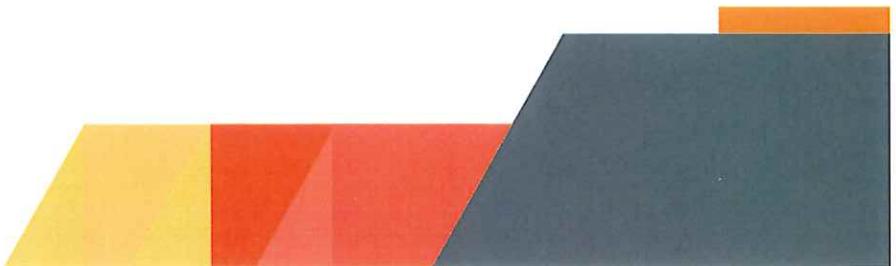




# **Reconsideration Policies, Plans, and Procedures**



# Table of Contents

## **ALA Bill of Rights**

### **Loan**

Access to Materials  
Circulation Policy  
Challenge Policy  
Reconsideration Policy

### **Other**

Operations Policy

## The ALA 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 in 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 the abridgment of free expression and free access to ideas
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

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Adopted: June 19, 1939, by the ALA Council  
Amended: October 14, 1944  
Amended: June 18, 1948  
Amended: February 2, 1961  
Amended: June 28, 1967  
Amended: January 23, 1980;  
Amended: January 23, 1996 inclusion of "age"  
Amended: January 23, 1996  
Reaffirmed: Divide County Library Board January 24, 2023

## Access to Materials

### **Service Policy: Access to Materials**

The Divide County Public Library does not deny or abridge the use of the library because of an individual's national origin, age, background, views, gender, or culture.

The library does not act in loco parentis. Parents and/or legal guardians are responsible for children's and young people's reading, viewing, and listening.

The library will not restrict access to library materials under the assumption that certain materials may be "harmful" to minors or in an effort to avoid controversy with parents. Young people have varied levels of intellectual development and families have differing backgrounds and child-rearing philosophies. Such significant factors are not accommodated by a uniform policy based on age. The library has a responsibility to ensure that young people have access to a wide range of informational and recreational materials and services to meet their diverse needs.

The library will restrict access to certain materials for the express purpose of preservation of these materials in order to protect them from theft or mutilation.

**Adopted:** January 24, 2023

## Divide County Library Circulation Policy

### **Service Policy: Circulation**

The goal of the Divide County Public Library is to have citizens use the collection as much as they need and want. However, the library has to ensure equitable access to circulating materials for all library users and therefore established specific loan periods. The Divide County Public Library does not charge late fees on overdue materials but will charge for lost and damaged materials.

#### **Library Cards:**

Library cards are issued to all patrons within Divide County and surrounding counties wishing to check out items from the library. A complete address, phone number, driver's license, and proof of residency must accompany the library card application.

Users must agree to the following when receiving a library card:

- To be responsible for all materials borrowed on this card and to reimburse the Library for any lost or damaged materials.
- To return Library materials on time.
- To recognize that the Library retains the right to suspend borrowing privileges.
- To recognize that the Library has the right to refuse delinquent accounts or fees and charges to a COLLECTION AGENCY.

#### **Books, Periodicals, Audiobooks, Videos, and Equipment:**

Materials circulate for three weeks. Materials can be renewed in person, by telephone, or online for an additional loan period if there are no holds. The renewal period begins the day the renewal transaction is entered.

Adult patrons are allowed to have 20 items checked out at a time. Children in grades kindergarten to sixth grade\* may check out 3 books . \*This is subject to change based on the Elementary School Policy.

#### **Loan Periods:**

All materials have a 3-week loan with the option to renew materials two times if the item is not on hold.

Reference material may not be checked out.

Renewable items may be renewed in person, by telephone, or online for up to 2 additional loan periods if there are no holds. The renewal period begins the day the renewal transaction is entered.

#### **Holds:**

Patrons may request that an item be held for them. The patron will be notified by phone or email (if the patron permits email notifications) when the item is available. If the item is not

claimed within five library days after notification, it will be given to the next patron on the reserve list or returned to general circulation.

