

Volume III - Collection Development

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Volume III.1 Youth Collection Development

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EATON RAPIDS AREA DISTRICT LIBRARY COLLECTION DEVELOPMENT

ARTICLE I INTELLECTUAL FREEDOM

The Eaton Rapids Area District Library believes in, supports, and follows the principles of intellectual freedom adopted by the American Library Association (ALA) as stated in the Library Bill of Rights and the Freedom to Read statement.

The Library assures free access to its holdings by patrons within the constraints of Michigan law. All 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.

- **APPENDIX – LIBRARY BILL OF RIGHTS & FREEDOM TO READ**
- **APPENDIX - FREEDOM TO READ**
- **APPENDIX - THE FIRST AMENDMENT TO THE U.S. CONSTITUTION**

ARTICLE II OBJECTIVES

The Eaton Rapids Area District Library strives to provide current and factual information to supplement and enrich individual learning, and provide materials for recreational reading and other leisure time activities. The primary objective is to acquire materials of contemporary significance and of permanent value, taking into account the community, the purpose of the Library, the users, the present collection and the available resources. Therefore, materials are selected on a wide variety of subjects, viewpoints, reading levels and formats in order to provide a balanced collection.

All information will be readily available to the entire community regardless of gender, age, education, language, religion, ethnic and cultural background, or mental and physical ability.

ARTICLE III. RESPONSIBILITY FOR SELECTION

Material selection is accomplished under the policies adopted by the Board. The authority for selection of all print and non-print materials lies with the Library Director and, under his/her direction, to the professional staff that are qualified by reason of education, training and experience.

ARTICLE IV GENERAL CRITERIA FOR SELECTION

4.1 General. Factors to be considered in adding adult and children's materials to the Library collection shall include one or more of the following:

- Present collection composition
- Interest and demand
- Popularity of previous works by an author
- Currency and accuracy
- Intended audience
- Significance of subject, author, or title
- Diversity of viewpoint
- Effectiveness of the format in conveying information
- Space and budget considerations
- Availability of materials on given subject
- Local, State or regional historical significance
- Positive reviews from professional journals and popular periodicals/catalogs

Every effort is made to represent all sides of controversial issues. The library does not sanction particular beliefs or views, nor is the selection of any given item equivalent to an endorsement of the author's viewpoint. The controversial nature of any specific material will not be a sole criterion for its inclusion, or exclusion, from the collection. Library materials will not be marked, altered, identified or shelved in a special manner due to controversial contents and no item in the Library collection will be sequestered, except for the express purpose of protecting it from damage or theft. No materials shall be excluded because of religion, race, color, sexual orientation, veteran status, disability, political or social view of the author.

Materials are purchased in the most appropriate format for Library use. New formats are considered for the collection when industry reports and evidence from local requests indicate a significant portion of the community has the necessary technology to make use of the format. Availability of the item in the format, cost per item and the Library's ability to acquire and handle the components will also be factors in determining when a new format will be collected.

All requests from patrons or staff for specific materials, titles or subjects will be seriously considered; all purchases will be within the selection guidelines outlined in this Policy. Some patron requests may be fulfilled through the Interlibrary Loan service.

4.2 Small Press and Self-Published Works. These titles are subject to the same selection criteria used for evaluating all items for the Library's collection. The two main criteria we use in the evaluating small press and self-published items are:

- A professional review of the title in resources such as Library Journal, School Library Journal, Booklist, Publishers Weekly, Kirkus, Billboard, or local newspapers.

- Demand for the title as demonstrated by patron requests or its appearance on a bestseller list.

Any copy submitted for evaluation will not be returned in the event it is not added to our collection; it will be treated as a donation.

4.3 Electronic Format Criteria. Additional criteria are considered when selected materials available in electronic formats.

- Ease of use of the product
- Accessibility to multiple users
- Access to needed equipment
- Enhancement of the print equivalent (if any) in terms of speed, flexibility, combinations of search terms, general utility
- Continued access to retrospective information, when necessary or desirable
- Reduction in number of copies of a print source
- Technological compatibility of electronic resources

4.4 Collection of Things. A variety of objects will be added to the Library’s collection and made available to patrons. Objects are chosen to offer people a discovery experience with new technology or large priced items for which they wouldn’t have need for regular use. These objects are evaluated on their benefit to the community as well as the desire to increase people’s access to resources that they wouldn’t otherwise have.

