

**OXFORD MEMORIAL LIBRARY
CENTRAL SCHOOL DISTRICT #1**

LIBRARY MATERIALS SELECTION POLICY

The Oxford Memorial Library Board of Trustees is the governing body legally responsible for the Oxford-McDonough School District area served by the Oxford Memorial Library.

As the Board is the policy-making body, it delegates responsibility for selection of library materials to the Library Manager. It is expected that the Library Manager will give sincere consideration to requests made by Library users.

The Board, in adhering to its Mission Statement adopted June 1988, guarantees to all users the “Right to Read,” as stated in the Freedom to Read Statement adopted in 1953 by the ALA council (see attached). We believe that free communication is essential to the preservation of a free society and it is our obligation to preserve that freedom. The Board also adopts the basic policies which should govern library services as outlined in the “Library Bill of Rights”. (Adopted 7/18/48 and amended 2/1/61 by ALA council).

The selection of books, periodicals, and audiovisual materials should reflect the informational and recreational library needs of the Oxford Memorial Library community, the pluralistic character and culture of American society and contain current and reliable information of the world communities. Materials should represent all sides of any controversial issues and be non-partisan and objective in its presentation.

All gifts to the Oxford Memorial Library will be considered property of the Library. As part of the collection, each item will be subject to normal Library procedure.

The nature of a public library is to present a broad and diversified collection for its users. From time to time, certain individuals may take exception to some materials. If a question or complaint about specific material cannot be handled informally by the Library Manager, the complainant should be invited to file the objections in writing on a form provided for that purpose (see attached).

The Board of Trustees recognizes the right of a parent to restrict the reading of minor children.

The completed form shall be sent to the Materials Review Committee. The Materials Review Committee, a standing committee consisting of the Board of Trustees’ Policy and Personnel Committee (three people), two community members and the Library Manager (non-voting), will meet within two weeks of the receipt of the complaint and determine whether the material shall remain in the collection or be removed while the material is being evaluated. The committee is charged with the responsibility of reading, viewing, or listening to the material in its entirety; checking the general acceptance of the material by searching out reviews and evaluating them; weighing the strengths and weaknesses of the material in question; and forming an opinion based on the material as a whole. (It is desirable for individual committee members to independently review the material prior to a meeting of the whole committee to discuss the issues).

The committee should be prepared to make a recommendation to the Board of Trustees within thirty days of receiving the written complaint. The Board must then decide to retain the material, remove the material, or limit use of the material. The Board will then notify all concerned parties as to the final disposition of the matter in writing, together with rationale for supporting the decision.

Approved by the Board of Trustees on June 2, 1997

Patricia Ford
Rebecca Franco
Betty Gustin
Maureen Hoke
Eileen Lewis
Paul Seehausen
Bill Troxell

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**CITIZEN’S REQUEST FOR CONSIDERATION/RECONSIDERATION
OF LIBRARY MATERIALS**

Title: _____

Author: _____ Type of Material: _____

Publisher/Producer: _____

Request Initiated by: _____ Date: _____

Address: _____ Phone: _____

Complainant Represents:
_____ Self _____ Organization/Group

1. To what material do you object? (Be specific; cite pages, etc.)

2. What do you believe to be the purpose of the material?

3. Is there anything good about this material?

4. Have you read, seen or heard the material in its entirety?

5. Does the material have any merit or value for a specific population or age group?

6. Are you aware of the judgment of this material by literary critics?

7. In place of this material, would you recommend other material, which you consider to be of superior quality?

8. What would you like the Library to do about this material?

Date

Signature of Complainant