

GREENDALE PUBLIC LIBRARY – PATRON POLICY MANUAL
Materials Selection and Self-Published Author Policy

POLICY

The Greendale Public Library is a member of the Milwaukee County Federated System (MCFLS) and through it has access to the collections of all public libraries in Milwaukee County and to the reference and research facilities of the Milwaukee Public Library.

The Board of Trustees of the Greendale Public Library has adopted the following Materials Selection Policy to guide librarians and to inform the public about the principles upon which the selections are made.

The Greendale Public Library acquires and makes available materials which inform, educate, entertain, and enrich persons as individuals and members of society. Since it is not possible for any library to acquire all materials, it is necessary for every library to employ a policy of selectivity in acquisitions. The Library provides, within its limitations, a general collection of reliable materials embracing broad areas of knowledge. Included are works of enduring value as well as timely materials on current issues. Within the framework of these broad objectives, selection is based on community needs, both those expressed and those inferred from study of community demographics and evidence of areas of interest.

It is the Library's goal to provide a diverse Greendale community with library materials that reflect a wide range of views, expressions, opinions and interests. Since the library does not promote particular beliefs or views, the collection will contain various positions on important questions, including unpopular or unorthodox positions. The Library actively strives to ensure that materials representing many differing views and a broad diversity of human thought and creativity are represented in its collection. Selection of materials will not be made based on anticipated public approval or disapproval. A balanced collection reflects a diversity of materials, not necessarily an equality of numbers. The Library's acquisition of these items does not constitute endorsement of their content but rather makes available its expression.

Library users make their own choices as to what they will use based on individual interests and concerns. Greendale Public Library supports the right of each family to decide which items are appropriate for use by their children. Responsibility for a child's use of library materials lies with his or her parent or guardian.

Greendale Public Library subscribes to the principles of intellectual freedom as expressed in the American Library Association's Library Bill of Rights and the Freedom to Read Statements.

PROCEDURE

Impartiality and judicious selection shall be exercised in all materials acquisition practices. Allocation of the materials budget and the number of items purchased for each area of the collection will be determined by Guidelines and Criteria noted below.

To build a well-balanced collection of merit and significance, materials in all forms must be measured by objective guidelines. Selection is a discerning and interpretive process, involving a general knowledge of the subject and its important literature, a familiarity with the materials

GREENDALE PUBLIC LIBRARY – PATRON POLICY MANUAL

Materials Selection and Self-Published Author Policy

already in the collection, an awareness of the bibliographies on the subject, and recognition of the needs of the community.

Tools used in selection include professional library journals, trade journals, subject bibliographies, publishers' promotional materials and professional reviews from reputable sources.

RESPONSIBILITY FOR SELECTION

Ultimate responsibility for the selection of library materials rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. Those staff members who are qualified by reason of education, training, or experience share this responsibility.

GENERAL GUIDELINES FOR SELECTION

- Complementary value to existing collection.
- Social significance and timeliness of subject matter.
- Quality of writing, readability or popular appeal.
- Physical format, appearance and durability.
- Authoritativeness - acceptable technical quality with adequate documentation.
- Reputation and significance of author, artist, composer or producer.
- Reputation of publisher/producer.
- Availability of work through other library source (e.g., MCFLS).
- Cost, space, and budget considerations.
- Special consideration may be given to works with a regional connection e.g., local author, composer, artist or setting.
- Items that enhance the library's position as a resource for local information.
- Provision by trusted third party aggregators, such as curated e-materials databases.

CRITERIA FOR SELECTION

All acquisitions, whether purchased or donated, are considered in terms of the following criteria. An item need not meet all of the criteria in order to be acceptable. Several criteria and combinations of criteria may be used. Some materials may be judged primarily on artistic merit, while others are considered because of scholarship, value as human documents, or ability to satisfy the recreational and entertainment needs of the community.

Criteria for non-fiction works:

- Accurate, clear and logical presentation
- Comprehensive and complete treatment
- Author's qualifications
- Of lasting value or current need
- Original point of view
- Curriculum materials meeting the information needs of both students and the

Adopted by the Trustees of the Greendale Public Library on March 21, 2018.

Revised: 2/17/2021, 4/29/2023

GREENDALE PUBLIC LIBRARY – PATRON POLICY MANUAL
Materials Selection and Self-Published Author Policy

general public

Criteria for fiction works:

- Vitality and originality
- Artistic presentation or experimentation
- well-developed plot and characterization
- authentic setting
- Representation of important genre or trend

Criteria for non-print works (in addition to the criteria for fiction or non-fiction)

- Good technical production
- Good sound, image, performance quality
- Availability in other formats
- Provides a presentation that is effectively delivered by the specific format
- Licensing, copyright, format compatibility with library use

Selection may also be affected by the following factors:

- Physical limitations of the building
- Price and format
- Specialized or archival materials beyond the scope of the Library's local history collections, or beyond the library's ability provide proper preservation or access
- Secondary peer review of chosen materials representing polarizing social topics

DONATIONS AND GIFTS OF MATERIALS

Donations of materials are gratefully accepted with the understanding that the Library may add them to the collection if they meet established standards for purchased materials, with emphasis on currency, physical condition, and need. All gifts added to the collection must be donated with no restrictions and must be available for public use. Donations to the library become the property of the library and will not be returned to the donor. Materials not added to the collection will be given to the Friends of the Library for their book sales or disposed of by other means. The library cannot place a monetary value on gifts for tax purposes, but receipts are provided upon request.

