

## **PART III LIBRARY COLLECTION**

### **SECTION A. MATERIALS SELECTION POLICY**

The Burlington Public Library seeks to inspire, empower, and connect the community of Burlington via its library collection, by providing educational and recreational materials to be used by the public. The Board of Trustees of the Burlington Public Library recognizes that within the community there are groups and individuals with separate and diverse interests, lifestyles, backgrounds, cultural heritages, social values and needs. The Board further recognizes that the library was created to serve all the people within the community regardless of age, race, creed, national origin or political or social view. Therefore, library staff carefully consider the needs and interests of all when selecting items for the library collection.

Library material selection is and shall be vested in the Library Director and under their direction. Members of the staff who are qualified by reason of training or education may be solicited for opinions in their respective field of expertise. Any library material so selected shall be held to be selected by the Board.

The purpose of the selection process is to carefully obtain material, both print and non-print, for the purpose of reference, education, and recreational reading. The selection shall be based on principle rather than personal opinion, reason rather than prejudice, and judgment rather than censorship. Materials acquired in adherence to the Collection Development Policy may be highlighted in library displays and featured in library programming.

The criteria used to select material shall be:

1. Timeliness
2. Authority and competence of the author
3. Significance of subject
4. Responsibility of opinion
5. Accuracy
6. Importance in comparison with other works on the subject
7. Special local interest
8. Evaluations in professional review guides
9. Books which are high in demand, but which do not meet specified criteria
10. Suitability of the format of the material for Library purposes
11. Budgetary consideration
12. Spatial consideration

The Library will buy textbooks only if they provide the best material available on a given subject, at a reasonable cost.

*Reviewed: January 11, 1990*  
*Revised: March 4, 2003*  
*Reviewed: April 5, 2022*  
*Revised: May 6, 2025*

## SECTION A. REPLACEMENT/CENSORSHIP POLICY

Materials are reevaluated when considered for replacement. They are examined in regard to use, up-to-date information, literary value and inclusion in professional guides.

Library materials will not be sequestered except for the express purpose of protecting them from damage or theft; as in the case of one-of-a-kind or out-of-print local material.

Responsibility for supervision of children's reading material rests with their parents or legal guardian, not the library staff.

The Board recognizes that censorship is an individual matter and declares that while anyone is free to reject for himself/herself books which are not approved of, they cannot exercise this right of censorship to restrict the freedom of others to read or inquire.

The Burlington Public Library Board of Trustees adopts and declares it will adhere to and support:

1. The Library Bill of Rights, ALA Council, Jan. 29, 2019  
<https://www.ala.org/advocacy/intfreedom/librarybill>
2. The Freedom to Read Statement, June 30, 2004  
<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

This selection policy is to be periodically reviewed and revised by the Library Director at the direction of the Library Board.

*Adopted: December 2, 1980*

*Reviewed: March 7, 1989*

*Revised: March 4, 2003*

*Reviewed: April 5, 2022*

## SECTION B. 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.  
Inclusion of "age" reaffirmed January 23, 1996.*

## SECTION C. 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 with 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 new thought is a 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.

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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.

*A Joint Statement by:*

American Library Association

Association of American Publishers

*Subsequently endorsed by:*

American Booksellers for Free Expression

The Association of American University Presses

The Children's Book Council

Freedom to Read Foundation

National Association of College Stores

National Coalition Against Censorship

National Council of Teachers of English

The Thomas Jefferson Center for the Protection of Free Expression

*Revised: July 12, 2000*  
*Reviewed: April 5, 2022*

## SECTION D. GIFT POLICY

The Burlington Public Library does accept and appreciate gifts.

### Gifts of Money

All money given to the Library must be submitted through the City Finance Department. The gift will then be included in the general budget for the Library. Checks are to be made out to the Burlington Public Library.

All gifts of money meant for the Friends of the Library must be made out to that organization and directed to that organization.

