

RESOLUTION NO. L1-2025

A RESOLUTION AMENDING THE POLICIES AND PROCEDURES OF THE SPANISH FORT PUBLIC LIBRARY

**BE IT RESOLVED BY THE LIBRARY BOARD OF THE CITY OF SPANISH
FORT, ALABAMA, AS FOLLOWS:**

SECTION 1. Section VII. COLLECTION DEVELOPMENT of the Policies and Procedures of the Spanish Fort Public Library is hereby amended to read in its entirety as set forth in Exhibit 1, which is incorporated by reference as though set forth fully herein.

SECTION 2. In the event of a conflict between the policies and procedures adopted by the Library Board in this Resolution and any other policies or procedures adopted by the Library Board prior to the date of this Resolution, the policies and procedures set forth in this Resolution shall govern and control notwithstanding any such conflict.

SECTION 3. This Resolution shall become effective upon its adoption.

Adopted and approved this ____ day of _____, 2025.

Curt Smith
Chairperson

ATTEST:

Rebecca A. Gaines
Secretary

EXHIBIT 1

Section VII. COLLECTION DEVELOPMENT

A. Overview

The overall purpose of the Library is to serve all of the citizens of the City of Spanish Fort and surrounding areas by offering services, resources and facilities to meet their informational, educational, and recreational needs and interests. The Library aims to provide timely and useful information for all community residents. As the community grows, the Library will need to reassess and adapt its collections to reflect new and differing areas of interest and concern. The collection development policy will be periodically evaluated and revised as necessary to provide guidance for incorporating changes in the collection development and maintenance.

The Library neither encourages nor discourages any particular viewpoint. Selection of materials by the Library does not mean endorsement of the contents or the views expressed in those materials.

B. Selection of Materials

1. Selection Process

Although the Library Board is responsible for the operation of the library, the ultimate responsibility for the selection of materials, print and non-print materials, rests with the Library Director in accordance with SFPL policies. Under his/her direction, selection is delegated to the professional library staff. Decisions made by the Library Director must be fully compliant with the SFPL Policy Manual and may be reviewed by the Board of Directors to determine compliance with SFPL policies. All staff members and the general public are encouraged to recommend materials for consideration. An effort will be made to cover all reasonable topics of interest, and additional purchases for the collection will be an ongoing process throughout each budget year.

Selection materials and collections for the SFPL will stem from a variety of book jobbers and sources and will not be subject to just one location for purchase. Depending on the needs of the collection, the Library Director will select and purchase quality materials in a timely manner for the library from a variety of outlets. The selection process for SFPL is an ongoing process throughout the entire fiscal year as the budget allows for that expense.

Selections will be made using standard Library aids such as Booklist, Library Journal, Publishers Weekly, School Library Journal, and other media deemed acceptable by the Library Director. These vendors provide thorough product descriptions which can include cover art, reviews, excerpts, release dates, and sales, print run, or box office figures, all of which facilitate the selection process. Additional materials are selected from review journals, print and online catalogs, awards lists, best seller lists, and promotional mailers. The library welcomes and will consider all requests made by staff and patrons, but is under no obligation to fill any particular request, if it is deemed not to be within the framework of the Library's collection development policy or budgetary restraints.

2. Criteria for Selection

All materials, whether purchased or donated, are considered in terms of the criteria listed below. An item need not meet all of these standards in order to be added to the collection. Factors to be considered when adding specific material to the Library collection include, but are not limited to, to:

- a. Popular interest and level of demand
- b. Currency of information and historical significance of author or subject
- c. Local emphasis and community relevance

- d. Relationship to materials in other area libraries
- e. Availability of materials in more comprehensive Library collections in the area
- f. The need for additional material in the existing collection
- g. The physical limitations of the building
- h. The suitability of the format of the material for Library purposes
- i. Budgetary considerations
- k. The need for reading material to suit readers of all reading levels (audience)
 - l. Format and ease of use
- m. Critical assessment and reviews in a variety of journals and review sources
- n. Collection objectives
- o. Present collection composition
- p. Public interest
- q. Diversity of viewpoint
- r. Authoritativeness
- s. Reputation and qualifications of the creator(s), publisher(s), or producer(s)
- t. Relevant to establishing a well-rounded and educated background on a variety of subjects, past and present
- u. Quality format and value, commensurate with cost and/or need
- v. Quality and condition of item(s)

