

Agenda_Packet_02-13-2025

Agenda
Roxbury Free Library
Board of Trustees' Meeting
January 9 2025 at 09:00

Physical Meeting Location: Roxbury Free Library
Virtual Meeting Location: Zoom
Meeting link:
Meeting ID: 598 021 2288
Dial in Phone #: +1 646 931 3860 (US)

- 1.0 09:00 Call to order
- 2.0 09:01 Additions/Postponements of Agenda Items
- 3.0 09:05 Consent Agenda Items
 - 3.1 Review of minutes of 01/09/2025 meetings
 - 3.2 Review of Treasurer's Report
 - 3.3 Review of Library Director's Report
- 4.0 09:15 Additions to Agenda
- 5.0 09:20 Audience
- 6.0 Old Business
 - 6.1 09:25 Strategic Plan work session
- 7.0 New Business
 - 7.1 10:30 Plan board raffle fundraiser
 - 7.2 10:40 Town Meeting preparations
- 8.0 Future Meetings
 - 8.1 11:15 Next regular board meeting 03/13/2025
Roxbury Town Meeting 03/04/2025
- 9.0 11:16 Adjournment

Roxbury Free Library Mission Statement: *Our mission is to develop and nourish the spirit and imagination of all individuals in our community to enrich their knowledge and understanding. We will provide free access to library services, programs, resources, and information. Our vision is to keep our library relevant in a complex world.*

Meeting Minutes
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Present: Heidi Albright (Chair), Jeanne Beckwith (Clerk), Carl Ellis (Treasurer), Jane Pincus, Caitlin Santi (Assistant Director), Ryan Zajac (Library Director)

Absent: Dottie Guiffre (Vice Chair)

Audience: None

1.0 09:00 Call to order

The meeting was called to order at 09:09

2.0 09:09 Additions/Postponements of Agenda Items

Heidi proposed discussing a community member request to run a special issue of the Newsy before Town Meeting. Seeing no objections, the discussion was added to the agenda.

3.0 09:10 Consent Agenda Items

3.1 Review of minutes of 12/12/2024 meetings

The minutes of 12/12/2024 were reviewed and accepted.

3.2 Review of Treasurer's Report

Treasurer's report was reviewed and accepted.

3.3 Review of Library Director's Report

Library Director's report was reviewed and accepted. Ryan clarified difference between regular programming and times when the space is reserved by an outside group. A motion was made by Carl Ellis and seconded by Jane Pincus to accept the consent agenda which include the: minutes of 12/12/2024,

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Approved at the 00/00/202x Meeting.

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Treasurer's report, and Library Director's report. Vote: 4 yes,
0 abstentions, 0 no. Approved

4.0 09:30 Additions to Agenda

Heidi brought up that a community member asked whether we should publish and distribute an additional edition of the Newsy to everyone about the non-binding vote on the use of the Roxbury School at the town meeting. This might include information about the impact this would have on taxes. Should that be the library's responsibility? This would seem to be the Select Board's responsibility? They should be the ones who generate this and pay for its distribution. Heidi will draft a letter to the Select Board stating our decision, review it with Ryan, then send it.

5.0 09:40 Audience

None

6.0 Old Business

6.1 09:45 Strategic Plan work session

Heidi has distributed a possible draft of the strategic plan in progress with an analysis of the 41 responses to the survey. The board discussed ways to respond to these responses, especially to those who responded that they did not really need what we have to offer. We discussed ways to incorporate the responses into how we plan for the future. It will not hurt to advocate and advertise. Heidi brought up a possible "stock" posting for Front Porch Forum. We talked about

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also using The Northfield News. Carl suggested we drop off some copies of the Newsy at Randy's. Ryan said that we should look at how 30 percent of the respondents did not see the value or need for the library and think of ways to address that. People may not use the facility, but they might participate in the programming. We discussed how programming might be generated. This led to a return to the idea of generating publicity. Ryan described how we typically advertise our programs. Ryan brought up lowered visitation. We are not the only library with this issue. How does this impact our planning for the future? Heidi asked if we can get statistics for programming at other libraries in the state to assess how we are doing in comparison. Another issue is how hours of operation impact visitation. Jane asked if there would be a benefit in have trial hours to see if anything works. There was discussion of how to provide for afterschool programming. Ryan volunteered that kids in the after-school program are not likely to make special trips to the library. Heidi asked what was going on with the Roxbury School Library as far as our helping children who might want to check out books there. Ryan said that it is possible this could happen once or twice a week. We talked again about how to advertise our ability to deliver books to people who might need us. Ryan discussed whether people will use a book mobile. Ryan wonders about having the book mobile attached to some fun activity – maybe dressing up as super-heroes. Caitlin asked about keeping on with distribution of the survey to get more responses. How do we generate more input. Heidi brought up the possibility of personal contact or finding ways to put a focus group together. How do we really define what constitutes an “unmet” need. Ryan suggested that it might be a good idea to simply show up at local

