



Materials Selection Policy

City of Mesa Library

I. General Objective

The objective of the City of Mesa Library is to support and enhance the community cycle of reading, learning and understanding. In pursuit of that goal, Library staffs select, organize, preserve and make freely and easily available those Library materials that will meet the informational, educational, recreational, and cultural needs of the citizens of the City of Mesa.

Through careful selection, the Library strives to maintain a diverse collection of quality materials, including items of contemporary significance and permanent value, as well as a selection of materials concerning social issues and ephemeral items. Circulating materials are supplemented by a variety of reference materials for in-house use and electronic resources available in the libraries and through remote computer access. Because the Library serves a public embracing a wide range of ages, educational backgrounds, and reading skills, it will always seek to select materials of varying complexity.

In its selection of Library materials, the City of Mesa Library subscribes fully to the principles adopted by the American Library Association in its Library Bill of Rights and endorses its stand that the freedom to read is essential to our democracy. The Library makes available sound factual data and honest opinion representing a variety of points of view on topics of public interest and importance.

The types of materials in the Library's collections include print, non-print, and electronically accessed components, so that citizens may:

- Educate themselves throughout their lives both independently and as a supplement to their formal study;
- Meet their general and job-related informational needs with timely, accurate, and useful information;
- Stimulate thoughtful participation in the affairs of the community, the nation and the world;
- Appreciate the rich history of Mesa;
- Enrich their personal lives;
- Use their leisure time in the enjoyment of reading.

II. Responsibility for Selection

The ultimate responsibility for selection rests with the Director of the Library who operates within the framework of policies recommended by the Library Advisory Board. The Library Director delegates selection responsibilities to appropriate professional staff. The City of Mesa Library selects materials based on recommendations from the public, reviews in the media, and the subject knowledge and expertise of Library staff.

III. Specific Principles for Selection

The following principles guide selection of Library materials:

- Currency, accuracy and impartiality
- Popular interest or demand
- Appropriateness for various ages and reading levels
- Cost
- Value as a standard work
- Physical durability, attractiveness and technical merit of the format
- Quality of organization, readability and style
- Reputation of the author, publisher, or producer
- Uniqueness or special features

IV. Special Collections

There are some specific areas of concern where special handling or treatment of materials must be qualified.

A. Local History

It is a Library policy that all forms of materials contributing to the history of the City of Mesa and its geographical area will be collected and preserved for posterity in the Main Library's Mesa Room. When demand and availability allow, additional copies of local history materials will be made available for home use.

Donations of East Valley family, organizational and business papers, records, diaries, photographs, maps, audio/video materials, etc., are actively sought.

Genealogy material is not collected at the City of Mesa Library. An excellent private genealogical library is already established in Mesa that is available to the general public.

Books by local authors that meet the Library's Materials Selection Policy will be added to the collection as they become available.

The Library does not collect three-dimensional materials, such as museum objects and paintings. The Mesa Southwest Museum, Mesa Historical Society Museum, and the Mesa Art Center have been established for that purpose.

B. Government Documents

The City of Mesa Library is a partial depository for U.S. Government Documents and is subject to Federal regulations regarding depository collections. Items selected include information of a specialized nature to supplement other Library materials. Duplicate and individual publications not received as depository items may be selected on the basis of the Library's general principles of selection.

The Library actively solicits published and unpublished documents produced by the City of Mesa for the Mesa Room collection, as well as those of neighboring cities, Maricopa County and the State of Arizona, as they pertain to Mesa. All documents are processed and organized according to their form and subject.

C. Gifts

Gifts will be governed by the same principles and criteria applied to the selection of other materials.

D. The Internet

The Library maintains a worldwide web homepage on the Internet. The homepage contains links to Library subscription databases and useful Internet-based resources. The Library has a separate Internet use policy available through the homepage or at any Library public service desk.

F. Open Access to Ideas

The Library recognizes its responsibility to provide a representative selection of materials on subjects of interest to its users, including materials on various sides of controversial questions. In an effort to provide materials that will enable a citizen to make a personal decision, the Library will provide frankly argumentative works representing a variety of conflicting viewpoints. Materials are selected on the basis of their content as a whole and without regard to the personal history of the author or to any portion of the content. In the case of controversial questions, variety and balance of opinion are sought whenever available. The Library seeks to provide an atmosphere in which individuals can examine issues freely.

It should be clearly understood and emphasized that the Library does not endorse all the opinions expressed in the materials that are selected. Since materials often hold diametrically opposite views, this would be impossible.

G. Young Adult Materials

Young Adults, for the City of Mesa Library, are regarded as belonging to the approximate age group of 12 to 18 years, or junior and senior high school educational levels of seventh through twelfth grades.

The purpose of this special collection for young adults is to provide audiovisual resources and books for individuals that will stimulate, delight and encourage an interest in and curiosity about themselves and the world in which they live. Materials are also selected for this collection to broaden the horizons of young adults and help them to cope with the problems of adolescence. To fulfill these needs, the collection will inevitably include materials on controversial subjects. It is not intended to be a comprehensive collection serving all the needs and interests of young adults, nor is it the Library's intention that young adults should be confined to the use of this material. Young adults may access the total Library collection; the responsibility for what a child reads rests with the parent or legal guardian.

H. Children's Materials

In selecting materials for children, the Library's objective is to make available a collection that satisfies the informational, cultural, and recreational reading needs and potential of children from birth to age twelve or preschool through sixth grade. Titles are included which meet the general demands of the majority of children as well as titles with special qualities that make them valuable to children with special needs, talents, problems or interests. Titles of interest to parents and other adults working with children are also included.

Criteria for the selection of children's printed, audiovisual, and electronic materials include literary and artistic worth, suitability of content and vocabulary to the age of the readers, and the contribution of the material to the balance of the total collection. Textbooks are acquired only when they supply information in areas in which they may be the best, or only source. Children may access the total Library collection; the responsibility for what a child reads rests with the parents or legal guardians.

The Library requires that all children under age ten be accompanied at all times by a parent or guardian.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948

Amended February 2, 1961, and January 23, 1980,

Inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Diversity In Collection Development

An Interpretation of the Library Bill of Rights

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Throughout history, the focus of censorship has fluctuated from generation to generation. Books and other materials have not been selected or have been removed from Library collections for many reasons, among which are prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, sexual forms of expression, and other topics of a potentially controversial nature.

Some examples of censorship may include removing or not selecting materials because they are considered by some as racist or sexist; not purchasing conservative religious materials; not selecting materials about or by minorities because it is thought these groups or interests are not represented in a community; or not providing information on or materials from non-mainstream political entities.

Librarians may seek to increase user awareness of material on various social concerns by many means, including but not limited to, issuing bibliographies and presenting exhibits and programs.

Librarians have a professional responsibility to be inclusive, not exclusive in collection development and in the provision of interlibrary loan. Access to all materials legally obtainable should be assured to the user, and policies should not unjustly exclude materials even if they are offensive to the librarian or the user. Collection development should reflect the philosophy inherent in Article II of the LIBRARY BILL OF RIGHTS: "Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval." A balanced collection reflects a diversity of materials, not an equality of numbers. Collection development responsibilities include selecting materials in the languages in common use in the community that the library serves. Collection development and the selection of materials should be done according to professional standards and established selection and review procedures.

There are many complex facets to any issue, and variations of context in which issues may be expressed, discussed, or interpreted. Librarians have a professional responsibility to be fair, just, and equitable and to give all library users equal protection in guarding against violation of the library patron's right to read, view, or listen to materials and resources protected by the First Amendment, no matter what the viewpoint of the author, creator, or selector. Librarians have an obligation to protect library collections from removal of materials based on personal bias or prejudice, and to select and support the access to materials on all subjects that meet, as closely as possible, the needs and interests of all persons in the community that the library serves. This includes materials that reflect political, economic, religious, social, minority, and sexual issues.

Intellectual freedom, the essence of equitable library services, provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. Toleration is meaningless without tolerance for what some may consider detestable. Librarians cannot justly permit their own preferences to limit their degree of tolerance in collection development, because freedom is indivisible.

Adopted July 14, 1982;
Amended January 10, 1990,
by the ALA Council.

Reconsideration of Material

Any member of the public may recommend that an item in the City of Mesa Libraries' collections be reviewed for appropriateness. The procedure for reconsideration of material is as follows:

1. The party seeking reconsideration of a work receives a copy of the City of Mesa Library **Materials Selection Policy** and a **Request for Reconsideration of Material** form (available at all service desks).
2. The party seeking reconsideration reads, views or listens to the work in its entirety before the item may receive formal reconsideration.
3. The material and the completed **Request for Reconsideration of Material** form are submitted to the Library Director.
4. The Library Director routes the form to the appropriate Library staff member to discuss the request with the patron, research reviews, and presents a recommendation to the Library Director.
5. The Library Director reviews the recommendation and communicates the decision to the patron within 45 days of receipt of the request.
6. If the patron is not satisfied with the Library Director's decision, the patron may file a written notice of appeal to the director to establish a Reconsideration Committee. Only Mesa residents may file an appeal.
7. The Reconsideration Committee of three librarians and two members of the Library Advisory Board will review the material to ascertain whether it meets standards set forth in the Collection Development policy. One librarian on the committee must be from the area of the Library in which the item is housed. The decision of the committee is final. The patron will be notified of the decision within 45 days of submitting the written notice of appeal of the director's decision.
8. A title will go through the reconsideration process only once within a five year period unless the content has undergone major revisions.

Request for Reconsideration of Material City of Mesa Library

In order to have your request receive full and careful consideration, you must have read, viewed or listened to the entire work. Please answer *every* question *completely* and return this form to the Library.

Date

Author/Performer:

Title:

Format:

Publisher/Producer:

Library Call Number:

Homepage Title:

Date Accessed:

Full Signature of Requesting Patron

Print or Type Name

Address

City

Zip Code

Phone Number

Occupation

School – if attending school

1. Why did you select this material?
(Please explain)

2. Before borrowing or using the item, did you read the dust jacket summary or introductory material?
Yes No

3. Did you read, view or listen to the material in its entirety?
Yes No

4. To what in the material do you object? Why?
(Please be specific, include page numbers if applicable, song title, etc.)

5. What is the central theme of the work?

6. Would anyone else for any reason find value or merit in this work? Yes No Why?

7. What might be the result of being exposed to this material? Select appropriate age level.

For an adult

For a young adult (12-18 yrs.)

For a child

8. Have you used other materials which depict or express the same subject matter in a manner which is acceptable to you? Yes No

If yes, name them

9. What do you specifically want the City of Mesa Library to do with this item?

10. Have you read the City of Mesa Library's **Materials Selection Policy**? Yes No

11. Does anyone have the right to tell you what you may or may not read, hear, or see? Yes No