All gifts of money meant for the Burlington Library Foundation must be made out to that organization and directed to that organization.

### Gifts of Books or Other Material

The Library will accept gifts of books or other materials with the understanding that they are not necessarily added to the Library collection. The principles and standards used for the selection and purchase of materials shall be applied to gifts. Materials not added to the collection shall be given to the Friends of the Library, other libraries and institutions, or disposed of in other ways approved by the Library Board of Trustees.

Gifts of money, stock or real property are accepted if conditions attached are acceptable to the Burlington Public Library Board of Trustees.

Gifts of, personal property, portraits, statuary, antiques and other museum objects shall be accepted by the Library if prior approval has been given by the Burlington Public Library Board of Trustees. The display of such materials shall be at the discretion of the Library Director.

### Gifts of Art and Art objects

#### **Introduction**

It is the intent of the Board of Trustees of the Burlington Public Library to create a library environment that is comfortable, functional and aesthetically pleasing. To that end, gifts of works of art are welcome and may be accepted under the conditions established by this policy. Loans of artwork will also be considered. From time to time, with the financial assistance of the City of Burlington, the Burlington Library Foundation, and/or private individuals, art may be purchased to enhance the library facility.

## **Committee**

A Library Art Committee has been established by the Board of Trustees. The purpose of the Library Art Committee is:

- to develop and update this Art Policy at least once every five years, starting 2008
- to evaluate potential gifts of art using the criteria specified in the Art Policy
  - to assist with the acceptance process
  - to make recommendations in the selection of purchased works of art
  - to evaluate potential Rotating Art Exhibits
  - to evaluate items for de-accessioning purposes

The Library Art Committee will be composed of a combination of persons with expertise in art, persons who know and understand the Library environment, and representatives from the City of Burlington. The committee may include library staff, Board of Trustees members, Library Foundation members, Friends of the Library members, professional artists or other community members knowledgeable about art, as well as City staff and City Council members. A quorum shall consist of the majority of members present at a regularly scheduled meeting.

The Library Art Committee may elect a Chairman at the end of one calendar year to serve the next year. Current committee members will be asked if they would like to continue for another year, and if not, new committee members will be identified for the coming year. The Library Art Committee will meet as needed.

## **Permanent Gifts / Loans**

Title to all permanent gifts of art will pass to the City of Burlington for the use of the Burlington Public Library. These gifts remain outright and unrestricted, for the benefit of the Burlington Public Library.

The City of Burlington may also accept loans of artwork to display at the Burlington Public Library.

Artwork and funds to purchase artwork may also be donated to the Burlington Library Foundation, a 501c3 nonprofit. Items secured through the Foundation will then be donated to the City of Burlington for the benefit of the Burlington Public Library.

## **Appraisals**

Appraisals are the responsibility of the donor. Neither the City of Burlington, the Burlington Public Library, nor the Burlington Library Foundation is in a position to provide value estimates on gift material. The Burlington Public Library or the Burlington Library Foundation will provide receipts for any gifts for income tax purposes, depending on which entity formally received the donation. Such receipts will identify and acknowledge the gift without appraising the work of art.

### **Conditions of Acceptance**

The Burlington Public Library will accept gifts of works of art without limitations or conditions placed on the Library by the donor or artist unless those limitations or conditions are approved by a majority vote of the Library Art Committee.

### **Maintenance**

The City of Burlington will take reasonable care to maintain works of art in a manner that will preserve their value. Should maintenance costs become excessive, the City will ask the Library Art Committee to consider beginning the De-Accessioning process.

### **Insurance**

In accepting a donation of an item, the City of Burlington agrees to cover insurance for loss or damage to the item as well as any liability insurance should the piece cause injury or harm to anyone.

