WAUKEE PUBLIC LIBRARY

950 S. Warrior Lane
Waukee, IA 50263
515-978-7944
www.waukeepubliclibrary.org

Making a Request for Reconsideration

Dear Library Card Holder:

The Waukee Public Library thanks you for taking an interest in the library's collection. Before filing a request for reconsideration, you are encouraged to talk with the Library Director or the librarian who ordered the material in question. It is also requested that you read the Library's Collection Development Policy and the Library Bill of Rights to familiarize yourself with the accepted philosophy and standard procedures of the library. After reading these documents if you still feel the item in question falls outside these accepted parameters, you are welcome to proceed with your request.

The Waukee Public Library is proud to offer an extensive collection of materials in a variety of formats to educate and entertain our community. Please keep in mind that items in our collection represent diverse experiences and points of view and that some items may not align with every individual's beliefs. Staff is available to discuss concerns and identify alternate materials that may be available.

Regarding minors' use of library materials, it is the parent or guardian's responsibility to be aware of what your child is reading or viewing. Library staff does not monitor the types of information children may find in the library, or restrict checkout of items based on age in accordance with national standards and library policies. Parents or guardians are also responsible for items borrowed on a child's library card; however, items on a child's card are still subject to confidentiality laws. Please contact a library staff member if you have further questions about parental access to items on a child's card.

It is standard procedure at the Waukee Public Library for all newly published materials to be on new book displays for six months, regardless of the content of the material. Removing an item from new display status because of its content would be an act of censorship, which would be a violation of the Library Bill of Rights and the Library's Collection Development Policy.

We appreciate your interest and concern. We look forward to the opportunity to engage in constructive dialogue regarding the library's mission, collection, and services. Please feel free to contact me with any questions, 515-978-7931.

Sincerely,

Kristine Larson
Library Director

WAUKEE PUBLIC LIBRARY	BOARD
POLICY SECTION 1.5	APPROVED 1/87
LIBRARY BILL OF RIGHTS, THE FREEDOM TO READ AND FREEDOM TO VIEW STATEMENTS	UPDATED 6/94 REVISED 10/02 REVIWED 4/05 Reviewed and approved 11/06; Reviewed 06/11, 02/20

The Waukee Public Library joins with other libraries in the United States in supporting the LIBRARY BILL OF RIGHTS and its interpretations and the FREEDOM TO READ and FREEDOM TO VIEW statements of the American Library Association, which are appended as part of this policy document.

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following policies should guide their services.

1. Books and other library resources should be provided for the interest, information and enlightenment of all the 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.

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed from libraries because of partisan or doctrinal disapproval.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.

5. A person's right to use the library should not be denied or abridged because of origin, age, race, background, or views.

6. 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 19, 1939. Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

FREEDOM TO READ STATEMENT

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.

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.

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.

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.

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.

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.

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.

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 principals 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 guarantees 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 constraints of labeling or prejudging film, video, or other audiovisual materials on the basis of 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.

Endorsed by the ALA Council January 10. 1990

WAUKEE PUBLIC LIBRARY	BOARD
SECTION 7.1	APPROVED: 1/87
COLLECTION DEVELOPMENT	Updated: 6/94 Revised 4/02, Reviewed 1/06, Revised 1/08, 2/16, 2/20, Reviewed 1/23, Revised 11/26

COLLECTION DEVELOPMENT POLICY

The Waukee Public Library provides library materials for the information, entertainment, intellectual development, and enrichment of the residents of the Waukee Public Library service area. Library materials are chosen according to this Collection Development Policy.

Purpose of the Collection Development Policy

- To further the Mission and roles of the Waukee Public Library.
- To guide librarians in the selection of materials.
- To inform the public about the principles upon which selections are made.

General Collection Development Principles

The Waukee Public Library serves as a public forum where ideas, information, and perspectives are freely explored and exchanged. The Library's collections, displays, programs, and services are intended to reflect the broad range of interests, experiences, viewpoints, and cultures found within our community and the larger society.

The Library recognizes that a diverse collection includes materials representing a wide variety of perspectives, including those that may differ from one person to another. The collection reflects the experiences and contributions of people of different ages, backgrounds, abilities, identities, cultures, and life experiences. By providing access to a broad range of ideas and viewpoints, the Library supports lifelong learning, informed decision-making, intellectual curiosity, and the freedom to explore information without undue restriction.

