

CITY OF LINCOLN ADMINISTRATION POLICY	NUMBER: 89
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SUBJECT: MATERIAL SELECTION POLICY	AUTHORITY : CITY MANAGER
	CITY MANAGER: SEAN SCULLY

PURPOSE

The purpose of this administrative policy is to provide information and process for the selection of materials for the library system.

DEFINITION

Library Material: various formats of items needed to provide essential library services to the community.

Community: The primary community the Lincoln Public Library serves is the City of Lincoln, as well as members of partner institutions. The Library secondarily serves the communities of the surrounding area.

GENERAL POLICY

The Lincoln Public Library selects, deselects, organizes, and makes accessible material in a variety of formats for the community. Selection includes new, suggested, donated, and replacement material. Knowing that the library serves people of differing interests, needs, and concerns within the Lincoln community, material selected will:

- Reflect a wide range of interests and viewpoints
- Depict cultural, economic, and social diversity
- Support self-education and supplement formal education
- Support recreational, civic, and cultural pursuits of the community
- Represent current interest and historical significance
- Interest people of differing ages, ethnic groups, and lifestyles

Intellectual freedom and censorship statement

The Lincoln Public Library supports the individual's right to access ideas and information representing all points of view. The Library Board and the City Council endorse the following documents: the [Library Bill of Rights](#), the [Freedom to Read](#) and the [Freedom to View](#) statements of the [American Library Association](#).

In compliance with California State Law, AB 1825 passing in 2024, the Lincoln Public Library affirms the following statements:

- The collection meets the broad and diverse interests of the community and respects both the library's autonomy and their specific community needs.
- The public library serves as a center for voluntary inquiry and the dissemination of information and ideas.
- Library materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole.
- The public has the right to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences.

Some material chosen may be offensive, shocking, or irrelevant to some readers but may be meaningful and significant to others. The library, by selecting such material, does not promote or support any particular viewpoint. Material will not be excluded because they may cause concern to some individuals. They will not be excluded solely because they contain views, language, or depictions that may be controversial. Selection of material will not be restricted by the possibility that the material may come into the possession of minors.

In compliance with California State Law, AB 1825, the procurement, retention, circulation of, or access to library materials will not be proscribed or prohibited solely because:

- Of the topic, views, ideas, or opinions contained in the materials
- Of the race, nationality, gender identity, sexual orientation, religion, disability, political affiliation, or any other characteristic listed in subdivision (a) of Section 12940 of the Government Code, or the socioeconomic status of a subject of the library materials, an author of the library materials, the source of the library materials, or the perceived or intended audience for the library materials.
- The library materials contain inclusive and diverse perspectives.
- The library materials may include sexual content, unless that content qualifies as obscene under United States Supreme Court precedent.

All public libraries contain materials that some patrons may find objectionable. Libraries may omit from the collection materials that some patrons feel are important. The library welcomes and solicits patron suggestions, comments and ideas about the collection and its development.

Selection

Under the direction of the Director of Library Services, material is selected by library staff using critical reviewing media, suggestions from patrons, and professional knowledge. Each proposed selection is evaluated on its own merit as whole and in relation to the collection as a whole, using some or all of the following criteria:

- Cost and library budget
- Popular interest or demand by the public
- Current and future relevance to community needs
- Literary quality, artistic value, or importance to its genre
- Availability of the material elsewhere
- Importance of the author or artist
- Sustained interest

- Appropriateness for age
- Availability of the subject in the library
- Currentness of information
- Social significance
- Uniqueness or special features
- Available space

Suggestions

The Lincoln Public Library welcomes input from the public regarding the contents of the collection. Patrons wishing to suggest titles for acquisition may fill out a Suggestion for Purchase form. All suggestions will be considered for acquisition in accord with the selection criteria in this policy.

Gifts

Donations of material or funds to enrich the library collection are welcome, including books published by authors residing in and around the City of Lincoln. Gifts of material will be accepted into the library's collection at the discretion of the Director of Library Services or designee according to the selection criteria listed above. Material received but not used by the library is subject to disposition at the library's discretion. See the Gift and Donation Policy for further information.

Replacements

Material that has been lost or damaged may be replaced using the same criteria as for selection. Other factors considered when deciding on replacements include the

- number of copies in the library or system
- comparable quality of replacement copy
- availability of newer material on the subject
- coverage of subject in that area
- existence of adequate coverage of a field
- other similar material in the collection
- demand for and intrinsic value of a specific title

Deselecting

Weeding is the process of deselecting or removing material from the collection. Staff may weed the collection due to the following:

- Currentness. Item is no longer current, relevant, or accurate
- Surplus. Too many copies of one title or in subject area.
- New edition. Older edition regularly replaced when new edition published.
- Infrequent use. Item has low to no recent circulation.
- Unusable. Item is damaged, missing pages, or worn out.
- Space. Shelving space is no longer available.

Material weeded by the Library will be donated to the Friends of the Lincoln Public Library, recycled, given away, or discarded.

Group Purchasing

When it is beneficial to the community and in line with the Library's objectives, the Library may join with other organizations to create consortium collections. Similarly, the Library may select to provide access to a vendor selected collection. In both cases, the Library assesses the overall value of these collections according to the standard selection criteria. Individual titles that do not meet the selection criteria are not reason to withdraw from these collections if the collections as a whole meet the selection criteria. Purchase requests and requests for reconsideration of individual titles in these collections are handled by the consortium or vendor, as applicable.

Organization

Organization and placement of material within the library is generally based upon assigned classification, subject area, genre, format, and appropriate age groupings. The library primarily uses the Dewey Decimal Classification (DDC) system and Library of Congress subject headings to determine placement. These tools divide material by subject or genre. When these factors are absent or lacking, staff will use professional reviews, publisher information, or information from the material to determine placement.

The library employs labels as organizational aids that make it easier for patrons to locate resources. The library does not employ labels to imply that the content, language, or perspective of a work is inappropriate for some or all users.

Accessibility

The public, regardless of age, has free access to all library material selected and placed in the collection. Placement of material within the library is generally based upon assigned classification and appropriate age groupings. Age groupings are determined by publisher information and professional reviews and opinions.

Some items may be available by request only because of rarity, cost, susceptibility to loss or damage, fragility or format unsuited to heavy use. Items are not made available by request only due to content.

Any restriction of a minor's access to material is the responsibility of the parents or guardians, not library staff. The library cannot act in loco parentis, thus staff cannot restrict access of library material to minors.

Reconsideration

The Lincoln Public Library strives to provide a diverse collection of materials to suit a wide range of views, standards, and opinions held by the members of the Lincoln community. Individual titles, which may be considered controversial or offensive by some, may be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole and to the effectiveness of the Library's ability to serve community members of varied ages, beliefs, backgrounds, and interests.

The Library welcomes feedback and expressions of opinion from community members regarding the materials already selected and placed in the collection. The Library follows a standardized process for addressing requests for reconsideration, as outlined in the Lincoln Public Library Request for Reconsideration Procedure, attached. During the review process, all materials will

remain in the library collection at their cataloged location and will be eligible for replacement under the standard replacement criteria if lost or damaged.

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 which 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, by the ALA Council; amended February 2, 1961; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

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:

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.

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.

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.

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.

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.

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.

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

Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

- To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
- To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
- To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
- To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
- To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Lincoln Public Library Request for Reconsideration Procedure.

Any Lincoln resident with an active standard Lincoln Public Library account may request that an item in the library's collections be reviewed for appropriateness. A title will be reviewed only once within a three-year period unless the content has undergone major revisions. Each request for reconsideration may only name one item; however, multiple requests for reconsideration may be filed. In order to be able to respond to the request, anonymous requests are not accepted.

Patrons with concerns about the materials in the Library are strongly encouraged to speak with library staff, including the Library Director, before filing a formal written request. Staff are happy to explain the Library's material selection process and why many points of view are reflected in the Library's collection, and to help patrons find the materials that meet their needs.

1. The patron seeking reconsideration of a work receives a copy of the Lincoln Public Library's Materials Selection Policy, Request for Reconsideration Procedures, and Request for Reconsideration Form.
2. The patron seeking reconsideration must read, view, or listen to the entirety of the work before requesting reconsideration of library material.
3. The customer may submit the Request for Reconsideration of Material form at any public service desk. The form must be completed in its entirety. Up to two additional pages may be submitted with the form, if needed to explain the patron's concerns with the material.
4. The Director of Library Services or designee will review the Request, the material in question, and the Library's Material Selection Policy. The Director of Library Services will decide whether to retain, recategorize, or remove the material, and will supply a written response explaining the decision and the rationale.
5. The Library's written decision will be mailed within 30 days of the original request. If extenuating circumstances make it impossible for the request to be mailed within 30 days, the patron making the request will be notified as soon as possible and given an updated timeline.
6. If the customer is not satisfied with the Library's decision, the customer may file a written notice of appeal to the Library Director within 30 days of the decision being mailed. The appeal will be heard by an Administrative Hearings Officer that has been appointed by the Lincoln City Manager.
7. The material under review will remain in its cataloged location and available to the public during the reconsideration process, including any applicable appeal. If lost or damaged, the item will be eligible for replacement under the Library's standard replacement criteria.
8. All requests for reconsideration will be anonymized and reported to the American Library Association's Office of Intellectual Freedom for the purposes of tracking national statistics.

Request for Reconsideration of Library Material Form

Lincoln Public Library

While much care has gone into the selection of materials, we recognize that not everything we select will meet with the approval of all members of our community. One of the basic responsibilities of a public library is to provide materials from multiple viewpoints of a controversial or debatable issue. The library, by selecting such material, does not promote or support any particular viewpoint. Items will not be marked, labeled or sequestered to show approval or disapproval of an item. Widely used labeling systems such as the Motion Picture Association of America ratings may be used to identify what audience a video was marketed to. The community may make a request for an item in the collection to be moved or withdrawn by filling out the form below. Upon receipt of the form, the library director will assign the item to a staff member for review and response.

Author: _____ Format : _____ (book, DVD, etc.)

Title: _____

Publisher: _____ Publication date: _____

Request initiated by: _____

Address: _____ City: _____

Zip code: _____ Phone: _____ Email: _____

Is this request made on behalf of? ☐ Yourself or ☐ Organization: _____

Have you read/viewed this title in its entirety? _____

What is your objection to the material? (Please specify and cite pages) _____

Is there anything positive about the material? _____

State the reason for your request: _____

Action requested: _____

Have you read the Lincoln Public Library material selection policy? ☐ Yes ☐ No

Are you aware of the judgment of this material by literary critics or area subject specialists? ☐ Yes ☐ No

Please provide names of reviewers and citations for reviews, if known: _____

Can you recommend material of comparable literary quality or another title that would convey the same perspective of the subject created? _____

Date: _____

Signature: _____

Date: _____

Received by Staff Member: _____

Date: _____

Reviewed & Responded by: _____

Date: _____

Action Taken: _____