

# ATHENS-LIMESTONE COUNTY PUBLIC LIBRARY



## 3. MATERIALS SELECTION PROCESS

Policy adopted by the Board of Trustees on May 14, 2024  
Athens-Limestone County Public Library  
603 S Jefferson Street | Athens, AL 35611 | 256.232.1233

# ATHENS-LIMESTONE COUNTY PUBLIC LIBRARY

## PURPOSE

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In order to meet the policy objectives and to conform to the principles stated within the Materials Selection Policy, the ALCPL Board of Trustees approves the following general processes and procedures for selection of materials.

## MATERIALS SELECTION PROCESS

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Selection for the Athens-Limestone County Public Library collection is an ongoing process. The ALCPL staff of library professionals uses diverse, established, and reputable sources to maintain and develop the library's wide-ranging collection. Importantly, the overriding principle guiding the selection process is to ensure that the collection reflects the community's beliefs, standards, growth, and diversity as understood from the staff's day-to-day and ongoing relationships with the patrons and citizens of Athens and Limestone County.

## RESPONSIBILITY FOR SELECTION

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The Athens-Limestone County Public Library Board of Trustees has legal responsibility for library operations. The Board has delegated the day to day work of collection development and the selection of library materials to the ALCPL Director.

The ALCPL Director has authorized collection development staff members, who are library professionals and who are knowledgeable in their areas of selection, to purchase materials for their departments.

- The Youth Services Librarian is responsible for selection of materials for particular area/s of service subject to approval by the Director.
- All staff members are expected to review books and to suggest titles for inclusion or exclusion.

Suggestions from the public are very important and are given serious consideration.

The decision of the Library Director is requested in cases of unusual difficulty or in the interpretation of policy.

## STEPS IN THE SELECTION PROCESS

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This process is based on professional standards and includes these steps:

- Evaluate the existing collection and assess needs;
- Solicit and consider patron recommendations for acquisitions;
- Consult reputable, professionally prepared sources such as selection aids and vendor sites (examples of such sources are given below);
- Keep abreast of high interest titles that are reviewed in popular media as well as best seller and awards lists;
- Remove obsolete materials from the collection (see the "Collection Maintenance /Weeding Policy").
- Gift materials are evaluated according to standards outlined in the "Policy for Gifts to ALCPL".

## SOURCES OF MATERIALS

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Patron requests and the engagement of patrons and citizens strongly influence the selection process, which is carried out largely through vendors that provide thorough product descriptions. These descriptions can include cover art, reviews, excerpts, release dates, sales, print run, or box office figures, all of which facilitate the selection process.

Vendor sites and other reputable, professionally prepared selection aids help the ALCPL staff meet the diverse reading and information interests that inform the ongoing cultural, social, educational, and economic activities of Athens and Limestone County. Additional materials are selected from review journals, print and online catalogs, awards lists, best seller lists, and promotional mailers.

## EXAMPLES OF SOURCES

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Staff members in charge of collection development use a variety of resources to respond to and advance community involvement and community interest. These include:

- **Professional journals** – such as School Library Journal, Booklist, Publisher's Weekly, Kirkus Reviews;
- **Popular media** – such as People Magazine, Oprah's Book Club, Book Riot website;

- **Best seller lists** – such as the New York Times, USA Today, Amazon;
- **Vendor catalogs/selection lists** – such as Baker & Taylor, Ingram, Midwest Tape, Overdrive;
- **Awards lists** – such as National Book Awards, Pulitzers;
- **Social reviewing sites** – such as Goodreads, Common Sense Media, YouTube, TikTok.

## GUIDELINES FOR EVALUATION AND SELECTION OF LIBRARY RESOURCES

The Board of Trustees endorses these broad, comprehensive guidelines for evaluating and selecting books, materials, and other resources for Athens-Limestone County Public Library. These guidelines are designed to facilitate the selection of books, materials, and resources of the highest quality and that resonate with and reflect the diverse public of Athens and Limestone County.

The evaluation and selection of books, materials, and resources for Athens-Limestone County Public Library should consider:

- the reputation and qualifications of the creators, publishers, or producers;
- our community's needs, interests, and demand;
- the current and potential relevance to community needs;
- the relevance to today's world – reflecting problems, aspirations, attitudes, and ideals of society;
- the representation of differing viewpoints on controversial subjects;
- the clarity and accuracy of the work and whether the scope of the text or the presentation of the audiovisual material are appropriate to the needs of the users;
- the quality of the format and whether the value added to the collection is commensurate with cost and/or need;
- the authenticity of voice;
- the representation of diverse points of view;
- a judgment of the work as a whole.

