



Watertown Public Library  
Materials Selection Policy  
September 2023

This Materials Selection Policy reflects Watertown Public Library's ("WPL's") ongoing commitment to providing a great collection on diverse topics in various formats. This policy is needed to provide structure and consistency for meeting our commitment to provide a well-rounded collection. This policy document sets forth the goals, objectives, and background of the library collection, along with policies for WPL's selection and maintenance of the collection.

*The Mission and Vision statements as well as the Strategic Plan of the Watertown Public Library guide the selection of materials as well as the development of collections and allocation of resources.*

**Mission:** The Watertown Public Library is an evolving and inclusive destination.

**Vision:** The Watertown Public Library aspires to provide educational, engaging and enriching opportunities for all through our inclusive collections, spaces and services.

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#### I. Collection Objectives

Watertown Public Library's primary objectives are to acquire, organize, and make available a wide variety of print, non-print, and digital materials that include works of contemporary significance and enduring value. WPL also recognizes an immediate duty

to offer materials for enlightenment and recreation, even though such materials may not have enduring interest or value.

- A. WPL staff is guided by a sense of responsibility to the library user to offer materials that inform, educate, entertain, and enrich.
- B. WPL's collection is not archival. It is reviewed and revised on an ongoing basis to meet contemporary needs.
- C. Any new format shall be considered for the collection when national surveys and local requests indicate a significant portion of the Watertown Public Library's users express an interest in it. Professional staff will consider the community's access to any new technologies in order to make use of the new format, the Library's ability to circulate and handle the items, costs associated with obtaining and maintaining the items, and other relevant factors when determining if a new format is appropriate to add to the collection. Similar considerations will influence deletion of a format from the collection.

## II. Right To Read

WPL supports the library user's right to access ideas and information representing all points of view. WPL does not promote or endorse any specific beliefs or viewpoints through its collection or collection-related decisions. WPL does not select or withdraw materials from the collection based on the personal beliefs, opinions, or ideologies of any WPL staff member or member of the Library Board of Trustees.

- A. WPL recognizes that many materials may be considered controversial by certain people, groups, or standards, and that any given item may offend a user. However, WPL supports library user's right to access ideas and information representing all points of view.
- B. Every library user has the sole right and responsibility to choose or not choose materials for themselves and their family. Parents and/or legal guardians have the right to choose or not choose materials for their children.
- C. In keeping with the American Library Association's Library Bill of Rights (Addendum 1) and Freedom to Read (Addendum 2) statements, Watertown Public Library does not restrict access to library materials.
- D. WPL uses professional tools and expertise to organize its collections by approximate age range, interests, media format, and other factors in order to help library users find what they are looking for. These organizational tools are no substitute for a library user's own judgment on what is right for themselves or their family. Library users are welcome to request, view, and check out items from all parts of the collection without restriction based on the item's content or the library user's ability or age.

- E. In furtherance of library users' right to access ideas and information representing all points of view, all library users have access to the entire Watertown Public Library collection, the collections of the library system's member libraries, a nationwide interlibrary loan system, and digital collections. WPL staff do not restrict library users' access to any of these collections based on the collection's content or the library user's ability or age.
- F. Collection development decisions are not made on the basis of any anticipated approval or disapproval, but solely on the title in relation to building the collection and serving user interests.

### III. Responsibility for Selection

Ultimate responsibility for the selection of library materials for inclusion in WPL's collection rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. Certain WPL staff members are designated as Collection Developers by the Library Director based on their education and training. Collection Developers share this responsibility under the oversight of the Library Director.

- A. Selection for the collection and selection for individual use are two distinctly different domains.
- B. Collection Developers have a duty to select materials that inform, educate, entertain, and enrich. Collection Developers have a duty to curate a varied collection that serves the entire community. Collection Developers constantly examine their personal biases, utilize analytics tools, and engage in professional development in order to curate a well-rounded collection offering a wide variety of materials that individual library users may select from to suit their needs or interests.
- C. Physical materials held in WPL's collection are selected and maintained by Collection Developers who, as professional librarians, use their experience, judgment, subject-area expertise, data, and reviews to inform their decisions, which are based on the selection criteria set forth in Section IV.
- D. Additionally, the Collection Developers use a variety of selection tools, materials vendor tools, and budgeting tools to ensure a flow of new materials throughout the year, according to budget allocation.
- E. Suggestions from staff members who are not directly involved with selection and suggestions from library users are encouraged and given serious consideration in the selection process.
- F. WPL's digital materials are provided through state-wide collections, library system cooperative purchases, and/or bundled products to which WPL

contributes funds. The Watertown Public Library has no direct control over this selection other than to recommend titles.