### ***Accession / Selection Policy***

There are several ways a work of art may be added to the Library collection:

- An item may be donated to the City of Burlington for display at the Library or;
- An item may be loaned to the City of Burlington for display at the Library or;
- An item may be purchased by the City of Burlington for display at the Library or;
- An item may be donated to the Burlington Library Foundation which will, in turn, donate or loan it to the City of Burlington for display at the Library or;
- An item may be purchased by the Burlington Library Foundation which will donate or loan it to the City of Burlington for display at the Library

Persons interested in donating or loaning an item to the Burlington Library Foundation or City of Burlington for display at the Library will be directed to contact the Library Director and/or the Library Art Committee Chair to discuss it. They will receive an application form to complete. The Library Director or Library Art Committee Chair will submit all applications to the Library Art Committee for discussion and approval.

The Library Art Committee may decide to seek items for purchase. Once items have been identified, they will follow the approval process described below.

### ***Approval process***

- 1) Once an application for the donation of art or a recommendation of an item for purchase has been received, the Library Art Committee may make a Recommendation to accept the art.
- 2) The Library Art Committee representative from the Library Board of Trustees and/or the Library Director presents the recommendation to the Library Board for approval.

- 3) Upon the approval of the Library Board, the Library Art Committee representative from the Library Foundation and/or the Library Director presents the recommendation to the Library Foundation for approval, which signifies willingness and ability to purchase the item if necessary.
- 4) The Library Director presents the Library Art Committee's recommendation, with approvals from the Library Board of Trustees and Library Foundation to the Burlington City Council, requesting that they authorize the Mayor to accept the donation or loan of the item, and to display it in the Library or on the Library grounds.
- 5) At the end of the process, the donor and the City of Burlington will have a signed contract that reviews any Conditions of Acceptance, states the donor's intentions for the piece, and reaffirms the De-Accession Policy and Criteria.

### ***Selection Criteria***

Because wall and floor space in the new library is extremely limited, as are exterior locations for art, only a small number of permanent pieces will be added to the collection. Items will be selected based on the following criteria:

**Quality:** The piece should be of professional quality and suitable for long-term location in a public building.

**Style and nature:** The art should be appropriate in scale, material, form and content for the library environment.

**Relevance to the region:** Works of particular relevance to the local region, by virtue of theme or setting, or by residence of the artist, will receive special consideration. In other words, works that meet other selection criteria, especially those of quality, style and nature, which feature local themes such as agriculture, the environment, etc. will be of special interest to the Library Art Committee. Local artists from Burlington, Skagit County, Northwest Washington and the Northwest in general will also be recognized.

**Elements of design:** Public art may have other functions besides aesthetic enjoyment. For example, a work of art may establish a focal point, modify or enhance a space, or identify a building function. The work of art should complement the Library building and its purpose.

**Durability:** The work will be examined for durability taking the library environment into consideration. Extremely fragile items or those that are particularly attractive to vandalism are not appropriate for a public library setting.

**Maintenance costs:** The cost to maintain the piece over its lifetime will be considered; including start-up and on-going costs for cleaning, mounting and insurance.

**Public Liability:** Works will not be selected or accepted that create unsafe conditions or contain other factors that may bear on public liability.

**Conditions of acceptance:** Donor's conditions may affect whether or not a gift will be accepted.

When accepting a work of art, the City of Burlington, Burlington Public Library and Burlington Library Foundation reserves the right to:

- Refuse any work of art offered for loan, sale, or as a gift
- Exhibit any donated object in a manner that is consistent with its policies, needs and available space. Acceptance of an object does not imply that it will be on permanent public display.
- Move and relocate art work for any reason it deems necessary
- De-access, dispose and sell a work of art as described in the De-Accession Policy.

### **De-accession Policy**

Once an item has been determined by the Library Art Committee to have deteriorated in condition, become damaged, or to no longer be of interest to the Burlington Public Library, a member of the Library Art Committee may make a recommendation to de-accession the work. The Library Art Committee approves the Recommendation to De-Accession. The Recommendation will include a recommended method of de-accession, whether it be surplus and sale of the item, donation to another organization, or disposal.

The Library Art Committee will attempt to notify the artist of any change in status to their piece.

