

# **Johnson Creek Public Library Collection Development Policy**

## **Objective**

The purpose of the Johnson Creek Public Library is to provide a quality collection of materials which fulfills the educational, informational, cultural, and recreational needs of all citizens of Johnson Creek and the surrounding area.

Selection of materials will not be made based on anticipated approval or disapproval, but solely based on the principles stated in this policy. Responsibility for choosing what an individual will read rests with the individual. Responsibility for the use of library materials by children and young adults rests with their parents or legal guardians.

## **Intellectual Freedom**

The Johnson Creek Public Library supports the individual's right to have access to ideas and information representing all points of view. The Board of Trustees of the Johnson Creek Public Library has adopted and endorsed the American Library Association's *Library Bill of Rights*, *The Freedom to Read* and *The Freedom to View* statements, which are appended.

## **Selection of Materials**

Ultimate responsibility for selection of books and other library materials rests with the Library Director who may delegate these responsibilities to staff members who are qualified by reason of education, training, or experience. All Library staff operate within the framework of the policies determined by the Johnson Creek Public Library Board of Trustees.

## **Criteria for Selection**

All acquisitions, whether purchased or donated, will help to implement the Mission Statement of the Johnson Creek Public Library, and will be considered in terms of the following standards. An item need not meet all the criteria to be acceptable.

The choice of materials selected involve the experience and knowledge of those staff members selecting materials, their familiarity with the community, its needs and demands, other library resources, the existing collection, other libraries' collections, the library's materials budget, and the physical limitations of the library building.

Materials will be judged on the basis of the content and style of the work as a whole, not by selected or random passages or scenes which in themselves may be offensive.

Reviews in professional journals are used in the selection process and are sought whenever possible. However, the lack of a review or an unfavorable review shall not preclude the library's

acquisition of a title. If the title is in demand or is determined to fill a particular need of the library, it may be acquired. In addition to reviews, the library uses standard lists of basic works, visual inspection, publisher's catalogs, and bibliographies. At times, the library staff may consult subject area specialists to obtain advice on building certain subjects or areas of the collection.

Some factors influencing selection of an item include (but are not limited to): factual accuracy and reliability of information, timeliness, current usefulness, significance of the subject, popular interest, permanent value, relevance to the existing collection, qualifications of author or illustrator, style and readability, reputation of the publisher, arrangement of the material, format and physical qualities, and price.

Non-book materials are an integral part of the library's holdings; these include but are not limited to periodicals, videos, audios, compact discs, films, and access to electronic information. The selection of non-book materials is governed by the same criteria which apply to books. In addition, special consideration is given to the technical quality of non-print materials (e.g. sound quality in recording, searching engine in electronic information, color reproduction in videos, etc.)

A balanced collection attempts to represent all sides of controversial issues as far as materials, space, and budget allow. The race, religion, nationality, or political views of an author or creator; language; depictions of violence or sexual activity; controversial content; or endorsement or disapproval by an individual or group does not result in the automatic inclusion or exclusion of an item from the library's collection. The library may select materials that some patrons may find objectionable, and might omit materials some patrons feel are important.

Responsibility for children's choice of library materials rests solely with their parent or legal guardian. Staff's selection decisions shall not be inhibited by the possibility that some materials could come into the possession of children.

Library materials will not be sequestered except for the purpose of protection from theft or damage.

### **Interlibrary Loan**

Johnson Creek Public Library is a member of the Bridges Library System, and, as such, provides access to materials from other system libraries to its patrons. In return, The Johnson Creek Public Library agrees to lend materials to other Bridges System Libraries. The Johnson Creek Public Library also participates in an interlibrary loan network throughout the State of Wisconsin.

### **Gifts and Donation**

The same criteria used in the selection of materials for purchase shall be used to evaluate materials donated to the library. All donated items added to the collection must be donated without restrictions and be available for public use. Materials not added to the collection will be accepted on the condition that their disposition is left to the discretion of the Library Director. The library

cannot place a monetary value on materials for tax purposes, however, receipts are available upon request.

Whenever a gift is no longer needed, it will be disposed of in the same manner as material purchased.

All gift items become the library's property from the time of the receipt until the time of disposal.

Memorial gifts of books, or gifts of money to be used for books, will have a suitable bookplate placed in the book, if desired. When monetary gifts are intended for the purchase of materials, library staff will make the determination of what titles to buy, using the criteria as for all other purchases. Gifts of money, land, stock, etc. will be accepted if the conditions attached are acceptable to the Johnson Creek Public Library Board as specified in Wisconsin State Statute 43.58.

### **Evaluation and Withdrawal of Materials**

The library's collection is not archival and will be reviewed and revised on an on-going basis. Deselection of materials from the collection is a vital part of successful collection maintenance. Items are regularly removed to keep the collection current, accurate and appealing.

The library bases the removal of an item on a number of factors, including physical condition, publishing date, frequency of circulation, community interest, and availability of newer, more current, and/or more accurate materials. Space needs and the cost of replacement are also factors in decisions to withdraw materials.

### **Recommendation and Reconsideration of Library Materials**

The public has a right to request materials to be added to the collection and to question materials currently in the collection. Recommendation forms and Material Selection Inquiry forms are available at the Johnson Creek Public Library or on the library's [website](#).

