

SECTION 1 COLLECTION AND REFERENCE

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FPL POLICY 1.0

COLLECTION AND REFERENCE POLICY INTRODUCTION

ADOPTED 05.04.2023

Among Flint Public Library's core roles as a public library serving the people of Flint are (1) to provide collections of materials that are wanted and needed by our community and (2) provide reference services to assist community members in meeting their information needs.

The purpose of the Collection and Reference Policy ("Policy") is to assist the Library in fulfilling its mission as a community resource by establishing processes for developing and maintaining collections of materials and also to set standards for reference services.

The Executive Director is authorized to issue Guidelines setting forth procedures for administering and interpreting this policy.

FPL POLICY 1.1

INTELLECTUAL FREEDOM

ADOPTED 05.04.2023

Flint Public Library provides an environment in which individuals can encounter ideas and information spanning the spectrum of knowledge and opinions. This includes providing materials that may be considered controversial or that contain ideas with which some people disagree or find offensive.

Flint Public Library protects the rights granted by the First Amendment to the U.S. Constitution. That Amendment and its judicial interpretations guarantee the freedom to read for all people in this nation. The Library considers freedom to read as essential to our democracy.

The Library fully subscribes to the principles adopted by the American Library Association in its Library Bill of Rights and its related Interpretations.

The Library assures access to all library resources by patrons within the constraints of Michigan law. Patrons are free to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others.

Parents or legal guardians have the right and the responsibility to restrict the access of their children to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Library staff cannot assume the role of parents or the functions of parental authority. Therefore, a parent who chooses to restrict the materials his/her children select must accompany those children when they use the collection to impose those restrictions.

FPL POLICY 1.2

MATERIALS SELECTION

ADOPTED 05.04.2023

The purpose of this policy is (1) to guide Flint Public Library librarians in the process of materials selection and (2) to inform the public of the principles upon which selections are made. Basic to this policy are the principles of Intellectual Freedom as guaranteed by the First Amendment and as affirmed by the Library Board in this Policy.

We live in what's called a knowledge economy. To make a living wage, most jobs require digital skills, high literacy, and the ability to learn continually. Flint residents must become lifelong learners to succeed in the knowledge economy.

Flint Public Library aims to provide current information and educational resources to supplement and enrich individual learning, as well as materials for recreational reading and other leisure time activities. A major goal is to provide materials for children and their families to support early childhood literacy and school success. For more than a hundred years, the library has strived to collect and preserve Flint history and culture, and that mission continues.

This information should be available to the local community regardless of gender, age, education, language, religion, ethnic and cultural background or disability.

FPL POLICY 1.2.1

STANDARDS FOR SELECTION

ADOPTED 05.04.2023

Flint Public Library's collection focuses on popular materials, resources for individual learning, Black Life and Literature, childhood literacy, and Local History and Genealogy. It attempts to maintain an up-to-date collection of materials, with historical depth in selected areas, especially Black Life and Literature and Local History.

The Library employs a policy of selectivity to stay within financial and space limitations for the collection. The Executive Director has the overall responsibility for selection and development of materials in the collection according to the principles

of this Materials Selection policy and other approved policies and procedures that apply. In practice, the Executive Director delegates selection responsibilities to appropriate professional staff.

The Flint Public Library selects materials based on recommendations from the public, reviews in the media and professional resources, and the subject knowledge and expertise of Library staff.

The Library recognizes its professional responsibility to provide a representative selection of materials on subjects of interest to its users, including factual materials on various sides of controversial issues. The Library seeks to provide an atmosphere in which individuals can examine issues freely. It should be clearly understood and emphasized that the Library does not endorse opinions expressed in the materials that are selected.