Since most publications of fraternal, club, and service organizations are of interest only to members, these will be accepted only if they have a broader appeal to a general audience.

Gifts of funds are always welcome and may be designated as memorials.

WITHDRAWAL OF MATERIALS

An attractive, up-to-date, currently useful collection is maintained through a continual discarding and replacing process. Materials may be withdrawn from the library collection after careful consideration using the same selection criteria used for acquisitions.

It is the responsibility of professional staff to assess the need to replace materials that are damaged, destroyed or lost. Items removed are not automatically replaced.

Materials withdrawn from the collection may be sold by the Friends of the Greendale Public Library, or disposed of by other means. Individual items that are being withdrawn may not be saved for specific individuals.

LOCAL OR SELF-PUBLISHED AUTHOR POLICY

The library wishes to recognize the literary efforts of local/regional/self-published authors by including their works in the collection whenever appropriate.

In response to the large number of requests we receive from authors who want their materials in our collection, we have established the policy of applying the same criteria to the selection of local/regional/self-published authors as what is used in the selection of other materials in our collection.

To be considered for inclusion in our collection you must print and complete the attached form and submit it with your work. We do not consider works submitted in electronic format. Your work may be submitted in person at any library in our system or it can be submitted by mail. Works received for consideration will be reviewed by the selector responsible for the collection in which your book might fall (fiction, non-fiction, children's). The selector will consider the material in relation to the library's material selection criteria. Works submitted are considered gifts with the understanding per the Material Selection Policy that gifts and donations are accepted with no restrictions. Once the work is submitted, it is considered a donation and will not be returned to the donor. If the submitted work is not added to the collection, it will be sold in the library book sales or disposed of by other means.

Due to limitations on staff time, we cannot discuss individual titles with authors.

COMPLAINT, or REQUEST FOR RECONSIDERATION

A member of the public may object to the inclusion of a selected item in the library's collection. The complainant should first be provided with a brief verbal explanation of the library's selection procedure by a professional staff person on duty. This Policy may be consulted, or a copy provided for the patron's personal review.

When this discussion does not meet the complainant's needs and further action is desired, the complainant may complete the 'Request for Reconsideration Form'. Once received, the Library Director will share notification with MCFLS (Milwaukee County Federated Library System) administration and the ALA Office of Intellectual Freedom that a request for reconsideration was received. The request will then be reviewed by the Library Director and professional library staff using the Materials Selection Policy as a guide. The complainant will receive a written response of the outcome within 30 days, with a copy submitted to the Library Board for their information.

The outcome of a request can be influenced by the facts of the complainant's municipal residence, with Greendale residents having increased influence in reconsideration decisions.

GREENDALE PUBLIC LIBRARY – PATRON POLICY MANUAL

Materials Selection and Self-Published Author Policy

REQUEST FOR RECONSIDERATION

The Library values your opinion. If you have an objection to library material(s), please complete this form, indicating as clearly and legibly as possible the nature of your concern. Please use the reverse side of this form if you need additional space for your answers. Once completed, this form becomes a matter of public record (Wisconsin Statutes 19.32).

NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE _____ EMAIL _____

1. LIBRARY MATERIAL(S) OR SERVICES CAUSING CONCERN:

_____ Book _____ Video
_____ Magazine/Newspaper _____ Sound recording
_____ Library Program/Display _____ Other

2. TITLE _____
AUTHOR OR PRODUCER _____

3. WHAT BROUGHT THIS ITEM TO YOUR ATTENTION?

4. HAVE YOU READ/LISTENED/VIEWED THE MATERIAL IN ITS ENTIRETY? __Yes __No

5. PLEASE COMMENT ON THE ITEM AS A WHOLE AS WELL AS BEING SPECIFIC ABOUT THOSE MATTERS THAT CONCERN YOU.

6. WHAT ACTION WOULD YOU RECOMMEND THE LIBRARY TAKE REGARDING THIS ITEM?

SIGNATURE: _____ DATE _____

RETURN TO THE LIBRARY DIRECTOR

- In person
- Via email to librarydirector@greendale.org
- By mail to Greendale Public Library, 5647 Broad St, Greendale, WI 53129

AUTHOR DONATION AND REQUEST FOR INCLUSION IN COLLECTION

To submit your work: Please fill out this form and drop it off at the Library Service Desk with your work. Submissions are considered donations and will not be returned.

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Title: _____

Author: _____

Publisher: _____

ISBN: _____

Please include at least 1 professional review.