

## **Wallingford Public Library Selection of Materials Policy**

The Library Director develops the acquisitions budget and may participate in and/or delegate to librarians the responsibility for selection, purchase and weeding as outlined in the Guidelines for Selection and Management of Library Materials.

With the guidance of the Library Director, librarians have the authority to:

- Approve or disapprove selection recommendations from other staff and the public.
- Make final decisions on the withdrawal of circulating materials, the rebinding of books, repackaging of audiovisual materials, replacement orders, and the addition of gifts to the cataloged circulating collection.
- Review various collections in the library, evaluate the contents, and make reports and recommendations to the Library Director.

*Approved by Library Board of Managers March 28, 2022*

## **Reconsideration of Library Materials Policy**

A public library will reflect within its collection differing points of view on controversial or debatable subjects. The Wallingford Public Library does not promulgate particular beliefs or views, nor does the selection of an item express or imply an endorsement of the author's viewpoint. Library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from damage or theft.

Comments from members of the community about the collection or individual items in the collection frequently provide librarians with useful information about interests or needs that may not be adequately met by the collection. The Library welcomes expression of opinion by patrons, but will be governed by the Guidelines for Selection and Management of Library Materials in making additions to or deleting items from the collection. Patrons are encouraged to contact the Library Director directly when they have concerns about an item in the collection.

*Approved by Library Board of Managers March 28, 2022. Revised 1/27/2025.*

*The Wallingford Public Library affirms the American Library Association's [Bill of Rights and Freedom to Read Statement](#).*

## **Procedure for Reconsideration of Library Materials**

The following steps will be used when a Wallingford resident feels that further action is necessary to address concerns about a library resource. For the duration of this process, the material in question will remain in circulation in the library collection.

1. A Wallingford resident who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes the library's mission statement, Selection of Library Materials Policy, reconsideration form, and a copy of the American Library Association's [Library Bill of Rights and Freedom to Read Statement](#).
2. Wallingford residents are required to complete and submit a reconsideration form to the Library Director.
3. The Library Director, with appropriate professional staff, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in the Guidelines for Selection and Management of Library Materials.
4. Within 15 business days, the Library Director will make a decision and send a letter via U.S. certified mail to the person who requested the reconsideration, stating the reasons for the decision.
5. If the person who requested reconsideration is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Board of Managers.
6. The appeal will be addressed at a board meeting within 60 days of receipt. Notification of the meeting date and time will be sent to the person who requested the reconsideration.
7. The decision of the Board is final.

*Approved by Library Board of Managers March 28, 2022*