**ARTICLE V
REQUEST FOR RECONSIDERATION OF MATERIAL**

If a patron finds any portion of the Library’s collection objectionable, he or she may file a formal request for reexamination of materials by completing a Reconsideration Form, available at the Front Desk. A completed Form will be reviewed by the Library Director.

The Library Director will then respond to the patron in written form within 30 days of the Form’s submission describing the action the Library will take in regard to the challenge. This Policy will act as the basis for the response. Should the patron wish to appeal this decision, he or she may make an appeal in writing directly to the Library Board. The decision of the Board is final.

While an item is being reviewed, copies will remain in active status in the collection.

- **APPENDIX – RECONSIDERATION FORM**

**ARTICLE VI
COLLECTION MAINTENANCE**

Eaton Rapids Area District Library staff members routinely evaluate the collection and

remove materials to ensure a current, accurate and inviting collection. Criteria used when withdrawing materials include:

- Publication date
- Condition
- Duplicate titles
- Insufficient use
- Formats that have become obsolete

All Library materials withdrawn will be removed from the Library's records and clearly marked as withdrawn. Items of usable condition that are withdrawn from the collection will be given to the Friends of the Library for sale to the public.

ARTICLE VII REPLACEMENT OF MATERIALS

Replacement of items depends upon the demand for that particular title, the availability of more current materials on the subject, and the extent of coverage of the subject in the collection. It is not the Library's policy to automatically replace all materials withdrawn.

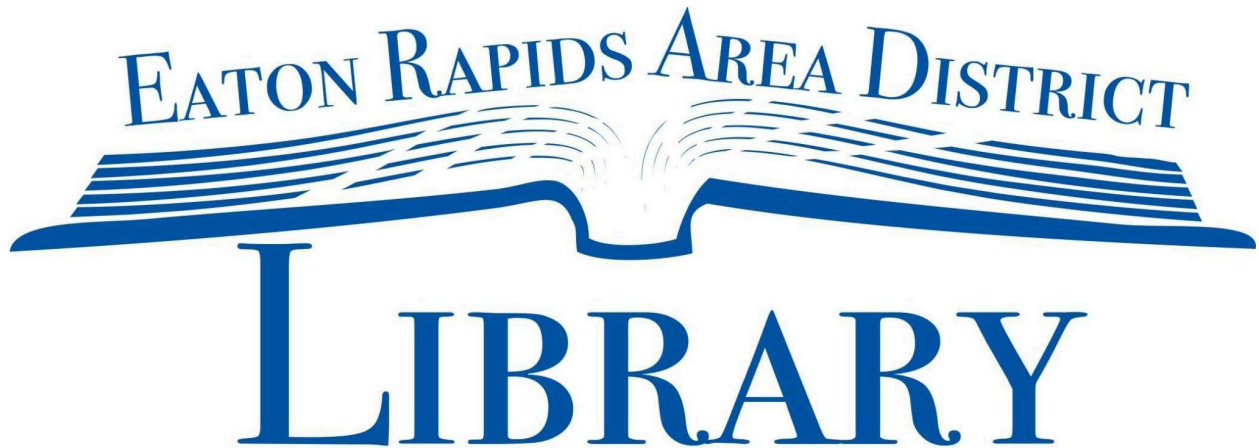
ARTICLE VIII GIFTS AND MEMORIALS

8.1 General. The Library will encourage and accept gifts with the explicit understanding that all materials donated specifically to the Eaton Rapids Area District Library become the property of the Library without restrictions. The Library retains unconditional ownership of all gifts and donations and reserves the right of final decision on their use, display, housing, withdrawal or other disposition. Materials may be integrated into the Library's collection only if they meet the same standards required of purchased materials.

Memorial gifts are acknowledged and materials are identified with a bookplate. Upon request, the Library will provide donors with a letter which can be used for tax purposes.

8.2 Non- Book Gifts. The Eaton Rapids Area District Library may accept non-book gifts (e.g., plants, art, musical instruments, aquariums, office equipment, etc.), if the cost of supporting the ongoing maintenance is part of the gift. If maintenance is not part of the original gift, the gift will be accepted only if the funding for the maintenance is within the budget of the Library. All technological donations must be coordinated in advance of the actual purchase with the Library Director. No gifts are accepted with restrictions. All gifts become the property of the Library and may be utilized, sold or disposed of in the best interest of the Library.