The public library is the institution in our society that attempts to provide a diversity of viewpoints on a wide range of topics of interest, including, but not limited to, political, social, and religious views. Selection of books or other library materials shall be made based on their value of interest, information, and enlightenment of people of the community. A balanced collection reflects a diversity of materials, not an equality of numbers. Materials are chosen representing different points of view, subject to our selection criteria, applicable policies, budget, and space available in our facilities. The Board of Directors will uphold the principle that censorship is largely an individual matter and anyone is free to reject for oneself books which do not meet with the individual's approval. Determinations of age-appropriateness and safeguards for minors do not constitute censorship, and the Board of Directors will fully comply with SFPL Policies.

3. Selecting Materials for Minors

The staff in charge of selecting materials for minors shall follow the guidelines outlined below, in addition to guidelines provided to other selectors. Selectors for books provided to minors must consider age, developmental appropriateness and quality of content when acquiring materials and deciding where to place said materials in the collection. The decision must fully comply with SFPL Policies and may be subject to review by the Board of Directors. Selectors use their professional training, read reviews and publisher descriptions, and follow the guidelines listed below when considering purchases or additions to the collection. Selectors review ordered books when they arrive before being processed. Library staff also spot check materials to determine if items meet library policies and are shelved in the correct department/location. Materials found out of compliance with library policies must be removed or reshelfed in appropriate areas. The SFPL will not purchase for minors, or shelve materials in areas designated for minors, which would meet the legal definitions of "obscene" or materials "harmful to minors". The SFPL will also fully comply with the standards and definitions delineated in the SFPL Collection Development Policy. Materials that have been purchased in the past that do not comply with SFPL policies must be relocated or removed by librarians. The definitions of "Harmful to Minors,"

“Obscene,” and “Sexual Conduct” as stated in Alabama Code Title 13A. Criminal Code § 13A-12-200.1 are:

(11) HARMFUL TO MINORS. The term means:

- a. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors; and
- b. The material depicts or describes sexual conduct, breast nudity or genital nudity, in a way which is patently offensive to prevailing standards in the adult community with respect to what is suitable for minors; and
- c. A reasonable person would find that the material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.

* * *

(17) OBSCENE. The term means that:

- a. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest; and
- b. The material depicts or describes, in a patently offensive way, sexual conduct, actual or simulated, normal or perverted; and
- c. A reasonable person would find that the material, taken as a whole, lacks serious literary, artistic, political or scientific value.

* * *

(22) SEXUAL CONDUCT. The term means:

- a. Any act of sexual intercourse, masturbation, urination, defecation, lewd exhibition of the genitals, sadomasochistic abuse, bestiality, or the fondling of the sex organs of animals; or
- b. Any other physical contact with a person's unclothed genitals, pubic area, buttocks, or the breast or breasts of a female, whether alone or between members of the same or opposite sex or between a human and an animal, in an act of sexual stimulation, gratification or perversion.

Materials with content that includes depictions of sexually explicit conduct will not be purchased for or located in the Children’s Section (generally ages birth – 12) and may not be accessed by minors under the age of 18 without parental approval. Age-appropriate materials regarding religion, history, biology, or human anatomy may not be construed to be against this rule, however these may be subject to review by the Review Committee and Board of Directors and may be moved, if determined to be suitable for a different audience.