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meetings and utilize that opportunity to learn more. It may also be a good idea to coordinate with other groups looking to help and connect. Jane brought up how interesting it is that so many groups are evolving interested in helping/exploring opportunities. There's a lot going on, but no clear way to merge goals. How can we facilitate cooperation among all? Heidi brought us back to the strategic plan. She wanted to emphasize that there was a lot of positivity about the staff and about the library itself. We talked about having more comfortable seating, free coffee, other amenities. We talked about trying out new things. Heidi will continue refining the plan with input from others, and plans to have a final draft with at least three goals established by town meeting. Jane asked whether we can come up with one specific plan such as establishing a Saturday morning coffee hour and conversation at the library. Heidi suggested promoting the library as a "third space" for the community. The next step is that Heidi will try to consolidate our discussion and return with specific goals and strategies. No further action taken.

7.0 New Business

7.1 11:35 Submit names of Trustees running for election

Jeanne is up for election.

7.2 11:40 Plan 2025 retreat agenda

We will hold a meeting/retreat later in March. No action taken.

8.0 Future Meetings

8.1 11:41 Next regular board meeting 02/13/2025

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9.0 11:41 Adjournment

The meeting was adjourned at 11:31

Respectfully Submitted, Jeanne Beckwith (Clerk)

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Roxbury Free Library Monthly Financial Report

For Period 7 Ending
Friday, January 31, 2025

Carl Ellis, Treasurer
Thursday, February 13, 2025

Unexpended Annual Budget	\$ 14,774.26	\$ (3,844.36)
Library Operating Fund	\$ 6,295.29	\$ 4,445.74
Programs Fund	\$ 10,282.52 ¹	\$ (83.84)
Capital Improvement Fund	\$ 25,133.51 ²	\$ -
NSB Checking Account Balance	\$ 1,110.00	\$ -
		\$ 2,782.52
¹ Seventy-five hundred of this is in a CD until 6/30/25 - Available until then:		\$ -
² All of this is in a CD until 6/30/25 - - - - - Available until then:		\$ -

Period 7 Donations	\$ 485.00	YTD Donations	\$ 2,421.00	\$ 2,421.00
Period 7 Fundraising	\$ -	YTD Fundraising	1,409.00	1,409.00
Total:	\$ 485.00		\$ 3,830.00	\$ 3,830.00

Estimated Donations:	FY25	\$ 2,000.00
Estimated Fundraising:	FY25	1,000.00
Total:		\$ 3,000.00
Remaining to be Given/Raised:	FY25	\$ (830.00)

	FY 2024		FY 2025	
	(Per Month)	(Cumulative)	(Per Month)	(Cumulative)
	Jul \$ 1,052.25	\$ 1,052.25	\$ 1,409.00	\$ 1,409.00
	Aug \$ -	\$ 1,052.25	\$ -	\$ 1,409.00
	Sep \$ -	\$ 1,052.25	\$ -	\$ 1,409.00
	Oct \$ -	\$ 1,052.25	\$ -	\$ 1,409.00
	Nov \$ -	\$ 1,052.25	\$ -	\$ 1,409.00
FUNDRAISING	Dec \$ -	\$ 1,052.25	\$ -	\$ 1,409.00
COMPARISON	Jan \$ -	\$ 1,052.25	\$ -	\$ 1,409.00
	Feb \$ 1,800.00	\$ 3,661.00		\$ 1,409.00
	Mar \$ 780.00	\$ 4,441.00		\$ 1,409.00
	Apr	\$ 4,441.00		\$ 1,409.00
	May \$ 260.00	\$ 4,701.00		\$ 1,409.00
	Jun \$ 140.00	\$ 4,841.00		\$ 1,409.00

Trustee Meeting held – February 13th 2025

DIRECTOR'S REPORT
January 2025

Library Operations Report

Upcoming Events and Meetings

- 2/9 and 2/23 RFL Game Night
- 2/17 Adult Book Club
- 3/6 5:00 RVS library open for browsing
- 3/12 AARP Retirement planning
- Therapy reading dogs (TBD)
- Ed Pincus Roxbury Portrait photography show (Feb - Mar)
- History of Windridge (June)

January Outreach

- In January the RFL hosted 3 programs and meeting space for 0 events (Adult Book Club; RFL Game Night). Attendance in these events included 15 adults and 9 children.
- January issue of the Newsy was prepared and mailed.
- Ryan has been representing the RFL on the steering committee for the VCRD effort known at this point in time as "What's Next Roxbury".