#### IV. Criteria for Selection

Selection is a discerning and interpretive process, involving a librarian's general knowledge of the subject and its important literature, a familiarity with the materials in WPL's collection, and recognition of needs and interests of the community.

- A. WPL recognizes that some materials may be considered controversial by some members of the community. Through a balanced collection, WPL strives to represent a variety of perspectives, to entertain, educate, and expand the whole person and the whole community. A balanced collection is not defined as an equality of numbers but of representation. The selection of any title does not constitute endorsement of its contents by WPL.
- B. The Collection Developers must consider each type of material individually and on its own merits. No single standard can apply to all acquisition decisions. The criteria outlined in this policy are simply guidelines and do not replace the judgment of library professionals. Some materials may be selected primarily for artistic merit, scholarship or value to humanity, while others may be chosen to satisfy the recreational and entertainment needs or interests of the community.
- C. WPL selects materials of varying complexity and format to serve a public that includes a wide range of ages, educational backgrounds, abilities, sensory preferences, reading skills, needs, and interests.
- D. The evaluation and selection of materials, whether purchased or donated to the Library, is a process that utilizes reviews in professional journals, popular magazines, newspapers, the non-print media, subject bibliographies and recommended lists, publishers' catalogs, staff and user requests, and professional websites. Criteria also include professional reviews, author qualifications, and community demand. Standard tools used may include but are not limited to Library Journal, Booklist, Baker and Taylor's Forecast, The New York Times Book Review, School Library Journal, Horn Book, and BookPage. For nonfiction books, Collection Developers may consider the factual accuracy of ordinary historical facts. Reader reviews on Amazon or similar sites are not generally considered as part of the review process.
- E. Collection development decisions are made solely on the title in relation to building WPL's collection and serving user interests as set forth herein. Collection decisions are not made on the basis of any anticipated approval or disapproval, controversy, or objections by or from library users. Collections decisions are made solely on the basis of the principles stated in this policy.

## V. User Requests

WPL encourages and welcomes library user suggestions, comments, and ideas about the collection and its development.

- A. High priority will be given to purchase requests from library users.
- B. All user requests are subject to the same selection criteria and review process as those applicable to materials selected by library staff.
- C. Reasons for not purchasing items include obsolescence, lack of availability, narrowness of subject area, price, and promotion or inclusion of misinformation. The professional library staff determines where the item will be located in the collection. The "Purchase Request" sample form is included in this plan as Addendum 3.

## VI. Donations and Gifts

Donations of materials are gratefully accepted by WPL with the understanding that all donated items become property of WPL according to Wis. Stat. § 43.58(7) and will not be returned to the donor.

- A. WPL has no obligation to add donations or gifts to the collection and has the right to use or dispose of the donated item(s) as it sees fit.
- B. All donations and gifts added to the collection must be donated without restriction and must be available for public use.
- C. If a donation or gift is not selected for inclusion in WPL's collection, at the discretion of WPL staff, it may be placed in the book sale, used as a prize or incentive for a reading program, or used or disposed of by other means.
- D. If a donation or gift is added to WPL's collection, it will not necessarily remain there in perpetuity. It may be moved or removed as part of ongoing collection maintenance as the collection is reviewed and revised on an ongoing basis to meet contemporary needs.
- E. WPL cannot place a monetary value on donations or gifts for tax purposes, but receipts are provided upon request.
- F. All donations and gifts are subject to the same selection criteria and review process as those applicable to materials selected by library staff. Additionally, Collection Developers put specific emphasis on the currency and physical condition of donated materials and the needs of WPL.
- G. A magazine subscription represents an ongoing commitment for a library and as such does not lend itself to being acquired on a gift basis. For this reason, WPL does not accept magazine subscriptions as gifts, but WPL will consider them for purchase by the Library.
- H. Monetary gifts are always welcome and may be designated as memorials. When monetary gifts are intended for the purchase of materials, Collection Developers

will make the determination of what titles to buy, using the same criteria as for all other purchases.

- I. Ordinarily, gifts of non-library items including but not limited to paintings, portraits, or art objects will not be accepted. If accepted, the items become the property of the Library and will not be returned to the donor. WPL has no obligation to retain ownership of the item in perpetuity, and WPL reserves the right to use, sell, or dispose of any such item in its sole discretion.

## VII. Donations from Local and Self-published Authors

WPL defines "local authors" as current residents of Dodge County and Jefferson County, Wisconsin. In general, WPL does not collect self-published materials from non-Dodge County or non-Jefferson County residents.