## TYPES OF MATERIALS NOT GENERALLY PURCHASED BY THE LIBRARY

- textbooks or curriculum materials;
- workbooks or journals;

- collector's editions;
- non-fiction books published more than 5 years ago or that are no longer factually accurate or historically significant;
- out of print materials;
- items not available through library vendors.

Items requested by patrons that are in these categories or that cannot be purchased due to budget constraints or other considerations will be requested for the patron through the Interlibrary Loan (ILL) program.

## SELECTIONS BY SUBJECT

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### FICTION

Athens-Limestone County Public Library selects fiction in order to satisfy a public that varies greatly in education, interests, taste, and reading skill.

Athens-Limestone County Public Library's collection includes novels and short stories in a variety of types. The library maintains a basic collection of standard novels, classics, and the semi-classics of world literature.

Because each novel is judged on its individual merits, there is, as a rule, no attempt made to maintain an author's complete works in the library's collection.

Novels that are widely promoted or in continuing demand because of the popularity of the author's other works, their conversion into film, appearance on television, or the timeliness of their themes, are purchased if they will further efforts to serve a larger segment of the reading public and if they meet other selection criteria. Demand is only one criterion in the selection process.

### NONFICTION

In general, the library nonfiction collections:

- are general and not comprehensive in any major subject area;
- provide a breadth of subject coverage as a first emphasis followed by an attempt for depth, particularly in the more widely useful categories;
- contain a core collection of standards, essential works (as characterized by selection from Public Library Catalog, Fiction Catalog, and Children's Library Catalog);
- are built with the interests, and needs of the community in mind;
- are geared toward the layman rather than the specialist.

## LOCAL HISTORY

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### **LIMESTONE COUNTY**

The first priority of the local history collection is books on Limestone County. The coverage is comprehensive on historical aspects and extensive on contemporary social, cultural, and economic aspects.

### **NORTH ALABAMA AND THE TENNESSEE VALLEY**

The main focus of this part of the collection is also historical and has less coverage on contemporary social, cultural, and economic aspects. The strength of the remainder of the local history collection is in the following descending order: Alabama-statewide coverage, Southeastern United States, and Southern states.

### **ALABAMA COLLECTION**

- a. One non-circulating copy of all selected books will be acquired; duplicates for circulation will be acquired as budget allows.
- b. Fiction works written by authors from Alabama or works pertaining to the state of Alabama are also acquired for research purposes. Some are collected for archival purposes. Some consideration is given to autographed copies.
- c. The Alabama Collection is not strictly a “local author” collection. The works of local writers on Alabama and non-Alabama subjects are added or rejected in accordance with the Library's general principles of selection.
- d. The Library collects biographies of Alabamians, people who have played an important role in Alabama history, and namesakes.

## GENEALOGY

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The genealogy collection is one of the Library's many services and responsibilities. The Library may acquire those works that will be useful to a number of people. Handbooks of procedure, reliable guides to genealogical materials, general genealogical reference works, and historical material of value to the genealogical worker are provided. Emphasis is placed on Alabama and Southeastern U. S. materials and on common areas of origin. Consideration is given to major migration trends.

A few individual family histories are bought. Privately published individual family histories are usually added as gifts.

Books on heraldry and standard armories may be provided.

## RELIGION

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Standard works relating to the world's major religions, such as the Bible, the Talmud, and the Koran are provided. Important versions of the Bible and other religious texts and scriptures are also added to the collection.

Costly ornamental editions of religious classics are not purchased. It is not guaranteed that the latest interpretation or translation will be added or replace current holdings.

Reference works which introduce, explain and interpret the scriptures and religious classics are selected with care being taken that works written from the various major religious points of view are represented where they are available and pertinent. The history of religion, theology, the beliefs and practices of the religions of the world, comparative religion, mythology, atheism, and agnosticism, and the psychology and philosophy of religion are presented by authoritative works.

Practical non-denominational books on church administration, preaching, worship, and Sunday School teaching may be added.

Books of devotion, meditation, and inspiration are selected with special emphasis on quality.

Donated works are evaluated for quality and accuracy prior to being added to the collection.