Miscellaneous

- The wall furnace in the kitchen was repaired by Gillespie in Jan. after the igniter failed to work.
- Caitlyn has been attending the VT DOL Collection Development 5-week training. Ryan was asked to present at one of the trainings to showcase how the RFL uses and promotes our digital collection.
- We have made a good push on the RVS collection and expect to be able to open the space for browsing at dismissal time for afterschool on some Thursdays after the school district's winter break.
- Monday May 19th is the VLA conference to be held in Killington this year.
- The funds showed up for the JHEJ grant and we expect to form a small focus group to help facilitate the work associated with implementing our proposal over the next 6 months or so.

RFL Service description

- The government has for years not provided paper tax forms for taxpayers to file their tax filings but community members still come to the RFL to get the forms they need printed or electronically filed.

Volunteers providing service in the last month

Sally Kirn

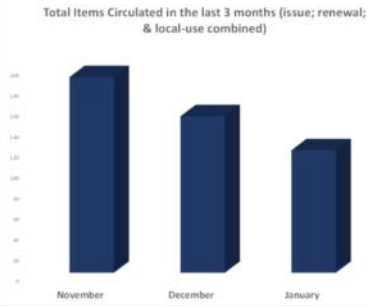
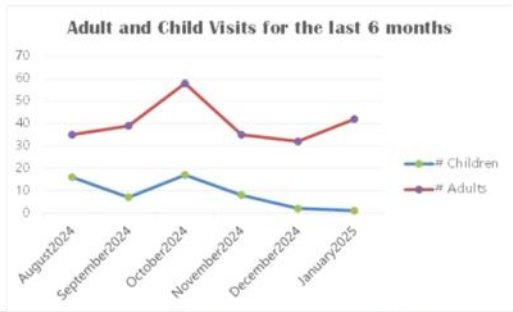
January by the numbers Roxbury Free Library

43 visits

0.55 visitors per hour open

↑ 27%
since December

Summary Statistics of RFL



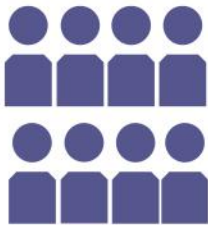

9,484 items
in the collection

?
6
reference
questions
answered


 **67** e-content
accessed

ILL
9 → RFL → 5

www.roxburyfreelibrary.org
was visited 268 times in January



0 Passes checked out
+ 2
Registered new patrons

 **322** active patrons.
111 Registered users of LUV



ID	Title	Frequency	Last Revision
COLL-002	Collection Development Policy	Annually	01/13/2022

Roxbury Free Library
Collection Development Policy

Roxbury Free Library will strive to develop and maintain a well-balanced collection of the best and most useful materials available, in view of the overall needs of the community and within the limits of the yearly budget. It is understood that neither the Library Director nor the Board needs to endorse every idea or presentation contained in the materials that the library makes available.

The Roxbury Free Library supports the principles of intellectual freedom inherent in the First Amendment to the Constitution of the United States and as expressed in the Library Bill of Rights and the Freedom to Read Statement adopted by the American Library Association (see Appendices).

I. While suggestions are welcome, the Library Director shall have final authority and responsibility for selection of all print and non-print materials and placement thereof in the library. No material shall be excluded because of age, sex, race, religion, color, sexual orientation, place or birth, ancestry, physical or mental condition, political views or national origin.

II. Materials considered for the collection are judged by the Library Director on the basis of the following criteria:

- Recreational, educational and/or informational value
- Authority, effectiveness and timeliness of presentation
- Funds and space available
- Readability and popular appeal

Condition of the collection

Format

Availability through Inter-library loan (ILL)

III. In selecting materials, the Library Director will consult professional reviews, materials review sessions, and interests of the community.

IV. The Library may receive materials or funds as gift donations, with the understanding their use is at the complete discretion of the Library Director and/or Board of Trustees. All donations become the property of the Roxbury Free Library.

V. Weeding will be conducted periodically by the Library Director using the same criteria as for materials selection. Removal or replacement of materials will be judged with reference to standard library selection guidelines.

VI. Roxbury Free Library offers services such as Inter-library loans (ILL) and Vermont Department of Libraries (VDOL) services such as large print and talking books.