8.3 Appraisals. The Library does not assess the value of donations for tax purposes. However, as stated above, the quantity of gift materials may be acknowledged for tax purposes at the request of the donor.



Volume III.1 - Youth Collection Development

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- **APPENDIX - FREEDOM TO READ**
- **APPENDIX - THE FIRST AMENDMENT TO THE U.S. CONSTITUTION**

ARTICLE II OBJECTIVES

The Eaton Rapids Area District Library strives to provide current and factual information to supplement and enrich individual learning, and provide materials for recreational reading and other leisure time activities. The primary objective is to acquire materials of contemporary significance and of permanent value, taking into account the community, the purpose of the Library, the users, the present collection and the available resources. Therefore, materials are selected on a wide variety of subjects, viewpoints, reading levels and formats in order to provide a balanced collection.

All information will be readily available to the entire community regardless of gender, age, education, language, religion, ethnic and cultural background, or mental and physical ability.

The Library's objective in selecting materials for children is to make available a well-balanced, up-to-date, accurate, and desirable collection that meets the informational, recreational, and cultural needs of children from infancy through grade 12.

ARTICLE III RESPONSIBILITY FOR SELECTION

The initial responsibility for materials selection lies with the professional staff of the Children's Department. Recommendations from other staff and the public are considered. The ultimate responsibility for materials selection decisions lies with the Library Director.

ARTICLE IV GENERAL CRITERIA FOR SELECTION

The Eaton Rapids Area District Library's selection policy shall be in full accordance with the Library Bill of Rights and subscribe to the principles of Intellectual Freedom.

The Children's Department strives to provide children with library materials necessary to aid in their educational and personal development.

The Children's Department uses the following criteria in the selection process:

- Educational significance
- Favorable recommendations based on examination of materials by professional personnel
- Reputation and significance of author, producer, and publisher
- Validity, currency, and appropriateness of materials
- Contribution the material makes to the scope of the collection
- High degree of potential user appeal
- High artistic quality and/or literary style
- Quality and variety of format
- Value commensurate with cost and/or need
- Timeliness or permanence

Every effort is made to represent all sides of controversial issues. The Library does not sanction particular beliefs or views, nor is the selection of any given item equivalent to an endorsement of the author's viewpoint. The controversial nature of any specific material will not be a sole criterion for its inclusion, or exclusion, from the collection. Library materials will not be marked, altered, identified or shelved in a special manner due to controversial contents and no item in the Library collection will be sequestered, except for the express purpose of protecting it from damage or theft. No materials shall be excluded because of religion, race, color, sexual orientation, veteran status, disability, political or social view of the author.

Materials are purchased in the most appropriate format for Library use. New formats are considered for the collection when industry reports and evidence from local requests indicate a significant portion of the community has the necessary technology to make use of the format. Availability of the item in the format, cost per item and the Library's ability to acquire and handle the components will also be factors in determining when a new format will be collected.

All requests from patrons or staff for specific materials, titles or subjects will be seriously considered; all purchases will be within the selection guidelines outlined in this Policy. Some patron requests may be fulfilled through the Interlibrary Loan service.

ARTICLE V INTEGRITY

As a tool, the Library uses review journals in the selection process. A favorable review in one of the following journals applies; Library Journal, School Library Journal, Booklist,

Publishers Weekly, Kirkus, Billboard, local newspapers, and other media of local emphasis.

Non-print materials are selected using the same criteria.

ARTICLE VI GIFTS AND MEMORIALS

Gifts and donations of children's materials are gratefully accepted. However, all materials are subject to the same criteria as the overall general collection development policy.

ARTICLE VII COLLECTION MAINTENANCE

Collection Maintenance is an essential part of the collection development process. Materials may be discarded because of poor physical condition, inaccurate and dated information, and lack of use or interest. Collection Maintenance of the children's collection is subject to the same criteria as the overall general collection development policy.