Materials for children that contain nudity, or a discussion of sexuality, must be shelved in a separate area of the Library to be accessible only with parental approval, even if the text is regarding religion, history, biology, human anatomy, or human sexuality. While these materials may not be deemed “harmful to minors” or “obscene”, the terms and phrases “human sexuality” and “discussion of sexuality” include topics related to sexual orientation, gender identity, consent, and sexual ethics may require parental guidance. Librarians may not direct children (birth to 18 years) to these selections without parental approval. Materials that do not contain sexually explicit material but require parental guidance must be separated from the selection of other children’s books, but may remain in the Children’s Department. Materials containing sexually explicit material in violation of SPFL Policy may not remain in the Children’s Department and must be removed or reshelfed in a different department. The following may constitute sexually explicit content and/or parental guidance content for the Children’s Department:

- The use of words describing a sex act
- Descriptions of sexual abuse, sexual assault, and consent

- Nudity, even nonsexual, displaying a person's unclothed genitals, pubic area, or breast(s)
- Sexual education materials which are medically correct but have not been placed in a separate area for parental discretion
- Topics related to sexual orientation, gender identity, consent, and sexual ethics that are not placed in a separate area for parental discretion

The above list is not exhaustive and is subject to SFPL Library Policy and Review Committee and Board decisions.

The following may constitute sexually explicit content for children or teens:

- Detailed scenes of sexual touching over clothing
- Detailed discussions of sexual acts or the use of words describing a sex act
- Detailed or explicit descriptions of sexual abuse, sexual assault, and consent
- Nudity displaying a person's unclothed genitals, pubic area, or breast(s)
- Sexual content, nudity, or sex acts depicted in images, graphics, or illustrations in content or cover art

The above list is not exhaustive and is subject to SFPL Library Policy and Review Committee and Board decisions. The above criteria for the children's and teen's collections apply to all material and resources offered in the department. Patrons residing in Baldwin County, Alabama, with a Spanish Fort library card, who are in good standing with the Library and concerned that specific material is in violation of the above policy may contact the Library Director and/or the Board and will be provided with materials regarding the Informal Review and Reconsideration Request procedure.

4. De-selection Procedures

An up-to-date, attractive, and relevant collection will be maintained through a continual weeding and replacement process. De-selection or "weeding" is the practice of systematically examining and evaluating materials in the library's collection. This may include materials that are damaged, contain obsolete information, or are no longer used. If the item is withdrawn, it is determined whether it should be replaced with a new copy or with a new title. To the extent that it is not inconsistent with other policies adopted by the Board, decisions will be based on utilizing elements of the CREW method, and the professional judgment of the designated library staff. The [CREW](#)¹¹ method was developed in 1976 by the Texas State Library to provide guidance in weeding for small and medium-sized libraries. It has since become the standard tool used by many libraries. It was revised in 1995 and again in 2008. CREW stands for Continuous Review of Evaluation and Weeding.

Items withdrawn from the collection will be disposed of in accordance with local laws, which permits transfer to Friends of the Library for sale, donation to schools or other organizations, recycling, or as a last resort, discarding into trash. Some discarded materials (magazines, newspapers, large type books) may be given to other area libraries or social service agencies at the discretion of the Library Director.

¹¹ CREW: A Weeding Manual for Modern Libraries, Texas State Library and Archives Commission, 2012 <https://www.tsl.texas.gov/sites/default/files/public/tslac/Id/Id/pubs/crew/crewmeth12.pdf> (accessed October 13, 2014).

5. Collection Maintenance Criteria

Both print and non-print materials should be reviewed and evaluated at regular intervals to determine if they are to remain in the current collection. Staff members in charge of collections should consider space, budget, and user needs when deciding how much and how often to weed. Staff members also actively search for replacement items for dated materials. Staff members should prioritize objective measures such as Record of Use or Physical Condition over subjective measures such as relevance or reliability.

Suggested Criteria for Weeding

Record of use- the item has not circulated for an appropriate amount of time for its collection, generally 1-5 years.

Technical Quality- non-print materials with poor visuals, faded or off-color visuals, faulty or inferior sound reproductions.

Dispensability- duplicate copies no longer needed in the collection.

Physical Condition- the item is torn, soiled, or worn; pages or parts are missing.

Poor Purchases- materials purchased that were not quality items and/or items not appropriate.

Compliance- the material's presence in the department does not jeopardize compliance with library policy.

Dewey Decimal Balance- the item is unneeded to balance the collection.

