Ontario City Library
Community & Public Services Agency

MATERIAL REVIEW

Name: _____
Address: _____
Phone Number: _____
Email: _____

MATERIAL INFORMATION

Type of material (check one):

☐ **Book** ☐ **Film** ☐ **Music CD** ☐ **Magazine** ☐ **Audio Book**

☐ **Graphic Novel/Manga** ☐ **Newspaper** ☐ **Other**

Title and Author (if applicable)

SUPPORTING INFORMATION (Attach additional pages if needed)

Have you read, watched, or listened to the entire item? ☐ **Yes** ☐ **No**

Why do you feel this material should be reviewed? Cite specifics, including page numbers, etc.

Are you aware of any critical opinion (reviews) of this material?

Have you read the library's materials selection policy?

Do you think that the selection of this material is in accordance with this policy? Please explain.

What do you suggest the library do about this matter?

The Library will issue a response within 45 days of receipt.

Date Received: _____ **Staff Initials:** _____

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MATERIALS SELECTION POLICY

The purpose of the Ontario City Library is to enrich the community by providing resources that support lifelong reading and learning enjoyment, furnish timely and accurate information that responds to the interests of a diverse community, and supplement the community's education needs in a welcoming atmosphere. The Library adheres to the principles of intellectual freedom adopted by the American Library Association, as expressed in the *Library Bill of Rights*.

Strategic Library Roles

Reference and Community Information Center: Provide Ontario residents timely, accurate and useful information on local, personal, educational or job-related issues

Popular Materials Library: Provide high demand reading, listening and viewing materials of current interest and/or long lasting value for all age groups.

Children's Services: Develop in children a lifelong enjoyment of reading and learning through services to them and their caregivers, focusing on infancy through 8th grade.

Young Adult Services: Provide teen high interest recreational and educational materials while offering them a safe and comfortable location for social interaction, focusing on grades 9 - 12.

Senior Services: Provide relevant materials and programming for library users aged 55 and upwards with a special focus on homebound and limited access services.

Selection and Maintenance of Library Materials

The Ontario City Library selects books and materials which best satisfy community needs within the scope of the Library's Mission, Vision, Values and Roles.

The Library provides a marketplace of ideas and information adhering to the American Library Association *Freedom to Read* and *Freedom to View* statements; and affirming each individual's choice to read and view library materials. Inclusion in the collection is not an endorsement of any item, nor is exclusion a rejection; both are factors of establishing a collection representing diverse community needs.

The Library staff selects and maintains all materials. The basic selection criterion is whether an item is of potential interest to the people served. Other considerations include permanent or timely value, readability, accuracy and authoritativeness, author's and/or publisher's reputation, importance and/or scarcity of material, inclusion indexes, price, format, and availability of the material elsewhere in the area.

Suggestions of authors, titles or subjects are welcome and considered by staff selectors. Contact any staff member to offer a suggestion.

Ontario City Library supports the right of each family to decide which items are appropriate for use by their children. Responsibility for a child's access and use of library materials lies with his or her parent or guardian. Skilled staff members are available to offer guidance to parents upon request. The Library recognizes the importance in a democratic society of individuals forming their own opinions on issues by use of library resources.

Items are not excluded because of the race or nationality or the social, political or religious views of the author. Items are not excluded because they may contain language, illustrations or images possibly offensive to some persons. Anyone that believes an item has been inappropriately selected or omitted should contact staff to report the situation and ask that the item be reconsidered.

Materials are openly available to all except in cases of reference need, fragility or security, in which case certain limitations may apply.

The Library staff is responsible for discarding materials which are surplus to the collection, outdated, or too worn for use.

Gifts of materials or funds to enrich the library collection are welcome. The selection criteria presented here apply to all materials received. The Library reserves the right to accept or refuse conditions placed upon gifts of materials or funds.