### ***De-Selection Criteria:***

- Item is no longer of sufficient quality or condition or;
- Other works of similar nature of better quality have been acquired or;
- Piece no longer meets selection criteria or;
- Maintenance costs become excessive.

Next, the Library Art Committee representative from the Library Board of Trustees and/or the Library Director presents the recommendation to the Library Board for their approval.

Following their approval, the Library Art Committee representative from the Library Foundation and/or the Library Director presents the recommendation to the Library Foundation for their approval.

Finally, the Library Director presents the Library Art Committee's recommendation, with approvals from the Library Board of Trustees and Library Foundation to the Burlington City Council, requesting that they authorize the Mayor to de-accession of the item. If the

item was purchased using City funds, the City Council agrees to place any proceeds from the sale into a revenue line item dedicated to the purchase of library art. If the item was donated to the City (directly or via the Library Foundation), the City Council understands that any and all proceeds from the sale of the item will be donated to the Burlington Library Foundation to purchase more art for the Library. If a portion of the original purchase cost was provided by City funds, that same proportion of the proceeds from the sale of the item will be placed into a revenue line item dedicated to the purchase of library art, with the remainder to be donated to the Burlington Library Foundation.

### **Rotating Exhibits**

The Burlington Rotary Community Meeting Room at the Burlington Public Library includes picture rails on all four walls, and was designed with the intention of displaying rotating exhibits of art.

Rotating Exhibits will include work by artists of all ages, including those who have limited inventory and opportunities to display their work, e.g. students. Rotating displays will be considered through an application process and through the use of established selection criteria, as applicable to temporary exhibits. Exhibitors must sign a Rotating Exhibits Agreement to show they understand this policy and agree to its terms.

Student applicants must be recommended by a teacher. Individuals and groups of artists may apply to present an exhibit together; exhibits will last one calendar month.

All applicants will be referred to the Library Director or Art Committee Chair. The Library Art Committee will review the applications.

Applicants may be asked to schedule an interview with the Library Art Committee to present their work. They may bring originals or submit photos or digital images (in .jpg format) of each piece they wish to exhibit. Depending on the sizes of the pieces, the total that may be displayed may come to 10 – 12 items. No substitutions will be accepted at the time of the exhibit.

The applicant(s) do not need to be present at the Library Art Committee meeting where their art is being reviewed, but may choose to attend to discuss their vision with the committee. Students will recognize that this process is similar to meeting with a gallery and may appreciate the learning opportunity. Applicants will be notified of the Art Committee decision the day after the meeting.

The Library does not bear responsibility for theft of or damage to rotating exhibits. Insurance is the personal responsibility of the exhibitor(s).

Exhibitors may label items with prices and contact information for the artist. The Library will not be responsible for any transactions relating to the items.

Cost for an exhibit opening or other events will be borne by the exhibitor(s) except in the case that the exhibit is being sponsored by the Burlington Public Library, the Burlington Library Foundation, or Friends of the Library. PR is the responsibility of the exhibitor.

The Burlington Public Library and the Library Art Committee reserve the right not to exhibit any piece.

Gifts should be in the nature of additions to the Library collections or in the form of Library equipment rather than a plaque or other nonproductive items.

The Library cannot accept storage responsibilities for documents, records, books, magazines or objects owned or controlled by groups of individuals unless approved by the Burlington Library Board of Trustees.

*Revised: May 6, 1997*  
*Reviewed: March 4, 2003*  
*Revised: November 7, 2006*  
*Revised November 4, 2008*  
*Reviewed: April 5, 2022*

## SECTION E. DISCARDING LIBRARY MATERIAL

### *Discard policy*

An attractive, up-to-date, currently useful library collection is maintained through a continual discard and replacement process. Withdrawal of materials shall be left to the discretion of the Library Director who may assign staff members who are qualified by training or education to assist in the process.