VII. All patrons, including children, have free access to all library materials and internet without censure (parents are responsible for any restriction of their child's access). Materials are carefully selected, and will not be removed from the collection because of pressure by groups or individuals expressing disapproval. If a patron objects to a specific book in the collection she or he will be given the opportunity to fill out the "Patron Request for Reconsideration of Materials" form (See Appendix). A reader's complaint will be treated with courtesy, respect and promptness. Materials under consideration will remain in circulation during this process.

Date of adoption 01/13/2022

Approved by:

Ed Carney _____

Jeanne Beckwith _____

Carl Ellis _____

Jane Pincus _____

Heidi Albright _____

Roxbury Free Library

Collection Development Policy Appendix:

Request for Reconsideration of Material Form

The trustees of the Roxbury Free Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is part of the procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

librarian@roxburyfreelibrary.org | 802.485.6860 | PO Box 95 Roxbury, VT. 05669

Date

Name

Address

City State/Zip

Phone

Email

Do you represent self? ____

Or an organization? ____ Name of Organization: _____

1. Resource on which you are commenting:

___ Book (e-book)

___ Movie

___ Magazine

___ Audio Recording

___ Digital Resource

___ Game

___ Newspaper

___ Other

Title

Author/Producer

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the committee consider?

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and

librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of

experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the

application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970

consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

[American Library Association](#)
[Association of American Publishers](#)

Subsequently endorsed by:

[American Booksellers for Free Expression](#)
[The Association of American University Presses](#)
[The Children's Book Council](#)
[Freedom to Read Foundation](#)
[National Association of College Stores](#)
[National Coalition Against Censorship](#)
[National Council of Teachers of English](#)
The Thomas Jefferson Center for the Protection of Free Expression



State of Vermont
Department of Libraries
60 Washington Street, Suite 2
Barre, VT 0564
802-636-0040

Agency of Administration

TO: Vermont Public Libraries
FROM: Catherine Delneo, State Librarian and Commissioner of Libraries
DATE: January 30, 2025
SUBJECT: Model Collection Development Policy

Act 150, “An act relating to Vermont’s public libraries,” was signed into law in June 2024. This Act instructs public libraries to develop materials selection policies and procedures for the reconsideration and retention of library materials by July 1, 2025. According to Act 150, these policies must comply with the First Amendment to the U.S. Constitution, the Civil Rights Act of 1964, and state laws prohibiting discrimination in places of public accommodation. Furthermore, these policies must reflect Vermont’s diverse people and history, including diversity of race, ethnicity, sex, gender identity, sexual orientation, disability status, religion, and political beliefs.

Act 150 also provides the Department of Libraries with the authority to develop and adopt model policies for public libraries concerning displays, meeting room use, patron behavior, internet use, library materials selection, and other relevant topics, as well as procedures for the reconsideration and retention of library materials.

To assist public libraries in the development of the materials selection policy and reconsideration procedures that are required by Act 150, the Department has created a model *Collection Development Policy* for public libraries that contains both a materials selection policy and procedures for the reconsideration and retention of library materials.

Public Library boards can choose to either adopt this policy, modify it, or develop their own policy on materials selection and procedures for the reconsideration and retention of library materials by July 1, 2025 to comply with Act 150.

The Department strongly encourages public library boards to seek legal counsel on policy development and compliance, especially if the library seeks to modify the model policy that has been developed by the Department of Libraries.

Model Vermont Public Library Collection Development Policy

Issued 1/30/2025

In accordance with 22 V.S.A. § 69, the [NAME] Library adopts this collection development policy which includes both a materials selection policy and procedures for the reconsideration and retention of library materials.

1. Introduction & Purpose

The [NAME] Library (the library) maintains collections of resources to help library users pursue their intellectual interests and educational objectives, including material for leisure time enjoyment and practical problem solving.

The library strives to build a collection representing multiple points of view that reflect the community's diverse people and history, including a diversity of race, ethnicity, sex, gender identity, sexual orientation, disability status, religion, and political beliefs and a diversity of authors, creators, and media.

The library's collections reflect a commitment to intellectual freedom. Compliance with the First Amendment to the U.S. Constitution, the Civil Rights Act of 1964, and Vermont laws prohibiting discrimination in places of public accommodation shall underpin the practices and practical processes of maintaining the library's collections.

The library remains committed to securing professional services, including legal counsel, as necessary to ensure that its collection development activities comply with the above-identified State and federal laws.