Due to the possibility of false or misleading information, and reported unauthorized use of human authored texts and illustrations by artificial intelligence, materials with known artificial intelligence created content may be excluded from the collection.

The Waukee Public Library endorses the Library Bill of Rights of the American Library Association. See Section 1.5

Responsibility for Selection

Library material selection is vested in the Library Director and such members of the library staff as the director appoints. All library materials are selected, acquired, and maintained in accordance with applicable federal and state laws. Patrons can request material at the circulation desk, by telephone, email, or online form. Every effort will be made to fill those requests as availability and funding allows.

General Selection Criteria

These general criteria are taken into account for all materials selected for the Waukee Public Library. Additional specific criteria are listed when appropriate for different types of materials. All items selected will meet several of the general or specific criteria.

- Current and anticipated needs and interests of the public
- Accuracy of content
- Timeliness of information
- Author's, artist's, or publisher's qualifications and/or reputation
- Evaluations of review media
- Contribution to diversity or breadth of collection
- Inclusion of title in standard bibliographies or indexes
- Quality of production
- Affordability
- Demonstrated popularity and appeal to a broad audience
- Support of the Library's mission and roles

Selection Tools

The library subscribes to professional library periodical and editorial reviews to review and evaluate sources for material selection.

Adult Materials

Adult Fiction, Genres, and Graphic Novels

The library provides a collection of standard and contemporary fiction titles as well as genre fiction for the intellectual enrichment, information, and entertainment needs and interests of the adult population of Waukee. Multiple copies of frequently used titles are provided as demand and funding allow.

Adult Nonfiction

The library maintains a collection of general interest nonfiction titles to provide for the information needs and browsing interests of library patrons. Materials for which there is a heavy, temporary demand may be selected as funding allows.

Special Criteria (in addition to General Criteria)

- Suitability for intended audience (research-level books not purchased)
- Ease of use, including index, bibliography and illustrations
- Currency of material

Periodicals

The library maintains a collection of print and digital magazines for informational and recreational reading.

Newspapers

Newspapers are selected to provide local, state, and regional coverage.

Local History

The library maintains a collection of print books about Waukee, Dallas County, and the State of Iowa. Additions to the collection will be added as availability and funding allows.

Young Adult Materials

The Waukee Public Library's young adult collection provides educational and recreational materials for young adults ages 12-18. Multiple copies of frequently requested titles are provided as funding allows. Due to the wide range of tastes and abilities in this age group, there is some duplication between the young adult collection and both the adult and junior collections.

Young Adult Fiction and Graphic Novels

Special criteria (in addition to General Criteria)

- Reputation and popularity of author or title among young adults
- Presentation at a level and in a format that appeals to young adults
- Inclusion of material on recommended reading lists
- Subject matter of special interest to young adults

Young Adult Nonfiction

Special criteria (in addition to General Criteria)

- Presentation at a level and in a format that appeals to young adults
- Usefulness of material in research
- Subject matter of special interest to young adults
- Currency of material

Children's Materials

Children's materials are selected to meet the recreational, educational and cultural needs of children from infancy through age twelve. Multiple copies of frequently requested titles are provided as funding allows.

Junior Fiction

The Library maintains a variety of children's fiction from the most distinguished in children's literature to popular titles and new, appealing titles that will attract readers of many tastes and abilities. Popular series titles are purchased in response to patron requests and as funding allows.

Special Criteria (in addition to General Criteria)

- Reputation and popularity of author, title or series among children
- Presentation at a reading level and in a format that appeals to children
- Inclusion of material on recommended reading lists
- Subject matter of special interest to children

Picture Books, Early Readers, and Board Books

These books in which illustrations are as important as text, serve to introduce children to the world of books. The library includes a wide variety of material for adults to read to babies, toddlers, and preschoolers and for children to look at and use as they begin to read. This collection includes beginning readers, concept books, wordless books and board books as well as picture books.