### **Reconsideration of Materials**

The Johnson Creek Public Library recognizes that community members have diverse points of view and that some patrons may find some materials offensive or controversial. The choice of library materials by library users is an individual matter. While an individual may reject materials for themselves, they cannot exercise censorship to restrict access to the materials by others.

Recognizing that a diversity of materials may result in some requests for reconsideration, the following procedure will be followed to ensure that objections or complaints are handled in an attentive and consistent manner. Once an item has been approved for purchase, based on the selection policy of the Johnson Creek Public Library Board of Trustees, it will not be automatically removed upon request.

When a patron seriously questions the appropriateness of library materials, they may speak with the Library Director, or any Library Staff Member if the Director is not available. The Director or Staff Member informally discusses the issue with the patron. A copy of the Collection Development Policy, including Library Bill of Rights, Freedom to Read, and Freedom to View Statements should be shared with the patron. If the patron is not satisfied with the explanation received, the following procedures will be adhered to in processing the complaint:

- Be a resident of the Village of Johnson Creek OR a non-librariated area of Jefferson Co. Residents' taxes from these areas pay for the materials held by the library; therefore, only residents may request that the material be reconsidered.
- Be a Johnson Creek Public Library card holder.
- Patron reads the Collection Development Policy, Library Bill of Rights, Freedom to Read and Freedom to View Statements.
- Patron completes the Material Selection Inquiry form
- The library will not accept reconsideration requests for materials that have been reconsidered within the past three years.
- The material in question will remain in the collection until a final decision is made.
- Patron returns the completed and signed form to the library
- Following a 30-day grace period, the Library Director, and the material selector, or another Library staff member, will review the request to determine whether the Collection Development Policy was followed appropriately during selection and send a written response to the complainant explaining the decision regarding the request.
- Within 15 days following the written response if the complainant desires, they may request for the Material Selection Inquiry along with the Library Director's recommendation be forwarded to the Library Board of Trustees. At that time the complainant may also request the item be placed on the agenda of a future Johnson Creek Public Library Board of Trustees meeting. The complainant will be notified of when they may address the Board. The Library Board of Trustees reserves the right to limit the length of presentation and number of speakers at the meeting.
- The Board will determine whether the item in question has been handled in accordance with the library's Collection Development Policy. As a non-partisan, quasi-governmental body, the Board will not base its determination on personal bias or prejudice or because the materials or their author/creator may be viewed as controversial or objectionable. On the basis of this determination, the Board may vote to uphold or override the staff's decision to include the item in the library collection.
- The complainant will be notified in writing of the Library Board's decision in the matter.
- The Library Board's decision is final.

## **Previous Reconsideration Requests**

Requests to reconsider materials which have previously undergone the reconsideration process will be referred to the Library Director. Repeated or redundant requests by an individual or a group to reconsider materials with differing titles but similar content will be restricted as follows:

- The Library will not accept requests for materials that have been reconsidered within the past three years.
- If the Library Director concludes a request may be redundant, the Director will notify the complainant(s) that the item(s) in question, having already undergone a thorough review and reconsideration process, will not be reevaluated.
- In the event that a complainant charges a particular item is not protected under the First Amendment of the Constitution of the United States of America, the onus of proof rests with the complainant.

### ADDENDA:

Library Bill of Rights

Freedom to Read

Freedom to View

Materials Selection Inquiry Form

Approved July 12, 1994

Revised July 20, 2016

Revised February 15, 2022

Revised March 19, 2024

Johnson Creek Library Board of Trustees

# 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.

## 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.

## 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:

1. 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.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. 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.
4. 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.
5. 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**

# Johnson Creek Public Library

125 Lincoln Street, PO Box 130  
Johnson Creek, WI 53038



(920) 699-3741  
johnsoncreeklibrary.org

## Materials Selection Inquiry Form

**The Library values your opinion. If you have an objection to library material(s), please complete this form, indicating as clearly and legibly as possible the nature of your concern. The request is valid only if the entire form is completed, signed, and returned to the Library Director. Once completed, this form becomes a matter of public record: (Wisconsin Statutes Section 19.32).**

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you represent self? \_\_\_\_\_

Or an organization? \_\_\_\_\_ Name of Organization \_\_\_\_\_

1. Title: \_\_\_\_\_

2. Author/Producer: \_\_\_\_\_

3. Material Type: \_\_\_\_\_

4. What brought this item to your attention: \_\_\_\_\_

5. Have you read/listened to/viewed the material in its entirety?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

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6. Please comment on the item, as well as being specific about those matters that concern you.

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7. Is there anything positive about the material? \_\_\_\_\_

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8. What do you believe is the theme of the material? \_\_\_\_\_

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9. Are you aware of how literary critics and reviewers judge this material? \_\_\_\_\_ Yes  
\_\_\_\_\_ No

10. What do you feel might be the result of reading, viewing, or listening to this material?

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11. What material would you recommend that would convey a valuable picture and perspective on the subject?

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12. What action are you requesting the library consider?

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**I ACKNOWLEDGE THAT ONCE SUBMITTED, THIS FORM BECOMES A MATTER OF PUBLIC RECORD (WIS. STAT. 19.32)**

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Signature

Date

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**Staff Use Only**

Received by:

Date:

Received by Library Director:

Date:

Director/Material Selector/Library Staff Review:

Date:

Decision Sent to Requester:

Date

**Approved February 18, 2025**