Careful consideration should be practiced in weeding an item that:

- is a work of historical significance in the field of literature.
- has unusual illustrations or the illustrations are by a well-known artist.
- is a work by a local author or illustrator.
- describes local history or personalities.
- is a memorial gift.
- has a strong record of use by the community.

However, SFPL is not an archive or research library, and no items are kept indefinitely when they meet criteria for weeding.

6. Gifts/Donations

Gifts and donated items are appreciated and are accepted with the understanding that they must meet the same standards that apply to purchased materials. The library reserves the right to make decisions about short-term and long-term retention of gifts and donations. Once donated, items become property of the SFPL. They will be added to the collection in accordance with the collection development policies or may be given to other libraries and non-profit agencies, sold, traded, or discarded. Donated items will NOT be returned to the donor, and the library will not accept any item that is NOT an outright gift, with no conditions attached. The decisions concerning gifts and donations made shall be made by the Library Director, subject to review and approval by the Board.

Monetary gifts to the collection are welcome and may be designated as memorials. Donations of money designated for periodicals and newspaper collections are accepted in lieu of actual subscriptions. These costs offset the high cost of periodicals and subscriptions and maintain the continuity of subscriptions.

from year to year. Donors of funds may suggest subjects to be acquired with their donation, but the library reserves the right of final decision in accordance with SFPL policies.

7. Memorial Books and Honor Books

In the case of cash donations, the library will make selections based on information from the donor or appropriateness of the material. Memorial and Honor items are the property of the library and will be treated as all other library materials are treated.

8. Patron Requests

The library strongly encourages input from the Spanish Fort/Baldwin County community concerning the collection. A suggestion for purchase procedure enables the community to request that a particular item or subject be purchased by the library. All suggestions for purchase are subject to the same selection process as other materials and are not automatically added to the collection. It is the library's intent that suggestions for purchase be used to help the library in developing collections which serve the interests and needs of the community. Purchase suggestions can be made online using our Library Item Purchase Request/Form.

9. The Collection

a. **Adult Fiction** - The library's collection works to include a wide variety of contemporary works of fiction representing a variety of genres, classics and important novels of the past. The library makes every effort to acquire fiction which is representative of the community it serves and to satisfy the diversity of interests and recreational needs of its users.

b. **Adult Non-Fiction** -The library aims at acquiring materials which provide a core of basic knowledge, and the library selects, makes accessible, and promotes the use of materials which:

- i. Address contemporary issues
- ii. Provide self-help information
- iii. Facilitate continuing education
- iv. Enhance job-related knowledge and skills
- v. Increase knowledge of affairs of the community, the country, and the world
- vi. Support undergraduate course work
- vii. Support business, cultural, recreational and civic interests in the community
- viii. Nourish intellectual, aesthetic, creative and spiritual growth
- ix. Present different viewpoints on issues

c. **Children's Collection**-To encourage life-long reading habits, the children's collection provides materials to satisfy and stimulate the informational, educational, cultural, and recreational needs and stages of emotional and intellectual maturity of children.

d. **DVD Collection**-The library collects and receives donations for enhancing and growing the DVD collection. Future purchases for additional DVDs (both adult, young adult and juvenile collections) will be determined based on collection development selection criteria, with a focus on budget and user demand as outlined in the selection criteria above.

e. **Electronic Databases**-Online computerized databases extend the collection by providing timely and versatile access to information in electronic format. Databases are used by library staff to enhance and supplement reference service.

f. **Foreign Language Materials**-The library is committed to developing and maintaining a foreign language collection which will meet the needs of the community. Foreign language needs will be assessed

through such tools as patron requests, community awareness, patron registration data, and circulation statistics.

g. **Internet (Public Access)**-Electronic information, services, and networks provided directly or indirectly by the library will be readily available, equally, and equitably accessible to all library users. Providing access to electronic information, services, and networks differs from selecting and purchasing material for the library's collection, offering unprecedented opportunities to expand the scope of information available to all users.

