

## MATERIAL SELECTION POLICY

### Purpose

The purpose of this policy is to guide the development and maintenance of a diverse, balanced, and high-quality collection that meets the informational, educational, cultural, and recreational needs of our community.

### Materials Definition

Materials include all items in the library's collection, regardless of format. This encompasses print books, e-books, audiobooks, periodicals, multimedia resources, digital databases, and any other materials deemed appropriate for library use.

### Responsibility

The responsibility for material selection rests with the Executive Director, who delegates specific selection tasks to qualified professional staff and operates within the framework of policies approved by the Board of Trustees. Input from library members and the community is welcomed and considered, but final decisions rest with the library staff guided by this policy.

### Goals of Material Selection

- Support Education: Provide materials that support formal and informal education at all levels.
- Promote Literacy and Lifelong Learning: Offer resources that encourage reading, learning, and personal growth.
- Meet Community Needs: Respond to the interests and needs of the community, offering materials on a wide range of topics which represent diverse perspectives, cultures, and experiences.
- Ensure Access to Information: Provide access to current, accurate, and reliable information.

### Criteria

Selection of materials will be based on the following criteria:

- Relevance: Pertinence to community needs and interests.
- Quality: High standards of content, accuracy, and presentation.
- Diversity: Inclusion of multiple viewpoints and representation.
- Demand: Popularity and demand within the community.
- Timeliness: Currency and relevance of information.
- Authority: Credibility and expertise of the author or publisher.
- Durability: Physical and digital durability appropriate to the format and intended use.
- Cost: Budgetary considerations and cost-effectiveness.
- Space: Availability of space within the library.

### Weeding

Weeding, or the systematic removal of materials, is an essential part of maintaining an active, relevant, and appealing collection. The criteria for weeding include:

- Condition: Items that are damaged, worn, or beyond repair.

- Usage: Materials that have not been checked out or used in a significant period.
- Relevance: Outdated or obsolete information, especially in areas such as technology, health, and legal matters.
- Duplication: Excessive copies of titles that are no longer in demand.
- Space Constraints: Need to make room for new acquisitions.

Materials weeded from the collection may be sold, donated, or otherwise disposed of in a manner consistent with the library's policies and community standards.

## **Reconsideration of Materials**

Connetquot Public Library is committed to providing a diverse collection that represents a wide range of viewpoints and interests. In the event a member of the community has concerns about specific materials, we have established a formal process for reconsideration to ensure all voices are heard and evaluated fairly.

### **1. Initial Inquiry**

- Library staff will address initial concerns by referencing our policy, which outlines the criteria and principles guiding our collection development.

### **2. Formal Request for Reconsideration**

- If the library member is not satisfied with the initial resolution, they may submit a formal Request for Reconsideration of Material form, available at the library.

### **3. Review Process**

- The Material Review Committee will review the request. The committee comprises of library staff who are trained to evaluate materials impartially, including the Executive Director, Director of Operations and Librarian in charge of department collection.
- Committee members will set aside personal beliefs and consider the principles laid out by the American Library Association (ALA), particularly those regarding intellectual freedom and the right to access information.
- Each committee member will read the material in question in its entirety.
- Committee members will vote anonymously on whether to retain, relocate, or remove the material from the collection.

### **4. Notification**

- The result of the committee's review will be communicated in writing to the individual who submitted the challenge.
- A report detailing the committee's decision and the rationale behind it will also be sent to the Board of Trustees.

### **5. Appeal Process**

- If the individual is not satisfied with the committee's decision, they may appeal to the Executive Director.
- The Executive Director will review the committee's decision, the appeal, and any relevant documentation before making a final determination.

This policy ensures a thorough, fair, and transparent process for addressing concerns about library materials while upholding the core values of intellectual freedom and access to diverse information.

This policy is reviewed regularly to ensure it continues to meet the needs of the community and aligns with the library's mission and goals.

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