

## **LIBRARY MATERIALS SELECTION POLICY**

### **1. PURPOSE**

- a. The purpose of this collection is to contribute to the improvement and extension of quality library services to all areas.
- b. This policy governs the selection of materials for adults, young adults and children.

### **2. DEFINITION OF SELECTION**

Selection refers to the decision that must be made either to add material to the collection, to retain material already in a collection or to delete material in a collection.

### **3. LIBRARY BILL OF RIGHTS**

The Reading Room Association of Gouverneur supports the Library Bill of Rights.

### **4. FREEDOM TO READ STATEMENT**

The Reading Room Association of Gouverneur supports the American Library Associations Freedom to Read Statement.

### **5. FREEDOM TO VIEW STATEMENT**

The Reading Room Association of Gouverneur supports the American Library Associations Freedom to View Statement.

### **6. GOALS OF MATERIALS SELECTION**

- a. To maintain a well balanced broad collection of materials for information, reference and self-study.
- b. To support the democratic process by providing materials for the education and enlightenment of the community.
- c. To provide recreational reading, listening and viewing resources.

### **7. RESPONSIBILITY FOR SELECTION**

The responsibility for materials selection lies with the Library Manager who operates within the framework of policies determined by the Board of Trustees. The Library Manager may delegate the authority to interpret and define the applications of the policy in making day-to-day decisions. The general public, library staff and Friends of the Library members may recommend materials for selection.

### **8. GENERAL PRINCIPLES**

- a. The library will provide materials that help to meet its goals. These materials may include: books, periodicals, pamphlets, newspapers, pictures, maps, audio and video tapes, microfilm, computer software, compact disks and DVDs.
- b. The library will not attempt to furnish textbooks or formal study materials needed for courses of study offered by schools or institutions of higher learning. The public library has materials for self-study, but it is not primarily designed to furnish required reading for academic study.
- c. All materials (except those which are in demand and cannot be duplicated, including rare and fragile items, and reference materials) will be lent for home use under library regulations and procedures.
- d. As a responsibility of library service, materials selected should be chosen for values of interest, information, and the enlightenment of all people in the community. In no case should a book be excluded because of the race, nationality, political or religious views of the writer.
- e. Responsibility for the reading of children rests with their parents or legal guardians. Selection should not be inhibited by the possibility that materials may inadvertently come into the possession of a child.
- f. There should be the fullest practicable provision of materials presenting all points of view concerning the problems and issues of our times; international, national and local. Materials should not be proscribed or removed from library shelves because of partisan or doctrinal disapproval.
- g. Materials with an emphasis on sex or containing profane language should not be automatically rejected. Selection should be made on the basis of whether the material has literary value.

## 9. CRITERIA FOR SELECTION

- a. Contemporary significance or permanent value.
- b. Accuracy.
- c. Authority of the author.
- d. Relation of work to the existing collection.
- e. Price, format and ease of use.
- f. Scarcity of information in the subject area.
- g. Availability of material elsewhere in the area - holdings of other libraries in the area are considered in developing the Reading Room Association of Gouverneurs collection. Materials, particularly those of a highly technical nature, may be borrowed on interlibrary loan.
- h. Popular demand. The library should make available materials for enlightenment and recreation even if not enduring in value, interest and accuracy.

i. Whenever possible, materials will be selected based on review(s) from a variety of sources common to the Reading Room Association of Gouverneur.

## 10. MAINTENANCE OF THE COLLECTION

The weeding of the collection is a form of selection and is thus an important policy to define. Weeding is a thorough and conscientious effort to achieve a well balanced collection and should be a continuous, constant process. Factors to be considered in weeding are:

- a. The physical condition of the book or material.
- b. Slow moving material not listed in standard sources: (Childrens catalog, Public Library Catalog, Fiction Catalog).
- c. Materials containing subject matter no longer of current interest.
- d. Multiple copies of titles no longer in demand.
- e. Older editions replaced by newer revisions of non-fiction titles.
- f. Accuracy of the information.
- g. Retention of local material and books by local authors.
- h. For more, see Specific Weeding Guidelines by Classification of Format pages.

## 11. GIFTS

The library will accept gifts under the following conditions.

- a. Gifts materials will be judged by the same material selection standards that apply to purchased materials.
- b. No gift materials will be accepted for which the donor places restrictions or special conditions.
- c. Gift materials will be accepted with the understanding that this library reserves the right to utilize them in accordance with this selection policy. Gift materials may be added to the collection, sold, given to other libraries or discarded.
- d. Gifts of money, real property and stocks will be accepted if the conditions attached thereto are acceptable to the Board of Trustees and are in accordance with pertinent laws.
- e. Personal property, art objects, portraits, antiques and other objects will be accepted only on the basis that they may be sold, given away or discarded at the discretion of the Trustees and the Library Manager.

f. Donations of Readers Digest condensed books, textbooks, out dated non-fiction books, books that are damaged or dirty and back issues of magazines will not be accepted.

## 12. RECONSIDERATION OF MATERIALS

Library patrons may request that the Library Manager reconsider retaining certain materials that they find objectionable. The Library Manager will ask the patron to fill out a form designed for this entitled: CITIZENS REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL. The concern will then be brought to the attention of the Board of Trustees.

## 13. PROVISIONS FOR REVIEW OF POLICY

This policy book may be revised as time and circumstances require. The current policy book revision is March 14, 2002.