

Salem Public Library Request for Reconsideration Process

1. Residents expressing concerns about an item in the library's collection will be referred to a staff member designated to respond to questions regarding collection development at the discretion of the City Librarian.
2. If a resident wishes to pursue review of the item, they must complete a Request for Reconsideration form.
 - a. Forms will only be considered from individuals residing in the city of Salem.
 - b. Incomplete and/or anonymous forms will not be considered.
 - c. If a title has been reviewed within the last three years, it will not be reconsidered during that time frame.
 - d. The Request for Reconsideration Form and other materials submitted as part of the request for reconsideration process are a public record, and subject to Oregon's Public Records Law.
3. Library staff will acknowledge receipt of the Request for Reconsideration form in writing within two weeks.
4. The item under review will not be removed from circulation during the review process.
5. Reasonable efforts will be made by the City Librarian to respond in writing within 60 days of receipt of the completed Request for Reconsideration form.
6. The City Librarian will review the Request for Reconsideration in relation to the library's Collection Development Policy. The City Librarian's decision on reconsideration is the City of Salem's final decision.

Request for Reconsideration of Library Materials

This form is public record



Name: _____

Address: _____

Phone: _____ Email: _____

Title: _____ Author: _____

Format: Book ____ Magazine ____ Movie ____ Music ____ Other ____

1. Have you spoken with library staff regarding your concerns with this material? Yes No

a. If so, with whom? _____ On what date? _____

b. If not, would you like to speak with a staff member? Yes No

2. What brought this title to your attention?

3. Did you read, hear, or see the entire work? Yes No

If no, what parts did you read/view?

4. Have you read the following? If not, please do so (see attached).

a. Salem Public Library's Collection Development Policy Yes No

b. Library Bill of Rights Yes No

c. The Freedom to Read Statement Yes No

5. All titles in the collection have been selected in compliance with the Salem Public Library's Collection Development Policy. How do you believe this material violates the library's selection criteria?

6. Do you have any additional concerns regarding this material?

7. What action do you wish the library to take?

Reclassification. Reclassified to which collection (Children, Teen, Adult): _____

Removal from the library collection

Other (please explain): _____

Signature: _____ Date: _____

Library Staff Use Only

Form Received by: _____ Date _____

Acknowledgment by: _____ Date _____

Acknowledgment To Requestor:

Request For Reconsideration is being considered

Request For Reconsideration is not being considered for the following reasons: _____

COLLECTION DEVELOPMENT POLICY

This Collection Development Policy will be evaluated annually by library management and revised as needed.

Purpose

Salem Public Library's Collection Development Policy reflects the mission of public libraries to provide access to information and support diversity, democracy, lifelong learning, and intellectual freedom. The policy both informs the public of the principles supporting selection decisions and provides guidance for the selection and evaluation of library materials that anticipate and meet the needs of the Salem community.

It is the goal of the library to provide free, equal, and equitable access to a high-quality collection of resources in a variety of formats, reflective of the diversity of the community. Materials available in the library present a diversity of viewpoints, enabling the community to make the informed choices necessary in a democracy. In support of preserving and encouraging the essential free expression of ideas, Salem Public Library endorses the principles documented in the [Library Bill of Rights](#), the [Freedom to Read Statement](#), and the [Freedom to View Statement](#) of the American Library Association, as well as the City of Salem's [SRC Chapter 97](#) on human rights.

Equity, Diversity, and Inclusion Statement

Salem Public Library promotes understanding and education among diverse groups. The library will continuously work to curate a collection representing a wide array of people, cultures, ideas, and experiences. Curating, maintaining, and providing a diverse and equitable collection is an ongoing process. Library resources are for use by all members of the Salem community. The library strives to reflect the needs and diversity of its community in its collections.

Selection of Library Materials

Selection and collection maintenance of library materials is delegated to qualified library staff, under the authority and at the discretion of the City Librarian. All materials, whether purchased or donated, are considered in terms of the criteria listed below. An item need not meet all these standards in order to be added to the collection.

- Popular interest
- Contemporary significance
- Currency of information
- Accuracy
- Local emphasis
- Readability
- Creative, literary, or technical quality
- Relationship to other materials and adequacy of coverage in subject area
- Significance of item within subject area
- Professional reviews from a variety of sources
- Format and ease of use
- Cost and availability
- Availability of copies in the system and relationship to materials in other area libraries
- Physical appearance and condition
- Space limitations
- Public demand and anticipated demand in a consortium setting

Scope of the Collection

The Salem Public Library maintains a varied and current collection covering a wide range of subjects and containing multiple points of view. The library's collections are dynamic with an emphasis on up-to-date and in-demand

materials. The library provides information resources in physical and electronic formats to deliver the broadest possible access to content both within and beyond the library's walls. The primary responsibility of the Salem Public Library is to serve the Salem community by providing a broad range of materials to meet informational, educational, cultural, accessibility, and recreational needs.

Collections are developed in response to current use patterns, community needs, budgetary and space constraints, evolving technology, and the library's mission and purpose. The library maintains a collection of popular and informational works that is evaluated continuously. The collection embraces broad fields of knowledge with basic, representative works in most subject areas, emphasizing materials that are useful for the general public. Textbooks and materials of a highly technical or specialized nature of limited community interest are generally not collected.

Suggestions for Purchase

The library encourages input from its community concerning the collection. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection.

Material and Fund Donations

Donations of books and other materials are accepted by the [Friends of the Salem Public Library](#), a 501(c)(3) nonprofit organization. For further information on their procedures, contact the Friends of the Salem Public Library directly. The library cannot guarantee that unsolicited materials will be returned to donors. The library reserves the right to accept or refuse materials or funds and any conditions placed upon gifts of materials or funds.

Collection Maintenance

To maintain a relevant, popular, and appealing collection, the library engages in ongoing evaluation of its materials. This policy's selection criteria, the [CREW method](#), and other best practices are used when evaluating collections.

Materials that have been withdrawn may be first offered to the Friends of the Salem Public Library. All other materials will be disposed of in accordance with general City policies and procedures. Replacement of damaged, missing, and withdrawn materials is not automatic. The decision to replace is determined by the selection criteria listed in this policy.

Request for Reconsideration

Residents of the City of Salem concerned about a particular item in the library's collection are encouraged to speak to a designated staff member. If a resident wishes to pursue review of the item, they must complete a Request for Reconsideration form. The City Librarian will review the request and apply the selection criteria set forth in this policy to determine if the item should be removed or reclassified. The City Librarian's decision on reconsideration is the City of Salem's final decision. The item under review will not be removed from circulation during the review process.

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.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).