## MEDICINE

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The Library strives to provide the public with authoritative, up-to-date medical materials. Special regard is given to the author's credentials and manner of treating the subject. Attention is also given to the publisher, format, and type of illustration. The presence of certain illustrations would not preclude adding or weeding a work.

Most works collected are for use of students and the layperson. Occasionally more technical works are bought for additional depth and coverage.

Reference works such as medical dictionaries, encyclopedias, and handbooks are frequently added to the collection and usually updated every five years or less.

Medical sources are not intended to be a substitution for the advice of a physician.

## LAW

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In statute law, the Code of Alabama and the codes of some of the cities in our service area may be provided.

Dictionaries, encyclopedias, and phrase books which are useful in general reference work are purchased.

Standard texts by recognized authorities on special phases of law, e.g. corporate, criminal, domestic relations, bankruptcy, and copyright law are purchased.

The Library, as a rule, will not duplicate the professional law materials collected by the county law libraries.

Popular works explaining the law to the layperson are provided. Also, books for the general reader on jurisprudence, legal history, legal ethics, and jury duty are provided.

Legal forms are available to the public, free of charge, through Gale LegalForms courtesy of the Alabama Virtual Library.

Legal sources are not intended to be a substitution for the advice of a licensed attorney.

## HUMAN CONDITIONS AND EXPERIENCES

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It is the responsibility of the library to provide authoritative and up-to-date information that investigates what is known and recorded regarding human conditions and experiences. These books will include a broad range of physiological, psychological, moral, ethical, and scientific treatments of human conditions and experiences, including works that express positions and theses that depart from traditional mores as well as books that reflect diverse social and religious backgrounds.

Books are acquired which are designed for all age levels of readers and of varying levels of education. Highly specialized and clinical works written for specialists are generally outside the scope of the Library's collection, but are added occasionally to add depth to the collection.

Judgment of fiction is made on the total book rather than on parts that might in themselves be considered objectionable.

## SELECTION BY MATERIAL TYPE

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### PAPERBACKS

Paperbacks are increasingly considered in selection and purchased in this format when:

1. The title is only available in paperback
2. The added value of the title to the collection is justified only at the paperback cost
3. The subject is anticipated to be of current interest only and a permanent copy is not deemed necessary

4. Duplicates are needed to satisfy demand
5. The inherent design and appeal of this format is considered especially important

### **GRAPHIC NOVELS**

The graphic novel collection is made up of recreational reading and informational titles in book form for adult readers. These are books that are primarily pictorial, with text and dialog working together to propel the narrative.

Selection is based upon reviews in literary and trade journals. Preference is given to graphic novels in hardback though paperbacks will be purchased when that is the only available format. Specific selection criteria for these materials are the same as for works of fiction.

### **PERIODICALS**

General policies and objectives cited for book selection are applied to periodicals also. The Library strives to build a periodical collection whose scope encompasses a variety of recreational and educational interests of adults and children. A periodical is purchased or accepted as a gift, for one or more of the following reasons:

1. It reflects the interests of the community
2. It is indexed in Readers' Guide to Periodical Literature
3. It is needed for reference purposes
4. It supplements the book collection
5. It serves the staff as a book selection aid or for professional reading. This also includes magazines that give guidance to adults in working with children.

Periodicals may supplement the book collection in several ways, including:

1. Providing current reporting to enhance the book collection;
2. Presenting information not available in the book collection;
3. Presenting points of view not otherwise found in the collection.

Other types of periodicals which contain material not found in books are:

1. "Little" literary magazines, of which representative titles are bought;
2. Magazines of local interest.

Other considerations:

1. The Library will not try to duplicate specialties of the Calhoun Community College Library or the Athens State University Library.
2. Accuracy in reporting is considered a very important criterion in the purchase of periodicals

## **NEWSPAPERS**

The newspaper collection is intended to provide news coverage at all levels from local to international. Accordingly, the Library attempts to subscribe to most local newspapers, a representative list of Alabama newspapers, and a selected list of out-of-state newspapers.

## **AUDIO-VISUALS**

General policies and objectives cited for book selection are also applied to audio-visual resources, and additional considerations such as quality of sound, photography, color reproduction are also used as criteria where appropriate. Gifts are handled in accordance with gift policies pertaining to books.

## **DVDs**

Each item in this collection is chosen for suitability in relation to content and purpose. A variety of subjects of interest to adults, teens and children are represented; the purpose of the collection is both recreational and educational.

