



Hollis Social Library • 2 Monument Square • Hollis, NH 03049  
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## Hollis Social Library: Material Selection and Review Policy

### I. General Statement

The purposes of this policy are to guide staff in the selection of materials; to fulfill the mission of the Library and to inform the public about the scope and nature of the Library's current collection, as well as the collection development priorities which will shape the depth and breadth of the Library's future collection; to serve as a tool to train new staff, aid in selection, weeding, and evaluating the collection, and as a rationale for budget allocations.

The Hollis Social Library endeavors to select materials, in a variety of formats, which will contribute to the general information, education, enjoyment and enrichment of Hollis citizens. The Library maintains a collection for the general public that represents a broad spectrum of opinion and subject matter that is aligned with community interests and needs. The Library's mission statement is available on the Library website.

### II. Selection and Use of Library Materials

1. The selection, and collection maintenance, of books and Library materials is the responsibility of the Library Director and other qualified staff. The Director shall supervise selection, acquisition, processing, and de-selection of Library materials to meet public needs within the structure of the Library selection policies and budget; and explore and implement new collection options.
2. The main points considered in the selection of Library materials are:
  - a. Existing Library holdings
  - b. Individual merit of each item
  - c. Popular appeal/demand
  - d. Budget
  - e. Suitability of material to the community
  - f. Space
3. Reviews are a major (but not the sole) source of information about new materials. The primary sources of reviews include but are not limited to: *Library Journal*, *Publisher's Weekly*, *Book Page*, *School Library Journal*, and *Horn Book*.

4. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand.
5. Materials are judged on the basis of the work as a whole, not on a part taken out of context.
6. No Library materials will be excluded or included solely because of the race, nationality, religion, political or social views, gender identity, or sexual orientation of the author. The selection of Library materials cannot be restricted because of the possibility that someone may find a title or topic objectionable. The Library must maintain a neutral viewpoint to serve the needs of the entire community. The Library also strives to select materials that reflect a wide range of voices, experiences, and perspectives.
7. The Library evaluates patron requests for materials on a case by case basis. For material that is requested but not purchased, the Library will attempt to fill the request through interlibrary loan.
8. The responsibility for children's choices in Library material, and use of Library services, rests solely with the children's parents and legal guardians. Library material selection will not be determined by the possibility that controversial materials may come into the possession of children.
9. The Hollis Social Library subscribes in full to the Library Bill of Rights, to the American Library Association Freedom to Read Statement, and to the American Library Association Freedom to View Statement.
10. In addition to the physical Library collection, the Library subscribes to e-resources. The Library recognizes that the e-resource collections are curated by third party vendors. The Library does not have control over the selection, curation, and de-selection of e-resource collections. As such, the Library assumes no responsibility or liability with respect to the e-resources, including but not limited to, its content. The Library encourages parents and guardians to supervise their children's use of digital materials.
11. Material donations will be accepted in accordance with the Library's Gifts and Donations Policy.
12. The Library may collect self-published or local author works that meet the selection criteria and are of interest to the community. Such submissions are evaluated using the same standards applied to all materials.

### **III. Collection Maintenance**

1. The Library Director will supervise periodic inventory of the collection.
2. Material repair and maintenance will be performed as necessary. Material replacements will be purchased as budget allows.
3. De-selection (weeding): Ongoing evaluation shall be made and the collection weeded as appropriate. In order to maintain a collection that is current, reliable, in good repair, easy to use, and appealing, materials are weeded on a continuing basis. Materials will be weeded when they are judged to be dated, inaccurate,

seldom used, in poor condition, easily found elsewhere, or otherwise not in compliance with the criteria for selection. Staff may use tools such as the CREW (Continuous Review, Evaluation, and Weeding) method and MUSTIE guidelines.

#### **IV. Request for Reconsideration of Library Resources**

1. The Hollis Social Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.
2. Patrons requesting reconsideration and removal of items in the Library may submit a Request for Reconsideration form to the Library Director. The form is available on the Library website or as a hardcopy at the Circulation Desk.
3. The procedure for responding to the written request shall be as follows:
  - a. The form shall be sent to the Director who will initial and date it. The Director will mail a letter to the patron to acknowledge receipt of the form.
  - b. The Director will appoint a Review Committee consisting of the Director, the selector, and other Library staff as the Director deems advisable but the Review Committee shall consist of a total of three (3) persons. Each committee member will be provided with a copy of the request and will review the material in question in relation to the Library's mission and policies.
  - c. The Review Committee shall convene to discuss their individual assessments no more than 15 business days after the Request for Reconsideration is received. At no time will Review Committee assessments be provided to the challenger. The item in question will not be removed from the shelf during the reconsideration process.
  - d. If the Committee majority disagrees with the challenger, the Director will then issue a written decision to the challenger and note that the material will remain in the collection. The challenger will also be informed of their right to appeal the decision to the Library Board of Trustees.
  - e. If the Committee majority agrees with the challenger, or the challenger appeals the initial decision to the Board of Trustees, the Director will notify the Trustee Chairperson and immediately provide each trustee with copies of the Request for Reconsideration and the Review Committee's assessments.
  - f. The Board of Trustees will address the Request for Reconsideration at their next regularly scheduled Board of Trustees meeting. The item in question will not be removed from the shelf during the reconsideration process. The Board of Trustees shall handle each request keeping in mind the Library's policies, the American Library Association's (ALA) Library Bill of Rights, all ALA interpretations of the Library Bill of Rights, The ALA's The Freedom to Read Statement and the ALA's The Freedom to View Statement.
  - g. The Board's discussion and vote shall be held at a public Board meeting. A written assessment and decision of the material shall be executed by the Board, one copy sent to the challenger and one to be kept on file at the Library.

- h. Decisions of the Library Board of Trustees are final and are made within 60 days of receipt of the request.
- 4. The Library Director will report all challenges to the ALA Office of Intellectual Freedom, the NH Library Association, and the NH State Library. Reconsideration records will be retained for a minimum of five years.

## **V. Policy Review**

- 1. This policy shall be reviewed every three years by the Library Director and Board of Trustees to ensure accuracy and relevance. It may also be reviewed at any time should the need arise.

Approved: April 23, 1997

Reviewed/Revised: October 12, 2004, October 4, 2011; February 4, 2014; March 4, 2014; May 14, 2019, September 12, 2022, June 9, 2025

Reviewed by Legal Counsel: August 2022