#### **Overdue and Lost/Damaged Materials:**

Divide County Library does not charge for overdue items. Items that are lost or damaged will be assessed fees per policy. Borrowers who have more than \$15.00 in outstanding fees on their account may not check out materials. Borrowing may resume when fees are reduced below the \$15.00 maximum by the return of the item(s) or by payment of fees.

#### **Billing:**

The replacement cost of an item is billed to the borrower when it is 30 days overdue. This cost will be removed from the borrower's account when the item is returned or paid for.

The library will not accept replacement item(s) in lieu of payment of lost item fees or damage fees.

The names of delinquent borrowers who have over \$125.00 in fees may be referred to a collection agency. Delinquent borrowers are responsible for any fees charged by collection agencies or small claims court in addition to fees and payment for lost items.

#### **Interlibrary Loan Policy (ILL):**

If the Divide County Public Library does not have certain material requested by a patron, the librarians will be glad to request the sought-after materials from the North Dakota Library Network.

**Limits:** Patrons will be limited to 3 items requested at one time. The total amount could go up to 5 items depending on the type of materials and usage intended. For example, a school teacher could request up to 5 items when used for a class unit. When those items are returned by the patron, more items can be requested. There is no cap on the number of items a person may request in the course of a year.

**Circulation Period:** The circulation period is set by the lending library. Renewals are up to the discretion of the lending library. If a renewal is requested by a patron, we will e-mail the lending library and request an extension; then contact the patron with the answer.

Patrons will be contacted up to 2 times when an item is received at the library and contact dates will be noted in the patron record. If the item(s) is not picked up by the patron by the date due, the patron will be charged the full cost of the return postage.

Patrons will be charged \$1.00 for each item requested to help defray the cost of return postage.

Amended: 9-17-21

## Divide County Library Challenge Policy

### **Statement of Concern about Library Resources**

Divide County Public Library believes in freedom of information for all and does not practice censorship. The selection of library materials is predicated on the patron's right to read and freedom from censorship by others. Selections for the library are made solely on the merits of the material in relation to the development of a collection that serves the needs and interests of our library serving area.

A. The patron's choice of library materials for personal use is an individual matter. Responsibility for the use of materials by children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, the library patron cannot exercise censorship to restrict access to the materials by others.

B. Any patron in the library's service area who objects to the presence or absence of a work may do so by completing the Statement of Concern about Library Resources form. The Divide County Library Board recognizes that a collection of diverse materials may result in some complaints or requests for reconsideration. The professional staff and the DC Library Board will review the challenge. The patron will be informed of the Board's decision regarding the challenge.

C. The patron objecting to any library materials will be given the ALA Bill of Rights, Access to Materials Policy, and the Statement of Concern form. The form must be completed in its entirety before it will be considered for review by the Library Board and the Director.

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### **Library Resource Statement of Concern**

The Library Board of the Divide County Public Library has authorized the use of this form as part of its Materials Selection Policy. When completed, this form should be returned to the Library Director, Divide County Library, POB 90, Crosby, ND 58730

Your Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Zip \_\_\_\_\_ Phone \_\_\_\_\_

Citizen represents: Self \_\_\_\_\_ Organization Name \_\_\_\_\_

Title of item \_\_\_\_\_

Author \_\_\_\_\_

Format (e.g. book, video, CD, etc.) \_\_\_\_\_

Did you read, view, or listen to the entire work? \_\_\_\_\_

Complainant represents: You \_\_\_\_\_ Other Group(identify) \_\_\_\_\_

A) To what in the book do you object? Please be specific: cite pages.

B) What do you feel might be the harmful result of reading this book?

C) Is there anything good about this book? Explain

D) Did you read the entire book? \_\_\_\_\_ If not, what parts and why?

E) Are you aware of the judgment of this book by competent reviewers?

F) What do you believe is the theme of this book?

G) What book of equal literary merit would you recommend giving more valuable content and perspective in the field to which the book relates?

