy

Issue Date: August 2024

Updated: August 2024

The purpose of this policy is to guide the library staff in the selection of materials and to inform the public on the principles upon which selections are made.

The Webster Public Library serves to all community members; groups that include various ages, occupation, ethnicities, education, etc.

Certain factors influence the selection of our library materials. Among these are:

- The authors reputation and significance as a writer
- The importance of the subject matter to our collection
- Popular appeal and interest to our patrons' requests
- Recommendations by recognized authorities or professional bibliographies/list
- Historical South Dakota material, local and state that would benefit the Webster Public Library

In compliance with South Dakota law, the Webster Public Library does not collect materials found to violate Section 22-24-27:

- "Obscene material" is material with the dominant theme of which, taken as a whole, appeals to the prurient interest; is patently offensive because it affronts contemporary community standards relating to the description or representation of sado-masochistic abuse or sexual conduct; and lacks serious literary, artistic, political, or scientific value.

As a responsible library service, books and other library materials should be chosen for its value of interest, information, and enlightenment of all people of the community. We strive to provide books and other materials that represent various points of view. The final responsibility of library materials is with the Head Librarian.

The Webster Public Library collects various formats including books, graphic novels, newspapers, periodicals, audiobooks, and DVDs/Blu-rays. The Library collects fiction and non-fiction material that addresses the young children from infancy to teens to young adult.

The Library maintains their collection by the means of weeding, using a methodology such as **MUSTIE** (**M**isleading, **U**gly, **S**uperseded, **T**rivial, **I**rrelevant, or obtained **E**lsewhere) and/or **CREW** (**C**ontinuous, **R**eview, **E**valuation, and **W**eeding).

Removing library materials that are outdated, in poor condition, and/or no longer are relevant for the community. Also, books that are damaged, worn out, missing pages, beyond repair, etc. are removed to allow room for new items.

Citizen's Request for Review of Materials and Display Policy and Procedure

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The Webster Public Library has a written policy in regard to citizens request for review of materials and display. Handling any type of complaint about the library operations, a courteous and calm approach is essential. The complainants must know that their objections will be given serious consideration and that their interest in the library is welcome.

All requests to review material must be done on the written form that the Library provides.

- Only one item of the materials may be included on each form.
- Requests made by individuals with an active Webster Library Card will be considered.
- The complainant must demonstrate that they have thoroughly reviewed the material and industry critics.

Once the complaint has been filed, the Director (Head Librarian) of the Library will review the objections. Simultaneously the Library Board of Trustees will be notified of the filed complaint. The library will endeavor to respond within thirty (30) working days of receipt of the complaint.

If the complainant is not satisfied with the decision of the Director of the Library, then the complainant can make an appeal with the Library Board of Trustee. The Library Board of Trustees will evaluate the request and make a decision within 60 working days of filing the appeal.

If the complainant still is not satisfied with the decision of the Library Board, an appeal can be made with the City of Webster Council.

If the complainant is dissatisfied with the decisions of the above process, an appeal can be made to a court of competent jurisdiction for judicial review.

CITIZEN'S REQUEST FOR REVIEW OF MATERIALS OR DISPLAYS

PLEASE PRINT

Author: _____

Title: _____

Publisher (if known): _____

Request initiated by: _____

Phone: _____ Email: _____

Address: _____

Complainant

1. What do you object to in this item? (Please be specific; cite pages)

2. What do you feel might be the result of reading/viewing/hearing this item?

3. For what age group would you recommend this item?

Continued on other side

4. Is there anything good about this item?

5. Did you read the entire book (listen to the CD) (view the video)?

What parts?

6. Have you read reviews of this item by industry critics (please cite)?

7. What do you believe is the theme of this item?

8. What would you like the library to do about this item?

Signature of Complainant

Today's Date

WEBSTER PUBLIC LIBRARY
Received by: _____
Date: _____