h. **Large Type**--The large type book collection meets the needs of an increasing number of visually impaired patrons. The major emphasis of the large type collection is popular fiction, including mysteries and westerns, along with some high interest non-fiction such as biographies and health-related materials. The library aims to grow the large type collection as it relates to community needs and selection criteria outlines.

i. **New Media**-The library must continually assess new electronic media and evaluate the capabilities and enhancements they offer over existing formats. When deciding whether to replace or augment existing formats with new media, the following factors are considered: anticipated improvements in information storage and retrieval, quality of the product, ease of use, equipment requirements (or lack thereof), cost, user demand, and staff requirements for processing, maintenance, and training. It is essential for staff to monitor technological developments so wise and cost-effective collection decisions are made for the Spanish Fort community.

j. **Paperbacks**-The library maintains a paperback collection to provide recreational reading in popular areas of interest. The collection stems vastly from donations and includes popular fiction, best sellers, classics and works of perennially popular authors.

k. **Periodical Collection**-The library's newspaper and magazine collection strives to provide current and retrospective information aimed at meeting the research and recreational needs of the community. The collection also strives to contain periodicals that serve the professional reading needs of the library staff. Periodicals supplement the book collection, covering current topics not yet available in books. Journals which are highly technical or scholarly are generally not included in the collection. In addition to magazines, the collection aims to include newspapers published locally as well as from major geographical areas of interest to the community.

l. **Reference Collection**-The library will maintain a small physical print reference collection. Additional selection criteria will be based upon community demand and needs and will be assessed accordingly to determine future physical reference purchases. Electronic reference collections will be provided by the [Alabama Virtual Library](http://www.avl.lib.al.us)¹², for free. The Alabama Virtual Library provides all students, teachers, and citizens of the State of Alabama with online access to essential library and information resources.

m. **Young Adult Collection**-The library's young adult collection aims to satisfy the reading interests of library patrons from the approximate age of 18 to 25 years. It is a transitional collection for the reader moving to the adult collection. As this is primarily a browsing collection, fiction and paperbacks are emphasized with a selection of topical non-fiction and hardback books. While materials of overall "good literary quality" are included in this collection, popular titles and themes of contemporary interest to the target age groups are stressed.

¹² Alabama Virtual Library www.avl.lib.al.us. (accessed December 15, 2014).

10. Special Considerations for Minors

Local and State Community Standards/ Placement of Materials/Advertising and Promotion

The Spanish Fort Public Library will use community standards and state guidelines when procuring materials for its children and youth collections.

- a. The library has further organized and located its collections based on a consideration of appropriate content. Special consideration will be given to collections for children ages 17 and under.
- b. Library sections designated for minors under the age of 18 remain free of material containing obscenity, sexually explicit, or other material deemed inappropriate for children or youth. Age-appropriate material regarding religion, history, biology, or human anatomy should not be considered in violation of this rule. Staff will continuously work to identify materials and make sure they are in age-appropriate collections.
- c. Collection development for these sections should not include any material advertised for consumers under the age of 18 which contain obscenity, sexually explicit, or other material deemed inappropriate for children or youth. Age-appropriate materials regarding religion, history, biology, or human anatomy should not be construed to be a violation of this rule.
- d. Library cards for minors under the age of 18 require parental approval before a minor's card is permitted to check-out materials from the library's young adult/adult sections.
- e. Any planned promotion or display of materials for those 18 years old and younger shall be approved by the Library Board.

11. Safeguarding of Minors

The SFPL makes every effort to provide a safe place for patrons of all ages and has policies for Unattended Children and Patron Behavior in place to ensure every patron's visit to the library meets their needs.

Additional policies safeguarding minors include the Internet Acceptable Use Policy and the Privacy Policy. The SFPL fully complies with SFPL Policy to ensure that selections are age-appropriate for minors.

The SFPL will offer a restricted Juvenile library card for patrons under 18 years of age. This card will be issued to all juvenile patrons at the request of their parent or legal guardian. The Juvenile Library card will only be authorized to check out materials from the Children's department of the library and will not be authorized to check out materials from the young adult/adult department, unless otherwise approved by a parent or legal guardian. The library card functions by alerting librarians and staff that the holder is a juvenile. Librarians and staff will then ensure that no materials from adult (18+) collections are released to the minor. If a parent is concerned that adult materials have been checked out on a Juvenile Library Card without parental approval, they may contact the Library Director for more information.