H) Do you feel the book should be withdrawn from the library? \_\_\_\_\_

I) Do you feel its use should be restricted? \_\_\_\_\_ To whom? \_\_\_\_\_

Signature of Complainant \_\_\_\_\_

Date: \_\_\_\_\_

Amended: 1/24/2023

## Reconsideration Policy

### **Intellectual Freedom**

The Divide County Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement and the Library Bill of Rights. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. The selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints it presents.

### **Reconsideration Requests**

When a complaint about library items is made, the following steps will be followed:

1. Informal:
  - A. The consideration will be listened to calmly and courteously.
  - B. The Library's selection policy and commitment to intellectual freedom will be explained, to help the patron understand the value of a diverse library collection and that ownership of an item does not indicate agreement or endorsement of the ideas, values, or principles expressed therein. This will be done respectfully and in a fashion that acknowledges and restates the patron's concerns.
  - C. If the patron has recommendations for other materials on the topic, they will be noted, and if appropriate, procured.
  - D. If the patron is not satisfied, advise the patron of the library's policy and procedures for handling a reconsideration request, and provide the patron with a copy of the Library's Selection Policy and of the Request for Reconsideration Form.
2. Formal:
  - A. If the form is filled out, make sure a prompt written reply related to the concern is sent.
  - B. The item shall remain part of the collection until a decision has been made.
  - C. Notify the Director and/or the Library Board of the complaint and assure them that the Library's procedures are being followed. Present full, written information giving the nature of the complaint and identifying the source.
  - D. Notify the Chairperson of the North Dakota Library Association's Intellectual Freedom Committee that a reconsideration request has been filed.
  - E. The Director and staff involved in collection development shall review the request for reconsideration. This includes:
    - a. Reading/viewing/listening to the challenged item in its entirety.

- b. Considering the objections in terms of the Library's Selection Policy, the principles of the Library Bill of Rights, and the opinions of various reviewing sources used in materials selection.
- F. If the reviewed material does not meet the criteria set forth in the Selection Policy, the Library shall acknowledge that the material is unsuitable and will be withdrawn from the collection.
- G. If the material does meet the selection criteria, the item shall remain part of the collection
- H. The Director will respond to the request clearly and precisely, stating the reasons the material was withdrawn or retained. This response will also inform the requestor how to pursue the matter further.

3. Appeal:

- A. If the requestor feels that the problem has been dealt with inadequately, a final appeal to the Library Board can be made.
- B. A public hearing will be conducted with the Board acting as the decision-making body.
- C. The Director will notify the American Library Association Intellectual Freedom Office, and their advice will be enlisted.

4. Hearing:

- A. An open meeting will be held—the location, beginning, and ending times of the meeting will be publicized in advance of the meeting.
- B. The meeting will be conducted by the Director or Assistant Director.
- C. The Library Board will act as the decision-making body. A quorum must be present.
- D. News coverage will be arranged by the Director.
- E. Persons wishing to speak must register prior to speaking, giving their name, address, and organization represented (if any).
- F. Each speaker will be given four minutes in which to present his/her point of view. A timekeeper will be appointed prior to the meeting.
- G. Library Board members will be given time to ask questions following each testimony.
- H. Each speaker should present a written copy of his/her testimony to the Library Board members.
- I. The Board will review the testimonies heard. They will vote at a later date after they have had time to weigh and consider the testimonies. The Board will issue its opinion within [Number of Working Days] working days after the hearing.
- J. The Board will make their decision public and the Library will take action in accordance with that decision.

## **Divide County Library's Operations Policies**

### **Mission Statement:**

The Divide County Library's mission is to inspire the joy of reading and encourage the pursuit of knowledge.

### **Selection Policy:**

When selecting materials the library will consider the following:

- Source materials and thoughtful interpretations that document or shed light on the past
- Contemporary materials representing varying points of view and are of current interest and possible future significance, including materials that reflect current conditions, trends, and controversies
- Materials that inform and increase an individual's ability to function effectively as a member of society
- Materials that provide an aesthetic experience, stimulate the imagination, and increase an individual's potential creativity
- Materials that expand an individual's understanding of the world in which they live
- Materials that entertain and may enhance an individual's enjoyment of life

### **Collection Development Policy**

DC Library will base its collection development policy on the following criteria:

- Critical reviews
- Presentation and readability
- Reflection of all sides of issues
- Author's reputation and significance as a writer without regard to political, racial, religious, etc. affiliation
- Reputation and standing of the publisher
- Availability of the material or information elsewhere
- Local or national significance
- Quality of the physical format
- Up-to-date information
- Public demand and interest

An item need not meet all of these criteria to be selected.