- A. Watertown Public Library greatly appreciates local authors who are willing to support the Library by donating their works. However, the Library is not able to add all donated material to the collection. Works must meet the selection standards as established in this policy. WPL does not purchase unsolicited materials.
- B. WPL generally attempts to acquire titles by local authors who are published by mainstream publishers. Titles by local authors that are self-published may be added to the collection if there is a compelling reason to do so. This may include community interest, professional reviews, or publicity via local media.

## VIII. Withdrawal of Materials

An up-to-date, attractive, useful, and useable collection can only be maintained through a continual discarding and replacing process. This includes examining the regular collection as well as the Library of Things collection and other specialty loan items to identify items to be withdrawn from WPL's collection.

- A. Materials may be withdrawn from WPL's collection if, after consideration of any of or all of the following factors, professional library staff determines withdrawal is appropriate:
  - i. physical condition
  - ii. currency and accuracy of information
  - iii. lack of use
  - iv. newer editions or better material on the same subject
  - v. superseded by newer technology
- B. It is WPL's policy that every effort will be made to replace withdrawn materials that are still needed by library users, considering budget and space constraints. It is also the Library's policy that it is better to have no information on a subject

than to have materials available that are inaccurate, obsolete, or in poor physical condition.

- C. WPL retains the right to dispose of withdrawn materials through the book sale or other means.
- D. Materials withdrawn from the Library of Things may be sold to the public for a fair market price as determined by the Library Director.

#### IX. Requests for Reconsideration

WPL does not promote or endorse beliefs or viewpoints. Rather, it provides materials from a wide variety of points of view so that individuals can examine issues freely, form their own opinions, judgments, and beliefs, and make their own decisions. WPL's selection of library materials is predicated on the individual user's right to read as set forth herein, along with every user's right to access a collection that is free from censorship by others. The choice of library materials by library users is an individual matter. While an individual user may select or reject materials for themselves or their family, library users may not exercise censorship or otherwise prevent or limit the freedom of others to access WPL's collection.

WPL recognizes that a diversity of materials may result in user requests for reconsideration of decisions regarding the selection or withdrawal of items from the collection. The following criteria and procedures have been developed to ensure that such requests, objections, or complaints are handled in a timely and consistent manner.

- A. Library users are welcome to share their viewpoint in a respectful manner. At all times during any such discussion, both library staff and library users must follow WPL's Unacceptable Conduct Policy-Library Privileges.
- B. Parent(s) and/or legal guardian(s) have the sole right and responsibility to restrict their own children's access to library resources as they see fit. For this reason, WPL does not reconsider collections decisions based on objections or complaints regarding children's access to materials or age appropriateness of materials.
- C. Items will not be automatically removed from the collection upon request or if an objection is made. Instead, items will remain in the collection as the process set forth herein is followed to conclusion.
- D. Any library user objecting to library material may use the following process to share their concerns.
  - i. First, library users may speak with any library staff member directly. Any library user wishing to share concerns or objections about materials in WPL's collection will receive respectful attention from staff members. The staff member should contact one of WPL's in-house librarians or the Library Director for assistance in discussing the user's concerns, as

WPL's in-house librarians and the Library Director are ultimately responsible for receiving and reviewing such objections and Requests for Reconsideration pursuant to this policy.

ii. If the library user is not satisfied with the explanation provided by the in-house librarian or the Library Director; if no in-house librarian or the Library Director is available; or if the user would prefer to share his or her concerns or objection in writing, the library user may obtain a "Request for Reconsideration" form (Addendum 4) available at the Circulation Desk or Reference Desk. A library user must have an up-to-date library card valid at the Watertown Public Library in order to submit a Request for Reconsideration.

iii. One "Request for Reconsideration" form per item must be fully completed, signed, and routed to the Library Director.

a. The Library Director will notify the library user in writing within five (5) business days of receipt confirming that the Request has been received and inviting the library user to schedule an in-person meeting with the Library Director and Collection Developer for the material in question to review the request.

b. The meeting between the requester and the Library Director should be held within ten (10) business days of the Library Director's confirmation of receipt of the Request. The Library Director will provide the user with a copy of the Materials Selection Policy of the Watertown Public Library at the meeting.

c. The Library Director may also appoint an ad hoc committee of Watertown Public Library Collection Developers to review the item in question. The ad hoc committee will provide the Library Director with a recommendation regarding the Request within four (4) weeks of the Library Director's meeting with the requester.

d. Within five (5) business days of receiving the Collection Developer's recommendation or the ad hoc committee's recommendation (if one is appointed), the Library Director will decide whether the item should be added to, withdrawn from, or retained in the collection and will notify the requester in writing with the decision and reasons for it.

e. The requester may appeal the Library Director's decision by submitting a written request to the President of the Library Board of Trustees for a hearing before the Library Board of Trustees at its next regularly scheduled meeting. This request must be submitted within sixty (60) days of receipt of the Library Director's decision.