A parent or legal guardian wishing to provide unrestricted access may request an all-departments juvenile card for their minor child. If a parent or legal guardian wants to convert a restricted juvenile card to an all-departments juvenile card for their minor child, they must come to the library and present photo ID as the parent or legal guardian of the minor child, complete an application and sign an authorization form agreeing to give their minor child authorization to check out materials from the young adult/adult

department. The parent or legal guardian must also be a library-card holder at the SFPL. All juvenile library cards will be subject to the SFPL Policies and Rules.

The parent or legal guardian of any minors issued juvenile cards will also be required to sign a waiver acknowledging that the “restricted access” juvenile applies only to physical and eBook materials provided by the SFPL. Other libraries in the system may or may not allow juveniles to check out materials from all sections of the library including the adult sections. Parental guidance is recommended for parents or legal guardians wishing to restrict access at other libraries in the system. While some eBook platforms are completely restricted for juvenile cards, other platforms offer “kid’s mode”, which filters for age appropriate material. Parents and legal guardians wishing to give unrestricted access to eBooks must sign an authorization form as described above. Parents and legal guardians who wish to restrict access to e-materials may still need to offer some parental guidance, depending on the policies of each unique eBook materials, platform or videos. Librarians and staff may provide information about the procedures for the various platforms available, if assistance is needed.

The Library is unable to act in loco parentis. Responsibility for the choice of library material for minors rests with their parent(s) or legal guardian. Conversely, the library and staff will not act in loco parentis, circumventing parental authority, by facilitating or recommending resources that parents have indicated (by choosing the restricted access juvenile card) their minor child(ren) should not have access. Patrons will not be stigmatized by their usage of, or preference not to use, materials provided by the library for themselves or their minor children. Librarians may not check out material from the young adult/adult section to minors, unless they have an “unrestricted” Juvenile card.

Library Departments

- Children’s (generally ages birth-12)
- Young Adult (generally 18-25)
- Adult (generally 18+)

SFPL will not purchase for minors, or shelve in areas designated for minors, materials which would meet the legal definitions of “obscene” or “harmful to minors”, and the SFPL will relocate or remove any books or materials that violate the SFPL Policy Manual or the standards listed in this Collection Development Policy. The Library may purchase or acquire any materials requested by adults regardless of the advertised target audience, if the material meets other selection standards for adults. These items will be labeled as adult, shelved in the adult sections of the libraries, and will not be marketed, suggested, or recommended to minors.

In order to comply with directives, policies and procedures established by the Alabama Public Library Service and the Spanish Fort Public Library, the Board of Directors hereby provides this directive regarding the implementation of certain policies related to the location and shelving of children's books and the placement of books in the children's section. In particular, books containing the following subjects, references or descriptions in the card catalog system and computer applications shall be removed from the children's section and relocated and shelved in the young adult/adult sections, as approved by the Chairman after consultation with the Library Director:

Anorexia	Homosexual	Self-harm
Bulimia	Lesbian	Sex
Gay	LGBTQ+	Transgender
Gender-identity	Rape	

Any additional books purchased, acquired or obtained by the Library shall be subject to this

directive and located and shelved accordingly. The Board reserves the right to amend this policy at any time in its discretion.

Patrons residing in Baldwin County, Alabama, with a Spanish Fort library card, who are in good standing with the Library and concerned that specific material is in violation of the above policy may contact the Library Director and/or the Board and will be provided with materials regarding the Informal Review and Reconsideration Request procedure.