DVDs are judged for suitability for addition to the collection based on the same guidelines as are new selections in printed fiction and nonfiction.

Sponsored films, which are little more than advertisements or propaganda for special interest groups, are not acquired.

Audio-visual materials are withdrawn from the collection because of poor condition or obsolescence and newer and better materials are sought when replacements are being considered.

## **AUDIO-BOOKS (FICTION AND NONFICTION)**

Audio-books are judged for suitability for addition to the collection based on the same guidelines as are new selections in printed fiction and nonfiction.

Titles are purchased for all age groups.

Electronic books and electronic audio-books are not selected by the library, but are made available to patrons.

## **SELECTION PROCESS FOR CHILDREN AND YOUNG ADULTS**

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### **SPECIAL AGE LEVEL CONSIDERATIONS**

The Library's objective in selecting these materials is to build a collection that meets the informational, recreational, and cultural needs from the age of earliest word and picture awareness through the elementary school years.

Materials are included that have general appeal to the majority of children, as well as materials with qualities and content that make them valuable to children with special needs, talents, limitations, or interests.

Materials for the young adult collection are selected to meet the unique needs of patrons ages 13 to 17. Selection criteria for young adult materials are the same as for adult materials.

The Library will provide books for the actual and potential reader in a wide range of reading levels and a large variety of interests. The Library considers readability, popular appeal and quality of writing.

### **BASIC SELECTION**

1. The Juvenile and Young Adult collections are continuously evaluated. Materials are added, duplicated, replaced, and withdrawn as necessary to maintain the effectiveness of the collection.
2. General criteria for selection of materials include literary and artistic worth, suitability of content and vocabulary to the age of the readers, and the contribution of the material to the balance of the total collection.
3. The Library does not provide basic textbooks. It accepts as its responsibility the providing of supplemental materials of varied kinds to enrich the resources available to the individual student and teacher.

### **SELECTION IN SPECIFIC AREAS**

#### **1. According to Users Served**

Juvenile – The Juvenile Collection serves the age group from infancy through age 12.

Young Adults – The Young Adult Collection serves from age 13 and extended upwards to age 17, expecting maturity levels to vary greatly between individuals.

Adults – Materials which will help adults in gaining knowledge of children's literature are considered appropriate purchases for the Children's Collection. This would include materials on reading guidance, children's literature, storytelling, authors, and artists.

#### **2. According to Form and Nature of Material**

##### **Nonfiction**

- The collection includes a broad range of subjects and a variety of levels of difficulty and depth. Additional criteria include accuracy of facts and clarity of

explanations.

- Juvenile and Young Adult nonfiction materials are shelved adjacent to their corresponding fiction materials. Large Print nonfiction is shelved with the rest of the Nonfiction collection.

#### Fiction

- A broad scope of fiction includes both imaginative and realistic works.
- Fiction is chosen for its entertainment value, its theme, and for outstanding character portrayal and emotional appeal.
- A book in current demand with adequate literary quality is also valuable to the collection.

#### Encyclopedias and Reference Books

- Encyclopedias for children's use are essential to the reference collection.
- Periodically old sets are re-evaluated for timeliness and new sets are purchased if necessary and if the budget allows.

#### Textbooks and Readers

- Textbooks are not bought to meet student demand but only when they provide the best coverage of a subject or when there is little or no material available in any other form.
- The Library makes no attempt to support the school curriculum by buying reading primers.
- The Library considers that its responsibility lies primarily in supplementing the reader.
- Trade book easy-readers and beginning reader series that have the same vocabulary and interest levels of the readers and also meet library standards of literary and artistic quality are added to the collection.

#### Abridgements

- Adaptations and abridgements are carefully evaluated and are added on their own merits.

#### Award Books

- The Library buys all Newbery, Coretta Scott King and Caldecott Award and Honor books.

#### Periodicals

- A select group of standard periodicals may be purchased consistent with general selection policy and the basic selection criteria for children's materials.
- The Library does not subscribe to children's periodicals that are intended to

be expendable.

#### Audio-visuals

- Audio-visuals for the young adult and children's collections are selected by the same guidelines set for audio-visuals in the general selection policy.

### 3. According to Subject and Current Concerns

The Library strives to provide materials that will promote an enlightened understanding of human, social, civil rights, and current problems.

Current books which are well written and portray an honest picture of a problem or a way of life are added in spite of the use of profanity, slang, dialect, or frank language.

