



## **Materials Selection and Management Policy**

**Adopted 04/11/2018; Amended 05/12/2022**

This policy applies to all collections of the Jefferson County Library District. It provides direction on the provision of library materials for the public and informs the public about the principles used to build and maintain the collection.

### **Intellectual Freedom**

The District is committed to supporting intellectual freedom by providing collections that represent a diversity of cultures, views, and opinions. The Board of Trustees recognizes that within the District's service area there are individuals and groups with diverse interests, backgrounds, ages, life experiences, and information needs, and that the District was created to serve all of the people within the communities it serves.

District collections are organized and maintained to facilitate access. There shall be no prejudicial labeling, sequestering, or alteration of materials because of controversy surrounding the author or subject matter.

The Board of Trustees believes that individuals should be free to select or reject materials based on personal values; however, they cannot restrict the freedom of others to read, view or inquire. Only parents or guardians have the right and responsibility to guide and direct the reading, listening, and viewing of their own minor children.

### **Responsibility for Selection and Management**

The Library Director is responsible for the selection and management of materials. The Director may delegate this function to qualified library staff members. Any material so selected or removed from the collection shall be held to be selected or removed by the Library Board of Trustees.

### **Materials Selection**

Materials are selected for District collections based on criteria in the District's *Collection Development Manual*. Materials are provided in various print, audiovisual, and electronic formats to accommodate community needs. No materials that meet the District's selection criteria shall be excluded because of the origin, background, or views of the author or those

contributing to its creation. Selection of materials does not mean endorsement of the content or the views expressed in those materials.

### **Collection Maintenance**

The District does not maintain an archival collection and may discard materials that are no longer appropriate for the collection based on criteria in the *Collection Development Manual*. Discarded materials are handled as allowed by law per [RCW 39.33.070](#).

### **Purchase Suggestions and Gifts**

The District is responsive to public suggestion for titles and subjects to be included in its collections when these requests meet selection criteria. Remaining requests may be met through resource sharing with other libraries (Interlibrary Loan), electronic delivery, or other means when feasible.

The District accepts gifts of books and other materials with the understanding that they will be added to the collection only if they meet the same selection criteria applied to purchased materials. If they do not meet the selection criteria, the District may dispose of them as allowed by law per [RCW 39.33.070](#). The District cannot appraise the value of donated materials, but can provide an acknowledgement of the receipt of items if requested.

### **Requests for Review/Reconsideration**

The Board of Trustees recognizes the right of individuals to question the inclusion of materials in the District's collection. A patron questioning material in the collection is encouraged to talk to library staff about the material. If a patron wishes to request a formal reconsideration of an item in the collection and is a resident of unincorporated Jefferson County (the service area of the Jefferson County Library District), they may complete and submit a *Request for Reconsideration of Library Materials Form*. Materials under reconsideration will remain available to patrons until a determination has been made. The Library Director will respond with a written decision within 30 days of receiving a completed *Request for Reconsideration Form*.