12. Discarding Library Materials

Library materials are discarded for one or more of the following reasons:

- a. Obsolescence: subject matter is no longer timely, accurate, or relevant
- b. Damage or poor condition
- c. Space limitations
- d. Insufficient use

13. Replacement

Replacement of materials withdrawn is not automatic. The decision to replace is influenced by:

- a. Availability of copies in the Baldwin County libraries
- b. Popular interest
- c. Adequacy of coverage in the subject area
- d. Significance in subject area
- e. Cost and availability

14. Binding

The decision to bind materials is made with consideration to the same factors involved in replacement. In addition, the following should influence the decision to bind:

- a. Adverse impact on circulation because of appearance
- b. Feasibility of binding
- c. Cost of binding vs. cost of replacement

15. Reconsideration Procedures

The SFPL complies with all relevant federal, state, and local laws, including, but not limited to, the First Amendment contained in the Bill of Rights of the Constitution of the United States, or final judgments or rulings by a court of competent jurisdiction. However, patrons residing in Baldwin County, Alabama, with a Spanish Fort library card, who are in good standing with the Library and concerned that specific material is in violation of SFPL policies may request materials be withdrawn or reconsidered and should be afforded every opportunity to express their concerns. Concerns from patrons may be directed to the Director of Library Services and/or the Library Board.

Materials reflecting diverse viewpoints and opinions are included in the collection through the library's commitment to provide a broad base of information upon which individuals can formulate intelligent, well-researched decisions. An item in the collection will not be removed at the request of anyone who disagrees with the content or format, unless it can be proved that it is in violation of the SFPL collection development policy. A work is evaluated as a whole, not by excerpts taken out of context. Both the work itself and the location of the item in the library may be reviewed.

If a complaint or request for reconsideration is made, the following procedures shall be followed:

1. If possible, the patron should be referred immediately to the Library Director. The Library Director should then have a discussion with the patron about the material in question and inform the patron of the selection policies and the procedures for questioning materials.
2. The Staff or Library Director will notify the patron that, if they wish to pursue the complaint further, they may submit a request for reconsideration form to the Library Director. The patron will be provided with a written copy of the collection development policy and a copy of the reconsideration form.
3. Staff should inform the Library Director when a form is given out.
4. Each request form will be limited to a single title. Multiple requests may be submitted by the same patron, but the Board Chairman will determine which material will be reviewed by the Board Chairman and the Library Director first, and the Library will generally conduct only one review at a time. If multiple requests are submitted for the same material, or a material already been reviewed, the documentation of the final decision of the Board Chairman and the Library Director will be sent to each individual requesting review. At that time, the individual may accept the decision as it stands or appeal the decision to the Board of Directors. The Review Committee will only review the same book once every 3 years, then appeals on the review may go to the Board of Directors for the remainder of the 3-year period. A maximum of four book complaints is allowed per resident per 12 months.
5. The challenged materials will not be removed from circulation during the reconsideration process, unless they have been alleged to be in violation of SFPL policies related to minors. In that case, the book will be temporarily removed or relocated to the adult section pending an informal review by the Board Chairman and Library Director. The library will not purchase additional copies until the review process is completed.
6. Upon receipt of the completed complaint form, the Director of Library Services, or his/her designee, will respond to the patron within 2 business days to confirm receipt and will forward the form within 2 business days to the Board Chairman, or his/her designee.
7. The Board Chairman and the Library Director Committee will commence review of the challenged material within fifteen business days.
8. The Board Chairman and Library Director will meet once they have been able to review the material in its entirety, not more than 45 days after receipt of the request.
9. At the conclusion of their meeting, the Board Chairman and Library Director will make one of the following decisions:
 - Retain the material as is
 - Move the material to a different collection in the library
 - Withdraw the material from circulation
 - Refer the material to the Library Board for review

The Library Director will inform the patron and the Board of Directors of the decision made by the Board Chairman and Library Director within 2 business days of the decision. If the Board Chairman and Library Director cannot agree on a decision or course of action, the reconsideration request shall be forwarded to the Board of Directors for review.

10. The patron may make a written appeal to the Board of Directors within 14 days of the decision of the Board Chairman and Library Director.
11. The decision of the Board of Directors is final.
12. Reconsideration decisions are reported and archived in Board Meeting documents.

Collection Development Policy Appendix A: Request for Reconsideration Form

Reconsideration of Library Resources

The Board of Directors of the SFPL has established reconsideration procedures to address concerns about library resources. Completion of this form is the first step in those procedures.