4. The Library should not place any materials in the Juvenile or Young Adult section that, in the honest and good faith discretion of the staff, are sexually explicit, obscene, or harmful to minors. As used herein, "harmful to minors means all of the following: (a) the average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors; (b) the material depicts or describes sexual conduct, breast nudity, or genital nudity in a way which is patently offensive to prevailing standards in the adult community with respect to what is suitable for minors; and (c) a reasonable person would find that the material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors. As used herein, "obscene" means all of the following: (a) the average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest; (b) the material depicts or describes, in a patently offensive way, sexual content, actual or simulated, normal or perverted; or (c) a reasonable person would find that the material, taken as a whole, lacks serious literary, artistic, political, or scientific value. The Library will avoid the placement of obscene materials in any section of the Library. The exercise of discretion in this regard does not constitute a denial of service based on age.

## COLLECTION MAINTENANCE / WEEDING PROCESS

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The Athens-Limestone County Public Library's staff will review and evaluate the library print and non-print materials at regular intervals to determine if they should remain in the current collection. As the final step in the library's overall selection process, collection maintenance and weeding ensure the library offers materials that are factual, undamaged, and in-demand

The Library believes timely and adequate availability of significant materials is necessary and, therefore, it may duplicate selected titles even though they may soon be weeded.

The Library does not replace all books withdrawn because of loss, damage, or wear. The need for replacement in each case is considered in relation to several factors: number of duplicate copies; existence of adequate coverage of a subject; other similar material in the collection, especially more up-to-date and better material; and demand for the specific title or subject.

### GUIDANCE FOR MAINTENANCE / WEEDING

- Staff members in charge of collections consider space, budget, and user needs when deciding how much and how often to weed.
- Staff members actively search for replacement items for dated materials.
- Depending on condition, materials that are withdrawn from the collection may be offered for sale through the Friends of the Library.
- Donations and other items that are not added to the collection may also be included in Friends of the Library sales.
- Damaged or factually inaccurate materials may be disposed of.

### CRITERIA TO BE CONSIDERED FOR WEEDING THE COLLECTION

ALCPL continually withdraws items from its collection based on regular reviews and the weeding decisions are based on well-defined factors, including:

- **Currency** – the subject matter is out-of-date, factually inaccurate, or no longer relevant to current times; illustrations are outmoded or perpetuate gender, racial, or cultural stereotypes.
- **Technical Quality** – non-print materials with poor, faded, or off-color visuals; faulty or inferior sound reproductions.
- **Dispensability** – duplicate copies no longer needed in the collection.

- **Physical Condition** – the item is torn, soiled, or worn; pages or parts are missing.
- **Poor Purchases** – materials purchased that were not quality items and/or items not appropriate to the overall implementation of ALCPL’s mission.
- **Reliability** – non-fiction items presenting as factual information that is inconsistent with other known and reliable sources.
- **Short-lived Topics** – the item is faddish and no longer of interest.
- **Subject Areas** – the information is not timely.
- **Dewey Decimal Balance** – the item is not needed in order to maintain a balanced collection based upon the standard organizational structure provided by the Dewey Decimal System of material classification.

Careful consideration is practiced before weeding an item that:

- is a work of historical significance in the field of literature;
- has unusual illustrations or the illustrations are by a well-known artist;
- is a work by a local author or illustrator;
- describes local history or personalities;
- is a memorial gift.

Athens-Limestone County Public Library is not an archive or research library and no items are kept indefinitely when they meet criteria for weeding.

## MATERIALS SELECTION RECONSIDERATION PROCEDURES

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Athens-Limestone County Public Library unconditionally supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States.

The Board of Trustees has endorsed the policy that while any one individual is free to reject any books or materials that don't meet their individual approval, this right of individual censorship cannot be used to restrict the freedom of other individuals to read the materials they choose. The Library will make efforts to properly categorize materials in such a way that certain materials as stated herein are not placed in Juvenile or Young Adult sections, however, the responsibility for the choice of library material for minors rests with their parents or legal guardians.

However, patrons of Athens-Limestone County Public Library who are in good standing with the library may request materials be withdrawn or reconsidered and should be afforded every opportunity to express their concerns. **A work will be evaluated as a whole, not by excerpts taken out of context.**

An item in the collection will not be removed or relocated at the request of anyone who disagrees with the content or format unless it can be proved that the item is in violation of the Athens-Limestone County Public Library Material Selection Policy or by final judgments or rulings by a court of competent jurisdiction.