Special Criteria (in-addition to General Criteria)

- Relationship of illustrations to text

- Appeal of story and illustrations to children
- Durability of format
- Inclusion of material on recommended reading lists

Junior Nonfiction
The junior nonfiction collection contains general informational works, browsing items, and subject oriented materials on topics of interest to children preschool age through fifth grade. The library does not provide basic texts or materials needed in quantity for schoolwork. It does, however, purchase supplementary materials to enrich the resources available to area schools.

Special Criteria (in addition to General Criteria)
- Ease of use, including index, bibliography and illustrations
- Quality of illustrations, maps, graphics, and photographs
- Usefulness of material for research

Multimedia and Digital Resources

Playaways
The Playaways collection is intended to fill the recreational and informational needs of children. Both abridged and unabridged formats are included but no attempt is made to provide a comprehensive or in-depth collection.

Special criteria (in addition to General Criteria)
- Availability of replacements
- Quality production

Electronic Resources
Electronic resources are increasingly important additions to the library collection. Selection of databases, ebooks, downloadable audiobooks and downloadable magazines follow the same criteria as all other physical materials.

Special criteria (in addition to General Criteria)
- Availability of resources

Collection Maintenance / Weeding

The collection is maintained and weeded through an ongoing process of collection analysis. Older items are repaired, withdrawn, or replaced based on the following:

- The needs and interests of the community
- Number of circulations, requests and reserves
- Availability of similar materials in the collection
- Affordability
- Physical condition and age of the item
- In-print status
- Appearance in standard lists
- Available space
- Availability at other local libraries

WAUKEE PUBLIC LIBRARY	BOARD
SECTION 3.5	APPROVED 1/87
REQUEST FOR RECONSIDERATION	Updated 6/94 Revised 4/02 Reviewed 1/06, 2/08, Revised 2/20, Revised 05/23, 11/26

Request for Reconsideration of Materials

The Waukee Public Library welcomes comments and suggestions from residents regarding the continued suitability of our collection, particularly concerning outdated or damaged materials. While the library strives to offer a wide-ranging selection of popular and diverse materials to meet varying community interests, we recognize that individuals may occasionally encounter items that do not align with their personal tastes or views. All suggestions are carefully considered and utilized by library staff as part of our ongoing, professional process of collection development.

Library staff are always available to discuss any questions or concerns with patrons and to help identify alternative materials. If a concern is not resolved through this discussion, patrons may submit a formal, written Request for Reconsideration of Materials to the Library Director.

Because the library is not a judicial body, determinations regarding legal definitions such as obscenity are reserved for courts of competent jurisdiction. Consequently, materials will not be removed based solely on an individual complaint unless a court has ruled against them. Similarly, the library does not knowingly add materials to the collection that have been previously determined by a court to be in non-compliance with the law.

For a request for reconsideration to be considered, the following must apply:

- The form must be completed in full for each item.
- The complainant must be a Waukee resident with a valid Waukee Public Library library card.
- The item must not have been reviewed during the prior twelve-month period.

The written complaint will be forwarded to a committee of five, made up of the Library Director, two members of the Board of Trustees, and two Waukee residents. The Committee will carefully review the complaint and the material in question in accordance with the Library's Collection Development policy, and report to the Board of Trustees at its next meeting. The Board will decide on the matter and report in writing to the complainant within ten days of the meeting. The decision of the Board is final. An item that has been reviewed and decided on by the Library Board of Trustees is not eligible for review for three years from the final decision date. Reconsideration request documentation is subject to State of Iowa Open Records laws.

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Patron Request for Reconsideration Form

Please initial to confirm that you have read the following library policies that direct the selection process for library materials purchased at the Waukee Public Library. Return form to the library or send to the Library Director at the above information.

_____American Library Association Bill of Rights, Freedom to Read and Freedom to View Statements

_____Waukee Public Library Collection Development Policy

_____Waukee Public Library Request for Reconsideration Policy

Title of Item:_____
Author: _____
Format: _____ Publication Date: _____

Your Name: _____ Email: _____
Address: _____ Phone: _____
Whom do you represent? Self: _____ Group/Organization: _____

Why do you object to this item?

Did you read/view/hear the entire item? If not, what parts?

What do you feel might be the result of exposure to this item?

Are you aware of reviews of this material by professionals in the subject area?

What would you like the library to do about this item?

_____ _____
Signature of Complainant Date