2. Materials Selection Policy

Multiple factors determine what materials are included in the library's collections: funding, space, staffing, and ongoing maintenance needs. Library staff weigh the following criteria when making collection decisions:

- Alignment with the library's mission and strategic plan
- Review in a standard reviewing source (e.g., *Booklist*, *School Library Journal*, *Publishers Weekly*, *Library Journal*, *Kirkus Reviews*) and/or reviews and discussion in national newspapers and magazines, local publications, broadcast media, and reputable online sources.
- Community interests, demand, and suggestions
- Representation by and of diverse individuals and groups
- Significance and relationship to the local community and State of Vermont
- Authority and qualifications of the creator(s), publisher(s), and/or producer(s)
- Price and availability
- Accessibility of format and content
- Anticipated viability and/or longevity of the format

The library encourages Library Users to recommend items for inclusion in the collection and accepts donated materials. Suggested and/or donated materials will be evaluated by library staff prior to being included in the library's collection and must meet the library's selection criteria.

The library may provide access to subscription databases and shared online collections. The library may not have direct control over the inclusion or exclusion of specific titles within those shared collections.

3. Materials Retention Policy

Materials that no longer meet the needs of the community and/or no longer support the library's collection will be withdrawn from the collection. This may include materials that are damaged, that include obsolete information, or that have not been used within a reasonable length of time. Items withdrawn from the collection will be disposed of in accordance with all applicable laws and municipal policies.

4. Procedures for the Reconsideration and Retention of Materials

- An individual (Library User) with a concern about the inclusion of an item in the library's collection is encouraged to discuss their concern with the library director (the Director).
- If speaking with the Director does not resolve the concern, a Library User may initiate a formal request that an item be removed from the library collection or relocated within the library collection by completing a Request for Reconsideration form and submitting it to the Director.
- The item in question will remain in circulation; it will not be relocated or removed from the library collection during the review process.
- The library will review only one request for reconsideration of materials at a time and will do so in the order in which requests are received.
- The Director will notify the Library User that their Request for Reconsideration form has been received and will inform the Library User when they anticipate processing the form (based on the number of other requests that have been filed).
- The Director or their delegate will review the Request for Reconsideration form and the material in question. They will read, listen to, or view the item and will read reviews of the item in professional journals when available. They will evaluate the usage of the item by the public (circulation) and evaluate whether the selection of the item conforms with the library's Materials Selection Policy.
- The Director will notify the Library User of the library's decision regarding the request within 15 library business days of receipt of their Request for Reconsideration form, stating the reasons for the decision to the Library User who submitted the request.
- If the Library User is not satisfied with the library's decision, they may submit a written appeal to the Board of Trustees (the Board) of the library within 10 library business days of receipt of the decision letter.
- The Board will notify the Library User if their appeal will be heard by the Board. If the Board plans to address the appeal at a meeting, the Library User will be notified of when and where the next regular meeting of the board will be held.
- The decision of the Board is final. Once an appeal has been considered by the Board, it will not be reconsidered.

[NAME] Library Request for Reconsideration of Materials Form

The [NAME] Library (the library) has established a procedure for the reconsideration of an item in the library collection.

Requests for reconsideration may be discussed publicly by the library's Board of Trustees and may be subject to public records requests.

Any individual (Library User) with concerns about the inclusion of an item in the library's collection is encouraged to discuss their concern with the library director (the Director).

If speaking with the Director does not resolve the Library User's concern, the Library User may initiate a formal request that an item be removed from or relocated within the library collection by completing this form and returning it to the library or mailing it to:

[Insert Library Address]

The library will review only one request for reconsideration of materials at a time and will do so in the order in which requests are received.

A. Library User Information (All fields Required)

1. Name: _____
2. Address: _____
3. City: _____
4. Zip: _____
5. Phone: _____
6. Email: _____

B. Format of Material (Required)

- Physical
- Electronic

C. Material Type (Required)

- Book
- eBook
- Movie/DVD
- Movie/Streaming
- Audio/CD
- Audio/Streaming
- Magazine/Newspaper
- Electronic Database
- Game
- Other: _____

D. Material information (All fields required)

1. Title, Author:

2. Where in the library is the material located now?

3. Material barcode number: _____

4. Please describe your concerns regarding this material:

5. Have you examined the entire work? If not, what specific sections did you review?

6. Do you have a suggestion for an alternate title for the information contained in the material?

7. What would you like the library to do with the material?

- Remove the material from the collection entirely
- Relocate the material to another area of the collection, specifically:

Other: _____

Date: _____

Signature: _____