## Weeding Policy

The library collection will be reviewed annually. Materials will be removed from the library's collection if they are:

- Outdated
- In poor condition
- Haven't circulated in the last two years
- Duplicates

An item need not meet all criteria to be weeded from the library's inventory.

## Divide County Library's Operations Policies

### *I. Introduction*

#### **Mission Statement:**

The Divide County Library's mission is to inspire the joy of reading and encourage the pursuit of knowledge.

#### **Purpose of the Policy:**

The purpose of the Collection Development Policy is to serve as an official statement of the Divide County Public Library's commitment to meeting the informational and recreational needs of the community served, as well as to provide guidance to the library staff for meeting these needs.

#### **Community Assessment:**

In addition to general community awareness, the library will continually use various assessment tools including surveys, customer registration data, customer requests, and information from other community groups, to best determine how to meet the information and recreational needs of the community. The library is committed to a flexible, evolving, and ongoing assessment process.

### *II. Responsibility for Selection*

#### **Responsibility for Selection:**

Under the terms of the North Dakota Century Code 40-38-04, the Board is ultimately responsible for all library expenditures, approving selection policy, and setting the goals and objectives for the library and its collections. The Library Director has the responsibility of oversight and approval of all library expenditures, and thus the responsibility for selection is the Directors. The Director may choose to delegate the actual selection and deselection of materials to qualified library employees.

### *III. General Selection Criteria and Tools*

#### **Statement Regarding New Collections:**

The Divide County Public Library continues to investigate new formats and technologies for inclusion in the library's collections. New formats and technologies will be added to the collection based on popularity and the identification of budgetary resources.

### **General Selection Policy:**

The general criteria listed below apply to the selection of all materials for the Fargo Public Library. Collection-specific criteria may be mentioned in their respective collection development profiles. Not all titles selected will meet all the criteria listed, but will fall into at least one of these categories:

- Source materials and thoughtful interpretations that document or shed light on the past
- Contemporary materials representing varying points of view and are of current interest and possible future significance, including materials that reflect current conditions, trends, and controversies
- Materials that inform and increase an individual's ability to function effectively as a member of society
- Materials that provide an aesthetic experience, stimulate the imagination and increase an individual's potential creativity
- Materials that expand an individual's understanding of the world in which they live
- Materials that entertain and may enhance an individual's enjoyment of life
- Public demand and interest
- Timeliness of information and/or significance of the subject
- Evaluations in professionally recognized critical review sources
- Special local interest or community relevance
- Authority and competence of the author and/or reputation and standing of the publisher
- Effective expression
- Contribution to the diversity or breadth of the collection
- Effectiveness and suitability of format, durability, and ease of use
- Replacement of lost copies and/or updating to current information
- Availability of information elsewhere
- Impact on materials budget
- Support of the Library's mission and roles

### **General Selection Tools:**

The Divide County Public Library uses the following resources when making selection decisions: Professional journals, trade journals, subject bibliographies, publishers' catalogs and promotional materials, reviews from reputable sources, lists of recommended titles from professional sources, popular and news magazines, related web sites such as Amazon.com and sales representatives for specific materials. Purchase suggestions from customers are also an important source, and customer suggestions are added to the collection as long as they meet the stated selection criteria.

### **IV. General Deselection Criteria**

Deselection, the systematic removal of materials from the collection, is an important component of total collection development. Ongoing reevaluation of materials is necessary in order to maintain a current,

accurate, and inviting collection. Deselection improves the accessibility of the remaining materials, enhances the appearance of the collection, and helps improve the overall circulation and turnover rates of materials.

Discarded materials become the surplus property and may be sold for fundraising purposes or discarded at the Library's discretion.

The process and decision to deselect an item take into account the same criteria used when the item was first selected for inclusion in the collection. Please see Deselection Policy for more information.

