

## **Additions to the Local History/Author Collection**

The library reserves sole discretion in making all decisions about what materials will be accepted and housed in its Local History and Author collections. Selection criteria will include, but may not be limited to, how the material fits into the existing collection, what kind of information the record offers, relevance to non-duplication of materials, cost to preserve and store, security requirements, and available copies at the Bliss Historical Center and other archives.

## **Suggestions for Additions to the Collection**

To assure the acquisition of resources desired by library users, patron suggestions are always considered for their addition to the collection. Patrons can request that specific items be purchased by speaking with the Library Director.

## **Collection Maintenance, Replacement, and Weeding**

Library staff regularly review items in the collection to ensure that they continue to meet patron's needs. Materials that are worn, obsolete, unused, old editions, or unnecessarily duplicated are removed. It is the responsibility of staff to assess the need for replacing materials that are damaged, destroyed, or lost. Items are not automatically replaced. Decisions are based on need, demand, and budget.

## **Deaccessioning Local History and Author Collection**

The library reserves the right to periodically reevaluate materials in the Local History and Author collections and deaccession certain items from the collections in a manner consistent with professionally accepted standards and in conjunction with advice from the Town of Eagle Historical Center.

The library may decide to deaccession an item if any of the following conditions are present:

- The item is not relevant to the library's mission and purpose.
- The item would be more appropriately housed in a different archived repository.
- The item has deteriorated beyond its usefulness.
- The item is void of inherent exhibition, research, or educational value.
- The item is a duplicate of objects or records already in collections.
- The item is made of hazardous materials or is actively decomposing.
- The library is unable to continue to provide care and storage for the object in keeping with professionally accepted standards,
- The item is subject to legal and ethical standards requiring its removal.

Deaccessioned items will first be offered to the original donor or to his agent if so requested at the time of donation. If the donor wishes not to reclaim the material, or cannot be located, the library reserves the right to transfer the material to another more appropriate organization.

## **Freedom to Read, See, and Hear**

The Eagle Free Library believes it is essential in a free society that all citizens have access to library materials and that no restrictions are placed on what anyone may read, see, or hear in a public library's collections. The library agrees with the principles articulated in the American Library Association's Freedom to View; Library Bill of Rights; Free Access to Library Materials for Minors; Freedom to Read; and Statement on Labeling.

Well-intentioned persons or groups occasionally question the appropriateness of specific items in the library collections, or the effect some materials may have on impressionable persons. Suggestions are sometimes made regarding the restriction, removal, or labeling of certain library materials. The library understands and appreciates these suggestions and concerns but believes the risk of not providing free access to information and ideas is greater than the risk of providing it. The library, therefore, states the following principles:

### **Controversial Materials**

In an effort to provide our patrons with diverse sources of information and the widest possible range of ideas and viewpoints, we acquire materials that may be controversial because of profanity, social, economic, or political ideas, religious viewpoints, the background of the author, the kinds of information provided, or other reasons. Acquisition or use of any item does not imply approval or endorsements of the contents.

### **Ages**

The age of a patron will not be the sole determining factor in the circulation of library materials. If parents wish to limit their children's access to certain materials, that is their responsibility and not the library's.

### **Review of Library Selections**

The library is willing to review its selection of items in its collections on a case by case basis. Individuals who question the appropriateness of specific items may initiate such a review by submitting their concerns to the Director in writing using the Reconsideration of Library Materials Form, available at the service desk. The request is submitted after the individual has read the specific material. The Director will meet with the individual and report his or her findings to the Library Board of Trustees. No item will be removed or restricted because of a complaint until after the Board has examined the individual's request and the findings of the Director.

Board or Trustees

Eagle Free Library

Adopted: March 2, 2020