If a complaint is made, the following procedures shall be followed:

1. If possible, the patron should be referred immediately to the department head or the Library Director. The department head or Director should have a discussion with the patron about the material in question informing the patron of the selection policies and the procedures for questioning materials. If the Library Director agrees that the item should be removed or relocated, then the Library Director will do so.
2. If the patron wishes to pursue the complaint further, they must submit a request for reconsideration form to the Library Director. The patron will be provided with a written copy of the Materials Selection Policy and a copy of the ALCPL reconsideration form.
3. Staff should inform the Library Director when a form is given out.
4. Each request form will be limited to a single title.

- Multiple requests may be submitted by the same patron, but the library staff will determine which material will be reviewed first and will generally conduct only one review at a time.
  - Library materials shall only be subject to review once every three years.
  - A maximum of three book complaints is allowed per household per 12 months.
5. The challenged materials will remain in circulation during the reconsideration process, unless the Library Director, in the director's discretion, determines that there is a reasonable likelihood that the challenge will be successful. The library will not purchase additional copies but will take all steps possible to obtain copies from other libraries.
  6. Upon receipt of the completed complaint form, the Library Director will respond to the patron within two business days to inform them of the process.
  7. The Director will then request a review of the challenged material by a Review Committee within 15 business days.
  8. The Review Committee, facilitated by the Library Director, will meet after all members have been able to review the material in its entirety.
  9. The Library Director will inform the patron and the Board of Trustees of the decision made by the Review Committee within two business days of the decision.
  10. The patron may make a written appeal to the Board of Trustees at least 14 days in advance of a scheduled Board meeting.
  11. The decision of the Board of Trustees is final.
  12. Reconsideration committee decisions are reported to appropriate agencies and archived in official Board Meeting documents.

Once submitted, the Citizens Request for Reconsideration of Library Materials form becomes public record and is subject to Freedom of Information Act requests.

The forms will be held in the Director's office indefinitely.

## REVIEW COMMITTEE

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The Review Committee is called by the Library Director and approved by the Board of Trustees. The Review Committee consists of five members. The Library Director serves as facilitator but does not vote. Persons to be called for a Review Committee shall be:

- One Alabama-certified K-12 educator
- One member of the Foundation or Friends of Athens-Limestone County Public Library
- One Athens-Limestone County Public Library staff member
- One member of the Athens-Limestone County Public Library Board of Trustees
- One library patron who is in good standing with the library.

The Review Committee's responsibilities include:

- reading, viewing, or listening to the material in its entirety;
- meeting with the other members of the Review Committee;
- checking general acceptance of the material by reading reviews and consulting recommended reading lists from reputable sources such as Booklist, Common Sense Media, or other libraries
- determining the extent to which the material supports the Materials Selection Policy
- evaluating material for its strength and value as a whole and not in part

At the conclusion of its meeting, the Review Committee will make one of the following decisions:

- Retain the material
- Move the material to a different collection in the library
- Withdraw the material from circulation

## CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

The Board of Trustees of Athens-Limestone County Public Library has delegated the responsibility for selection and evaluation of library resources to the ALCPL Director and has established reconsideration procedures to address concerns about those resources.

Completion of this form is the first step in those procedures.

If you wish to request reconsideration of library resources, please return the completed form to Library Director, Athens-Limestone County Public Library, 603 South Jefferson Street, Athens, AL 35611.

Request initiated by \_\_\_\_\_

Library Card Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Complainant represents: Himself / Herself or

Name of organization \_\_\_\_\_

Author \_\_\_\_\_ Hardcover \_\_\_\_ Paperback \_\_\_\_ Other \_\_\_\_

Title \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

Have you examined (read/heard/seen) the material in its entirety? Yes \_\_\_\_ No \_\_\_\_

If you did not read or view the item, what resource brought the item to your attention?

\_\_\_\_\_

What concerns you about this resource? (Please be specific; cite pages, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What do you feel might be the result of reading or viewing this material?

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Are you aware of the judgment of this item by literary critics? \_\_\_\_\_

For what age group would you recommend this item? \_\_\_\_\_

What would you like your library to do about this item?

- ☐ Do not lend it to my child
- ☐ Withdraw it from all library users
- ☐ Send it back to the staff for reevaluation

Are there resources you recommend that provide additional information and viewpoints on this topic?

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

Upon submission, this document becomes public record and is subject to Freedom of Information Act requests.