



JOHNSON COUNTY
PUBLIC LIBRARY

Request for Reconsideration of Library Resources

In order to accomplish the Library's mission of providing a broad diversity of information through resources and programs, the Library has developed a large and comprehensive general collection. Reconsideration procedures have been established so that members of the community may express concerns about resources which are included in the Library's collection. Completion of this form is the first step in these procedures. If you wish to request reconsideration of library resources, please return this completed form to one of your branch librarians.

Name _____ Date _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Do you represent: yourself? an organization? _____

Resource on which you are commenting:

1. Book Magazine DVD Audio Electronic Resources Other _____
(please specify)

Title: _____

Author / Producer: _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what parts have you examined?

4. What concerns do you have about this resource? *(Please be specific.)*

5. How does this material violate the Library's Resource Access Policy and criteria?

6. What would you like JCPL to do with this material? *(Please be specific)*

7. Have you seen any reviews on this resource?

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

Signature: _____

Received by: _____ Date: _____

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Additional Comments:



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RESOURCE ACCESS POLICY

JCPL MISSION STATEMENT:

- ◆ To improve the quality of life for all citizens by providing courteous, knowledgeable, and efficient service and access to a broad diversity of information through resources and programs.

PURPOSE OF THE RESOURCE ACCESS POLICY:

- ◆ This policy guides JCPL staff in its selection, allocation, maintenance, and delivery of public service resources and informs the public of the principles used in providing library services. The library staff strives to respond to patron needs by providing information and resources within the limits of staffing, time, and budget. Resource development encompasses the tasks of selection of materials for purchase, evaluation of sources, withdrawal of items from the collection and allocation of library space and staff.

GENERAL PRINCIPLES:

- ◆ JCPL strives for relevance and to satisfy the diversity of interests in our library district. In selecting materials for the collection, JCPL does not promote any particular belief or view but offers a forum where individuals can examine different sides of issues and make their own decisions.
- ◆ The Board of the Johnson County Public Library endorses and adopts the American Library Association's Library Bill of Rights, Freedom to Read and Freedom to View statements.
- ◆ Resources are available from a range of sources including, but not limited to, the following:
 - Items purchased and held by any branch of the Johnson County Public Library.
 - Items purchased and held by other libraries outside our service area and made available through Interlibrary Loan.
 - Content provided by an outside vendor under license for use by our patrons.

RESPONSIBILITY:

- ◆ The Board delegates to the Director the overall responsibility for selecting JCPL resources, utilizing space and allocating staff within the framework of the policies of the Board of Trustees. The director in turn delegates resource development responsibility to trained staff. The library encourages suggestions from the community regarding resources to purchase or make accessible.

SELECTION CRITERIA:

- ◆ JCPL's collection includes, but is not limited to, books, audio books, magazines, video recordings, newspapers, music recordings, and digital resources.

The selection of resources follows the criteria as listed below:

- Present and potential relevance to community needs and interests.
- Timelessness and permanence of the materials.
- Quality of writing, design, illustration or production.
- Reputation of the publisher or producer, authority and significance of the author, composer, filmmaker, etc.
- Scope and accuracy of content of material.
- Relative importance in comparison with existing materials in the collection on the same subject or in the same genre.
- Suitability of subject, style and level for intended audience.

- Attention of critics, reviewers, staff members, and/or the public.
 - Suitability of physical format for library use.
 - Price and/or budget availability.
 - Space availability.
 - Multiple copies of items in high demand.
- ◆ No resource will be excluded because of the race, national origin, color, gender, sexual orientation, personal history, or the political, religious, or social views of the author or creator. Judgment for selection is made on the material as a whole and not on a particular passage, page, scene, or other part alone.
 - ◆ JCPL restricts purchases to those vendors who have been vetted by an established presence in their respective industry. Independent book sellers, and service providers are invited to provide the Library with credentials and contact information. This, however, in no way guarantees the establishment of a buy/sell or contractual relationship with the Library. Vendors wishing to schedule an onsite preview of materials or demonstration/explanation of services should contact the Library. The Collection Services Manager may or may not choose to schedule an appointment based on library needs, budgetary concerns, and availability. Materials that are not available through our approved vendors will not be considered for purchase. Used copies of materials will not be purchased.
 - ◆ JCPL will strive to support the curriculum of the public and private schools within our district. We will also strive to provide a balanced collection of home schooling resources. Textbooks will not be purchased or leased.
 - ◆ The library welcomes gifts of books and other resources with the understanding that decisions regarding the use or distribution of items will be made in accordance with general selection and deselection criteria. All donations become the property of Johnson County Public Library.

DESELECTION OF MATERIAL:

- ◆ JCPL, in order to develop a relevant and attractive collection, removes resources which are no longer meeting the needs of our collection. The same criteria are used in the removal of resources as in their acquisition. Specific judgments may be made for one or more of the following reasons:
 - Poor physical condition
 - Obsolescence of information
 - Insufficient use
 - Duplicate copies
 - Space needs
- ◆ Items removed from the collection may be made available to the Friends of the Johnson County Public Library for sale, with the proceeds being used to aid the library, or they may be recycled or otherwise discarded.

REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES:

- ◆ The Library Board believes that individuals may reject for themselves library resources of which they do not approve; however, they do not have the right to restrict the freedom of others to use these resources. Nevertheless, JCPL allows residents of its service area to request that library resources be reconsidered. The **Request for Reconsideration of Library Resources form** may be used to start the reconsideration process. A team of librarians will review the item using the selection criteria listed above. The final decision on Requests for Reconsideration of Library Resources rests with the Library Director if patrons wish to pursue the matter beyond the staff decision. Forms are available at all JCPL branches.