The following principles guide the selection of Library materials:

- Contemporary significance or permanent value
- Accuracy of work
- Authority of author, publisher or producer
- Clear presentation, readability, and ease of use
- Popular demand
- Representation of diverse populations in the local community or diverse viewpoints
- Price and format
- Relation of work and importance to existing collection
- Relation to the history of the City of Flint and Genesee County.
- Scarcity of information in a subject area
- Availability of selected materials elsewhere in the community

FPL POLICY 1.2.2

RECONSIDERATION OF LIBRARY MATERIAL

ADOPTED 05.04.2023

The term “Library Materials” means books, magazines, DVDs, CDs, library programs or other synonyms as they may occur in the Policy having the widest possible meaning. This statement of Policy applies to all Library Materials in the collection, including adult, young adult and juvenile. However, this Policy and the term “Library Materials” does not apply to Internet sites available through the Library's computers or Internet collection. The Library has no control over the content of the Internet. Please see the Internet Use Policy for any issues related to computer or Internet Use. The term “selection” refers to the decision to add, retain or withdraw material in the collection. It does not refer to reader guidance.

Flint Public Library responds to requests for reconsideration of Library Materials, when made by a current cardholder. This policy section provides a process for a library patron to request reconsideration of Library Materials.

No material shall be removed from the Library's collection or programming calendar until all steps in the following process have been completed.

1. Staff shall provide a patron (“the Requester”) who objects to particular Library materials with contact information for the Executive Director and a copy of the Request for Reconsideration of Library Materials form, with a copy of the Intellectual Freedom and Materials Selections Policies.
2. The Requester is invited to have an initial conversation with the Executive Director, who will attempt to resolve the concern to both the patrons' and Library's satisfaction.
3. Once the completed, signed copy of the Request for Reconsideration is received by the Executive Director, the Executive Director will make a decision regarding the Request for Reconsideration, taking into consideration the Library's Material Selection Policy and any other relevant information to reach a decision. The Executive Director may consult with other staff or consultants when making this decision.
4. The Executive Director shall send the decision as to whether the questioned material is to be removed or retained in writing to the Requester within seventy-five (75) days of the receipt of the Request for Reconsideration form. If the decision is that the questioned material should be removed from the collection, all copies of the item will be withdrawn.

If the Requester is not satisfied with the decision of the Executive Director, a written appeal may be submitted within ten (10) business days after receiving the written

response to the Flint Public Library Board of Trustees. The Library Board will address the appeal within sixty (60) days of receiving it. The decision of the Board is final.

FPL POLICY 1.3

GIFTS - BOOKS AND LIBRARY MATERIALS

ADOPTED 05.04.2023

Flint Public Library may legally receive gifts and grants under powers granted to Library Trustees under Section 12 of the District Library Establishment Act, MCL 397.182. This Policy relates to gifts of books and library materials. Gifts must be unconditional and non-returnable.

Gift materials to be added to the Flint Public Library collection must meet the Library's needs and the general standards of selection and be based on FPL's Materials Selection Policy.

Gift materials not accepted into the Library collection may be disposed of at the staff's discretion. Such materials are generally donated to Friends of the Flint Public Library for their use in raising funds for FPL.

Gifts of money, including memorial gifts, for the purchase of collection materials are accepted by the Library with the understanding that the Library retains the right to select materials it deems appropriate for the collection.

FPL POLICY 1.4

COLLECTION MAINTENANCE

ADOPTED 05.04.2023

Flint Public Library staff routinely evaluates the collection and removes materials in accordance with the Library's administrative guidelines. Materials removed include those that are worn out, out of date, no longer needed, no longer circulating or in formats that have become obsolete.

Materials withdrawn from the Library's collection are generally donated to Friends of the Flint Public Library for their use in raising funds for FPL.

FPL POLICY 1.5

REFERENCE AND RESEARCH

ADOPTED 05.04.2023

Patrons' questions will receive courteous, prompt, and high-quality service responses with complete confidentiality.

In the instances of legal, medical, investment, or tax reference questions, or other professional services, the staff may only guide the patron to the materials available on the topic of interest. Staff may not evaluate or interpret the information provided nor may staff define the meaning of terms, offer investment advice, select income tax forms, or serve as a surrogate for a professional. Patrons will be advised to consult with a professional from the appropriate field for additional information or service.

FPL POLICY 1.6

COLLECTION SHARING

ADOPTED 05.04.2023

The Board of Trustees authorizes the Library's Executive Director to enter into reciprocal sharing agreements with other Michigan libraries that will be beneficial to Flint residents.

FPL POLICY 1.7

INTER-LIBRARY LOAN

ADOPTED 05.04.2023

[This policy section is reserved for future use.]