ARTICLE VIII PLACEMENT OF MATERIALS

Placement of materials is based on age, content, and readability of material. This is founded on the Library staff's professionalism, knowledge and the use of professional journals and collection development tools. Placement of materials will not be based on the book's religion, race, color, sexual orientation, veteran status, disability, political or social view of the author.

- **APPENDIX - PLACEMENT GUIDELINES**

ARTICLE IX CONTROVERSIAL MATERIALS

The Eaton Rapids Area District Library asserts its rights and duty to keep on its shelves a representative selection of materials on all subjects of interest to our patrons and not prohibited by law, including those materials on all sides of controversial issues. Materials on any subject, if published by a reputable and well known publisher and sold without restrictions in bookstores, are properly admitted to the Eaton Rapids Area District Library. Libraries do not approve, endorse or disapprove of the contents of books or other materials. The Eaton Rapids Area District Library advocates the individual's right to expression, and the individual's right to access ideas and information.

Responsibility for children's reading/viewing rest with the parents or legal guardians. Parents or legal guardians are the only ones who may restrict their children, and only their children, from access to Library materials. Minors have free access to Library

materials in all departments. The Library staff does not serve in loco parentis (in the place of a parent).

ARTICLE X REQUEST FOR RECONSIDERATION OF MATERIAL

If a patron finds any portion of the Library's collection objectionable, he or she may file a formal request for reexamination of materials by completing a Reconsideration Form, available at the Front Desk. A completed Form will be reviewed by the Library Director.

The Library Director will then respond to the patron in written form within 30 days of the Form's submission describing the action the Library will take in regard to the challenge. This Policy will act as the basis for the response. Should the patron wish to appeal this decision, he or she may make an appeal in writing directly to the Library Board. The decision of the Board is final.

While an item is being reviewed, copies will remain in active status in the collection.

- **APPENDIX – RECONSIDERATION FORM**

A. APPENDIX - 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.

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

B. APPENDIX - FREEDOM TO READ

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.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores

National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

C. APPENDIX - FIRST AMENDMENT TO THE U.S. CONSTITUTION

Congress shall make no law respecting an establishment of religion, or prohibiting the free

exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people

to peaceably assemble, and to petition the government for a redress of grievances.

D. PLACEMENT GUIDELINES

Juvenile Easy (birth-6)

- Picture Books
- Read to Me Books
- Readability
- Content is relatable to age range of reader

Early Readers (6-8)

- Learning to read
- Level Readers
- Readability
- Content is relatable to age range of reader

Juvenile (8-12)

- Early Chapter Books
- Readability
- Protagonist is around the age range of reader
- Content is relatable to age range

Teen (13-17)

- Protagonist is around the age range of reader
- Readability
- Higher level chapter books
- Content is relatable to age range

Young Adult (18-25)

- Protagonist is around the age range of reader
- May have crossover appeal
- Readability
- Content is relatable to age range

Source used to assist placement decisions: NoveList K-8 and NovelList Plus on [Mel.org](https://www.mel.org) (found under eResources > public libraries). NovelList K-8 and NovelList Plus offers book reviews from credible sources: Publishers Weekly, Library Journal, Booklist, and School Library Journal.

E. APPENDIX - RECONSIDERATION OF LIBRARY MATERIALS
Eaton Rapids Area District Library
Reconsideration of Library Materials Form

Title: _____

Author: _____

Type of Material: Book _____ DVD/Blu-Ray Disc _____ Other (please specify): _____

Request Initiated By: _____

Represents: Self _____ Organization (Name) _____

Address: _____

City: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

1. Have you read, viewed or heard the entire work? Yes _____ No _____
(Requestors must have read, heard or viewed the entire work to have the challenge considered)

2. What do you believe is the theme and/or major intent of this work?

3. Are you aware of the judgment of this work by subject specialists or literary critics?

Yes _____ No _____

Itemize:

4. What do you find objectionable about this item?
(Required to provide citations and specifications)

5. What do you feel the result of reading, hearing or viewing this work might be?

6. In its place, what work of equal literary quality would you recommend the Library purchase that would cover the same subject or content?

I have read and understand the following;

- Freedom to Read Statement
- Library Bill of Rights
- First Amendment to the U.S.A Constitution
- Eaton Rapids Area District Library Collection Development Policy
- Eaton Rapids Area District Library Collection Placement Guidelines

Signature: _____ Date: _____