## **V. Adult Collection Overview**

The Divide County Public Library Adult Collection primarily serves the recreational and informational needs of all people in Divide County. The collection consists of fiction, genre fiction, and nonfiction works. Materials for the Adult Collection are selected and maintained using the General Selection Criteria unless otherwise noted. In accordance with the Access to Materials Policy, the library does not deny or abridge the use of materials because of an individual's national origin, age, background, or views. Parents or guardians are responsible for materials chosen by children.

### **Large Print:**

The Large Print collection is primarily a duplication of titles already in the library in standard type. The collection consists of literature classics, popular best sellers, genre fiction, and nonfiction. Large print books are seldom reprinted, so an emphasis is placed on purchasing the most desirable titles soon after publication. Staying current with series, popular works, and titles that will appeal to an older audience is important when selecting this collection.

## **VI. Special Collections**

### **Reference:**

The library maintains a Reference collection that is primarily used to answer reference questions and to serve the informational needs of our patrons. Reference materials remain in the library to be readily available to all library users. The reference collection contains standard works in areas of general reference, medical information, automotive, business, and local and regional history. Included are indexes, encyclopedias, state legal codes, biographical resources, dictionaries, almanacs, directories, and current and historic atlases. These reference materials are unable to be checked out as they are important items to the collection that need to remain intact for years to come.

## **VII. Periodical Collection**

The Divide County Public Library first and foremost purchases and retains periodicals that satisfy the research needs, informational needs, and educational needs of the citizens of Divide County.

The materials included in the Periodical Collection include periodicals in print, microform, and online databases.

The newspaper collection includes newspapers from major cities, but the primary focus is on regional newspapers. The local newspaper The Journal is available on microform from its beginnings in the late 1900s.

Magazines are maintained at the library. The majority of magazines are retained for the current and previous two years. After retention magazines are put on the donation rack for anyone to take as needed.

## **IX. Electronic Resources**

Electronic resources are defined as subscription databases, e-books, e-magazines, and other resources accessed digitally via PCs, tablets, e-readers, phones, or other Internet connected devices.

The Divide County Public Library participates in resource-sharing agreements with the North Dakota State Library, ODIN, and the North Dakota Digital Consortium. Agreements allow the library to receive competitive pricing and divide administrative and selection responsibilities. Decisions on the acquisition of electronic resources are made in cooperation with these organizations and reflect the variety of missions and collection goals of member libraries, not exclusively the Divide County Public Library.

### **Electronic Resources and Databases:**

The Library may add electronic resources for their own use or as part of a resource sharing agreement. These are subject to the General Selection Criteria.

Electronic databases are selected in coordination with the library's reference staff or relevant professional staff to meet general collection needs. A demonstration or trial subscription will be provided by the vendor for the staff to evaluate. Additional criteria used to evaluate electronic resources include:

- Access to multiple concurrent users
- Access to remote users
- Ease of use
- Additional functionality compared to print formats
- Access to retrospective information
- Vendor relationships, technical support, and contractual concerns

### **E-Books and Similar formats:**

Electronic materials such as e-books, e-videos, e-magazines, and e-audiobooks are subject to the General Selection Criteria.

Additional criteria used to evaluate e-content platforms include:

- Ease of use

- Access to a variety of popular devices
- Access to multiple concurrent users when possible
- Vendor relationships, technical support, and contractual concerns

Since electronic materials do not wear out or take physical shelf space, condition and usage are not considered as deselection criteria. All other deselection criteria -- such as relevance -- are considered. In the case of a resource-sharing agreement, the Library may not be able to deselect all desired materials or respond to item challenges for electronic materials that are accessed as part of a resource-sharing agreement.

## **X. Media Collection**

The Media Collection consists primarily of DVDs, music CDs, and audiobooks on CD. The collection is intended to fulfill both recreational and educational needs. Selection and maintenance of these materials fall under the General Selection Criteria.

## **XI. Children's Services Collection Overview**

The Divide County Public Library Children's Services Department primarily serves the needs and interests of Divide County residents from birth through early adolescence (grade six) as well as their adult caregivers. The collection also serves teachers who work in Divide County schools, childcare providers, homeschooling families, and adults working with or interested in materials for children as well as teachers who are Divide County residents but work in outside communities. Further, the collection supports library services for this age group.