1. To allow staff sufficient time to respond to this appeal and prepare the agenda, appeals received less than seven (7) business days before that month's meeting may be postponed to the next month's meeting.

2. The requester will be notified in advance as to the date and time when they may address the Library Board.

3. The Board reserves the right to limit the length of the requester's presentation at the hearing.

f. The Library Board of Trustees does not substitute its judgment for that of the Library Director. As a non-partisan, quasi-governmental body, the Library Board cannot base its determination on personal views, isolated passages or sections of the material, or whether the material and/or its author/creator may be viewed as controversial or objectionable. Items are selected for inclusion in WPL's collection based on the whole of their work; similarly, items are considered throughout the reconsideration process as the whole of their work.

1. The Library Board's responsibility upon hearing an appeal is limited to determining whether the Library Director handled the Request for Reconsideration in accordance with these stated policies and procedures of the Watertown Public Library. If the Library Board determines that the Library Director followed WPL's policies and procedures, it must affirm the Library Director's decision.

2. After the Library Board has heard the requester's presentation and heard from the Library Director, the Board will conduct a vote to determine if the Director followed all policies and procedures in addressing the Request for Reconsideration.

g. The Library Board President will communicate the Library Board's decision in writing to the requester within five (5) business days of the vote.

h. The Watertown Public Library Board of Trustees serves as the final authority and arbiter on matters of reconsideration and its decision is final. Repeated or redundant requests by an individual or a group to reconsider materials already determined to remain within the collection or materials with differing titles but similar content will not be considered within five (5) years of the last request. The Library Director will notify in writing each requester asking for repeated or redundant reconsideration of materials of the Board's decision and then will notify the Library Board.

Adopted by the Board of Trustees of the Watertown Public Library on: Sept, 14, 2023

## Addendum 1

### 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.
- 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.

*Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. A history of the Library Bill of Rights is found in the latest edition of the Intellectual Freedom Manual.*

## Addendum 2

### The Freedom to Read Statement

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 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 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.*

Addendum 3

Purchase Request

Date: \_\_\_\_\_ Staff initials: \_\_\_\_\_

\_\_\_\_\_ Book \_\_\_\_\_ DVD \_\_\_\_\_ CD

Author/Artist: \_\_\_\_\_

Title: \_\_\_\_\_

Year published/released/edition: \_\_\_\_\_

ISBN: \_\_\_\_\_

User Name: \_\_\_\_\_

Library Card #: \_\_\_\_\_

Phone#: \_\_\_\_\_

Email: \_\_\_\_\_

Addendum 4

Request for Reconsideration

Your opinion is important to us. If you have an objection to library item, please complete this form, indicating as clearly and legibly as possible the nature of your objection. The request is valid only if the entire form is completed, signed, and routed to the Library Director.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Library Card Barcode\*: \_\_\_\_\_

*\*per WPL's Materials Selection Policy: "A library user must have an up-to-date library card valid at the Watertown Public Library in order to submit a Request for Reconsideration."*

(1) Item of concern (circle one): Book DVD/Blu-ray Audiobook Magazine

Other \_\_\_\_\_

(2) Title of the item: \_\_\_\_\_

(3) Author/Producer of the item: \_\_\_\_\_

(4) What brought this item to your attention? \_\_\_\_\_

(5) Have you read/listened/viewed the entire item? Yes No

(6) Please comment on the item as a whole as well as being specific about those issues that concern you. (Please continue on back of this form if you need more space or attach additional pages)

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(7) What action do you recommend the library take regarding this item?

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(8) Explain how this action would improve the Library's service to the community and if it aligns with the Material Selection Policy approved by the Library Board.

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(9) Are there any resources you would suggest to provide additional information and/or other viewpoints on this topic?

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(10) What materials would you suggest as possible replacements for this item?

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I acknowledge that once submitted, this form becomes a matter of public record per Wis. Stat. § 19.32

Signature: \_\_\_\_\_

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

\* \* \* \* \* Staff Use Only

Received by:

Date:

Received by Library Director:

Date:

Collection Developer Review and/or Committee:

Date:

Decision Sent to Requester:

Date:

Staff Action: