



**CITY OF REDDING, CALIFORNIA**  
**REDDING MUNICIPAL LIBRARY BOARD POLICY**

<b>SUBJECT:</b>	<b>RESOLUTION NUMBER</b>	<b>POLICY NUMBER</b>	<b>EFFECTIVE DATE</b>	<b>PAGE</b>
<b>Shasta Public Libraries Materials Selection Policy</b>	<b>2014-001</b>	<b>7</b>	<b>12/17/07</b>	<b>1</b>

**BACKGROUND**

The Shasta Public Libraries (Library) mission is to provide information, lifelong learning, inspiration, and enjoyment to people of all ages through reading and technology.

**PURPOSE**

This Materials Selection Policy sets guidelines for use by the Library in the selection of books and other printed and electronic materials.

**POLICY**

**General Governing Factors:**

The selection of materials for the Library is governed by four factors: The needs of the individual and of the community; The individual merits of each work; The existing collection, budget and services of the Library; The Library adheres to the *Library Bill of Rights* and *The Intellectual Freedom Statement* (see Attachments A and B, respectively).

**Principles of Selection:**

The Library aims to obtain and offer materials that fill the cultural, educational and recreational needs of residents.

Materials are selected from a number of sources. The basic consideration for the selection of any item is whether it is of proven or potential interest to the community served. Additional criteria include: Availability and cost of the material; The amount of similar material already in the collection; The availability of the material elsewhere in the community; The physical makeup of the material; Opinions expressed by critics or reviewers; Local interest or demand.

In selecting materials to reflect the diversity of the needs and interests of the community, it should be recognized that some materials chosen may be offensive or trivial to some persons while being meaningful or significant to others. The Library does not endorse or agree with all opinions expressed in the materials in the collection.

Materials shall be made as accessible as possible to the public. The Library does not serve as censor of the reading of any person.

Responsibility for the use of the Library's materials by minors rests with their parents or guardians. The selection of materials for the Library will not be governed by the possibility that these materials may come into the possessions of minors.

**Responsibility for Selection:**



**CITY OF REDDING, CALIFORNIA**  
**REDDING MUNICIPAL LIBRARY BOARD POLICY**

<b>SUBJECT:</b>	<b>RESOLUTION NUMBER</b>	<b>POLICY NUMBER</b>	<b>EFFECTIVE DATE</b>	<b>PAGE</b>
<b>Shasta Public Libraries Materials Selection Policy</b>	<b>2014-001</b>	<b>7</b>	<b>12/17/07</b>	<b>2</b>

The Library Director shall oversee the development of the Library's collection in accordance with the principles set forth in this policy. In making selections, Library staff should do so in a manner consistent with the attached *Library Bill of Rights and Intellectual Freedom Statement*. All staff members and the general public may recommend material for consideration.

**Placement of Materials in the Library:**

The public has free access to all library materials. Placement of materials within the library will include consideration of: Assigned classification; Format; Susceptibility to loss or damage; Rarity or cost. The Library labels materials for placement only, not to predispose the user for or against any materials.

**Bindery:**

Only those materials of local significance, of long-term importance to the collections, or heavily used items will be bound or rebound as needed.

**Gifts:**

Donations of materials or funds to enrich the collection are welcome. Gift materials must meet the same selection criteria as purchased materials. The Library Director shall make the final decision on the use or disposition of gifts. Any gift that is not added to the collection will be given to the Friends of the Library to be sold in their book sales, proceeds from which will benefit library operations.

**Withdrawal of Materials:**

Damaged, worn, obsolete, superseded, or unused items may be withdrawn from the Library upon the recommendation of the Library Director.

**Reconsideration of Materials:**

Persons objecting to the content of materials in the library shall be invited to state their objection in writing. Any request for reconsideration will be reviewed by the Library Director and may be appealed to the Redding Municipal Library Board of Trustees.

*Adopted by the Redding Municipal Library Board 12/17/2007*

*Amended by the Redding Municipal Library Board 3/17/2014 by Resolution Number*



**CITY OF REDDING, CALIFORNIA**  
**REDDING MUNICIPAL LIBRARY BOARD POLICY**

<b>SUBJECT:</b>	<b>RESOLUTION NUMBER</b>	<b>POLICY NUMBER</b>	<b>EFFECTIVE DATE</b>	<b>PAGE</b>
<b>Shasta Public Libraries Materials Selection Policy</b>	<b>2014-001</b>	<b>7</b>	<b>12/17/07</b>	<b>3</b>

**ATTACHMENT "A"**

**LIBRARY BILL OF RIGHTS**

1. The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their service.
2. 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.
3. 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.
4. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
5. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
6. A person's right to use a library should not be denied or abridged because of origin, age, background or views.
7. Libraries which make exhibit spaces and meeting rooms available to the public should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

**ATTACHMENT "B"**

**INTELLECTUAL FREEDOM STATEMENT**

**An Interpretation of the LIBRARY BILL OF RIGHTS**

The heritage of free men is ours.

In the Bill of Rights to the United States Constitution, the founders of our nation proclaimed certain fundamental freedoms to be essential to our form of government. Primary among these is the freedom of expression, specifically the right to publish diverse opinions and the right to unrestricted access to those opinions. As citizens committed to the full and free use of all communications media and as professional persons responsible for making the content of those media accessible to all without prejudice, we, the undersigned, wish to assert the public interest in the preservation of freedom of expression.



**CITY OF REDDING, CALIFORNIA**  
**REDDING MUNICIPAL LIBRARY BOARD POLICY**

<b>SUBJECT:</b>	<b>RESOLUTION NUMBER</b>	<b>POLICY NUMBER</b>	<b>EFFECTIVE DATE</b>	<b>PAGE</b>
<b>Shasta Public Libraries Materials Selection Policy</b>	<b>2014-001</b>	<b>7</b>	<b>12/17/07</b>	<b>4</b>

Through continuing judicial interpretations of the First Amendment to the United States Constitution, freedom of expression has been guaranteed. Every American who aspires to the success of our experiment in democracy . . . who has faith in the political and social integrity of free men . . . must stand firm on those Constitutional guarantees of essential rights. Such Americans can be expected to fulfill the responsibilities implicit in those rights.

We, therefore, affirm these propositions:

**We will make available to everyone who needs or desires them, the widest possible diversity of views and modes of expression, including those which are strange, unorthodox or unpopular.**

Creative thought is, by its nature, new. New ideas are always different and, to some people, distressing and even threatening. The creator of every new idea is likely to be regarded as unconventional . . . occasionally heretical . . . until his idea is first examined, then refined, then tested in its political, social or moral applications. The characteristic ability of our governmental system to adapt to necessary change is vastly strengthened by the option of the people to choose freely from among conflicting opinions. To stifle nonconformist ideas at their inception would be to end the democratic process. Only through continuous weighing and selection from among opposing views can free individuals obtain the strength needed for intelligent, constructive decisions and actions. In short, we need to understand not only what we believe, but why we believe as we do.

*Adopted June 18, 1948. Amended February 2, 1961 and January 23, 1980, inclusion of "age"*

*Amended by the Redding Municipal Library Board of Trustees 3/17/2014 by Resolution Number 2014-01*