Material shall be continuously reviewed, evaluated and removed from the Library collection according to the following criteria:

- Material is worn or damaged beyond mending or rebinding.
- Material is outdated or no longer relevant to the general community.
- Material is superseded by a revised or updated edition, or by a better book on the subject.
- Material is no longer being used.

Exceptions may be made in cases where an item is deemed to have enduring value from the standpoint of local history or antiquarian significance. The policy applies equally to gifts and library-procured materials.

Materials withdrawn from the collection must be approved by the Library Board before discard, pursuant to RCW 43.09.200 which states in part, “The accounts shall show the receipt, use and disposition of all public property, and the income, if any, derived therefrom...” Records of withdrawn and discarded materials will be kept for 7 years in compliance with recommendations from the State Auditor’s Office. Materials will be stamped “discarded”.

RCW 39.33.070 gives options for disposal of obsolete or surplus reading materials “in addition to any other method available...” such as donation to other organizations.

Materials withdrawn from the collection may be given to other groups or individuals in the following descending order of priority:

1. Other libraries
2. Used Book Vendors
3. The Friends of the Burlington Library
4. Charitable organizations
5. Individual Burlington Public Library cardholders on a first-come, first-served basis

See: RCW 39.33.070 School districts and libraries – Disposal of obsolete or surplus reading materials – Procedures.

Withdrawn items that are not selected for donation to one of the groups or individuals listed above may be discarded or recycled in accordance with city waste disposal procedures.

Final decisions about the disposal of discarded materials shall be left to the discretion of the Library Director.

*Revised: April 4, 1989*  
*Reviewed: March 4, 2003*  
*Revised: March 2, 2004*  
*Revised July 1, 2008*  
*Reviewed: April 5, 2022*  
*Revised: May 6, 2025*

## SECTION F. RECONSIDERATION OF MATERIAL

### *Materials Comment Policy*

The library welcomes comments from Burlington cardholders, as well as patrons who live in the same household as a cardholder, about library materials. If an objection is made to an item in the library collection, the following procedure shall be followed.

The staff member receiving the comment will make no commitments. The *Materials Selection Policy* shall be explained.

If the patron is not satisfied by the explanation, they may formally state their objection in writing by filling out a *Materials Comment Form*.

The completed form and the material in question shall be read and examined by the Library Director and forwarded to the Board of Trustees, who shall judge the material's conformity to the principles of the *Materials Selection Policy* and evaluate it for reconsideration.

The material under question shall remain in the active collection pending a final decision by the Board of Trustees.

When a decision is made, the decision will be communicated to the patron in writing by the Library Director.

There shall be no administrative process of appeal of the Board of Trustees' final decision.

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*Reviewed: April 5, 2022*  
*Revised: May 6, 2025*

**BURLINGTON PUBLIC LIBRARY**  
**Materials Comment Form**

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

Material for Reconsideration

Author: \_\_\_\_\_

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

Publisher: \_\_\_\_\_

If other than a book, indicate format: \_\_\_\_\_

Person initiating Reconsideration

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

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

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

I am representing:

\_\_\_\_ Self

\_\_\_\_ Organization (Name of organization: \_\_\_\_\_)

\_\_\_\_ Other (Please explain: \_\_\_\_\_)

1. Have you read/listened to/viewed the material in its entirety? \_\_\_\_ Yes \_\_\_\_ No

If no, what parts have you read/heard/seen?

2. To what in the material do you object? Please be specific, citing pages, passages, etc.

3. What do you feel may be the result of reading/listening to/viewing this material?
  
4. For what age group would you recommend this material?
  
5. Can you describe anything of value in the material?
  
6. What do you believe is the purpose and/or theme of this material?
  
7. How has this work been received by professional book reviewers?
  
8. What brought this resource to your attention?
  
9. In place of this material, what work of equal literary quality would you recommend that would convey as valuable a picture and perspective of the subject treated?
  
  
  
  
  
  
  
  
  
  
10. What would you like the library to do about this material?

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