If you wish to request reconsideration of library resources, please return the completed form to Library Director at _____ Spanish Fort, AL 36527. All requests will be forwarded to the Board Chairman within 2 business days.

Date _____

Name _____

Signature _____

Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Resource on which you are commenting:

☐ Book ☐ Audio

☐ DVD/Blu-Ray ☐ Newspaper

☐ Game ☐ Digital

☐ Magazine ☐ Other (please specify): _____

Location of the resource:

Did the staff or Library Director provide you with a printed copy of the Collection Development Policy?

Yes___ No___

Did the library staff or Library Director notify you of the Reconsideration Request forms and offer to provide you with one when you presented your complaint? Yes ___No_____

Have you examined (read/heard/seen) the material in its entirety? ____ Yes ____ No

Author _____

Title _____

Publisher/Producer _____

What brought this resource to your attention (use other side or additional pages if (necessary)?

What concerns you about the resource? Please cite specific passages, pages, etc. (use other side or additional pages if (necessary))._____

Are there resources you recommend that provide additional information and/or other viewpoints on this topic?_____

How is the material contrary to the collection development policy?_____

Please attach any professional reviews of the material.

Collection Development Policy Appendix B:

Guidelines

Under the best professional standards, reconsideration policies ask those charged with reviewing a challenged book or other resource to set aside their personal beliefs and evaluate the work considering the standards outlined in the library's collection development policy. Listed below are some best practices for Reconsideration:

- Bear in mind the principles of the freedom to read and base your decision on these broad principles rather than in defense of individual materials.
- Bear in mind that determinations of age-appropriateness do not violate the freedom to read
- The SFPL complies with the First Amendment, Bill of Rights, and other applicable federal, state, and local laws
- Requests for clarification on policies or codes may be submitted to the Board of Directors by the Board Chairman or Library Director.
- Read or view all materials referred to you including the full text of the material in question, available reviews, and notices of awards, if applicable.
- Review the library mission statement, collection development policies, and reconsideration policies.
- The general acceptance of the materials should be checked by consulting standard evaluation aids and your institution's selection policies.
- Challenged materials should not be removed from the collection while under, unless they are shown to be in violation of SFPL Policies and may not be shelved in the Children's or Teen departments until after a final decision is made.
- Passages or parts of the work in question should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the materials as a whole.
- The decision should be based on an evaluation of the material within the scope of the library's collection development policy.
- Compliance with SFPL Policies for materials available to minors is mandatory. If the book is not in compliance, it must be relocated and is subject to being removed by the Reconsideration process or as directed by the Library Board.

Discussion Guide

Board Members should read, view, or listen to the contested material in its entirety then meet with other members of the Board at the designated time to determine if the material should be retained, moved, or withdrawn. This guide is designed to help in that discussion.

DISCUSSION GUIDE FOR REVIEW OF MATERIALS

Title:

Author:

Purpose/theme:

Does the work meet one or more selection criteria from the Collection Development Policy?

- Reputation and qualifications of the creator(s), publisher(s), or producer(s)
- Community needs, interests, and demand
- Classic, enduring, and quality works that should be available to the community
- Present and potential relevance to community needs
- Relevant to today's world, reflecting problems, aspirations, attitudes, and ideals of society
- Representative of differing viewpoints on controversial subjects from both past and present
- Clear and accurate with the scope of text or audiovisual presentation appropriate to the needs of the users
- Quality format and value, commensurate with cost and/or need
- Authenticity of voice
- Representative of diverse points of view
- Judgment of the work as a whole
- In compliance with applicable policies in the content and location of the material

Reviews and lists

The Library will supply reviews of this material and the name of selection lists it appeared.

Board Members can also check for additional sources. Please be able to discuss:

- The source of the review or list
- Whether the review was favorable or unfavorable
- Any biases the review or list might contain

Decision

At the conclusion of their meeting, the Board of Directors will vote by to make one of the following decisions:

- Retain the material
- Move to a different collection in the library
- Withdraw from circulation