The Children's Services collection should be balanced in accordance with the needs of each age level served and all materials selected for the collection will meet these age criteria.

While local school curricula are generally supported, textbooks and workbooks are excluded from the children's collection except in cases when materials deem appropriate for the collection.

The library does not limit children to the use of only materials in the children's collection. Parents or guardians are responsible for materials chosen by children.

### **Board Books:**

Board books—small, sturdy books aimed at babies and toddlers—are housed in a special board book bin in the children's areas of the library facilities. In addition to durable cardboard pages, most board books address simple concepts, such as colors, shapes, letters, and counting.

### **Children's Nonfiction:**

The Children's Nonfiction collection contains informational books on popular subjects, as well as subject-oriented, homework-related books for children through sixth grade. The collection may contain some books written for older audiences if the subject matter is of interest to children and the book is appropriate. Materials in this collection are selected for accuracy, quality, and community interest. The collection strives to cover a wide range of subjects and viewpoints.

**Easy Readers:**

The books in the Easy Reader collection are primarily for beginning readers in kindergarten through second grade. Easy Readers generally fall into various levels based on how easy or difficult they are for children to read. The collection contains fiction and nonfiction books with illustrations, simplified and/or controlled vocabulary, a large typeface, and a limited number of words and lines per page.

**Picture Books:**

The Picture Book collection is a large, popular collection in the Children's Department. Picture books combine text and illustration to tell a story. The illustrations in picture books are designed to extend and complement the text.

The Picture Book collection consists primarily of titles appropriate for children from birth through age eight.

**Youth Fiction Collection:**

The Youth Fiction collection is comprised of fiction titles and graphic novels selected specifically to meet the recreational needs of our youth. The Youth Fiction collection contains books appropriate for independent readers in second through sixth grade. Books include literary classics, award winners, historical fiction, adventure, humor, horror, sports fiction, and contemporary realistic fiction. In library locations where space permits, mystery, fantasy, science fiction, and graphic novels are shelved in separate sections for the browsing and reading convenience of library patrons.

Nonfiction materials appropriate for youth are interfiled within the Adult Nonfiction collection.

Divide County Library does not have a young adult section. Any materials that would be categorized in this section would be located in the adult fiction or nonfiction sections as needed. If a patron would like to read young adult material a request for purchase may be submitted. An additional option will be mentioned to the patron, to search the card catalog for materials readily available at our Divide County High School. The High School carries this section to great lengths and allows our taxpayer dollars to be stretched to the fullest and used appropriately as deemed by the Director and Library Board.

**XIV. Children's Online and Electronic Resource Collections**

The Children's Department provides librarian-selected and approved online resources for children, teachers, parents, and caregivers. Internet sites, subscription databases (electronic resources), and online reader's advisory collections are some examples of the online resources selected by the Children's Services staff. As with other library materials, restriction of a child's access to online resources, especially the Internet, is the responsibility of the parent or other caregiving adults. Parents are encouraged to work closely with their children to select material that is age-appropriate and in keeping with personal and family values.

Children's Services staff regularly reviews selected sites. However, due to the nature of the Internet, the content or purpose of websites can change rapidly and without notice; therefore Library staff cannot be held responsible for these changes. In addition, staff-recommended sites include only those sites directly linked to our Divide County website.

The Divide County Public Library's database collection includes a variety of youth-specific databases intended for use by students in kindergarten through twelfth grade.

## **XV. Children's Services Media Collections**

### **Children's Videos:**

Entertainment, instructional, educational, and informational videos are included in this collection.

The fiction video collection primarily contains popular G and PG-rated video titles.

The nonfiction video collection primarily contains popular educational video series.

### **Read-Along Kits:**

Read-Along kits include a sound recording paired with a picture book or easy reader packaged together in a bag. These kits are primarily for children from birth through age eight.

### **Children's Audiobooks:**

The Audiobooks collection primarily includes unabridged children's titles. The collection includes children's classics, award winners, and popular contemporary titles.

**Adopted: 3/29/2023**