

MATERIAL SELECTION POLICY

Purpose

The Connetquot Public Library provides materials and services to meet the recreational and informational needs of district residents of all ages.

Materials Definition

The word *materials* used for the specific forms of media has the widest possible meaning. It may include, but is not limited to, books (hardbound and paperback), pamphlets, maps, magazines, journals, newspapers, films, sound and video recordings and electronic resources.

Responsibility

The ultimate responsibility for selection rests with the Library Director who operates within the framework of the policies approved by the Library Board of Trustees. The Library Director may authorize other professional staff to apply this policy in building the library's collection.

Goals of Materials Selection:

The Connetquot Public Library selects, makes available, and promotes the use of library materials which:

- Enrich and support the educational, recreational, and informational needs of the users, taking into consideration their varied interests, abilities and learning styles.
- Represent differing viewpoints on a subject.
- Are appropriate to the level of the users. The collections for young people are aimed at the segment of the population from infancy through adolescence and follow the same selection criteria as the adult collections.

Criteria for Materials Selection:

The Connetquot Public Library is in full support of the American Library Bill of Rights and the American Library Association Freedom to View Statement. Within the scope of the Library Bill of Rights the guidelines for selection of library materials are as follows:

- Availability and suitability of format.
- Recommendations of reviews from standard library reviewing sources.
- Reputation and qualifications of the author, creators, publisher or producer, composer, filmmaker etc.
- Quality of writing, design, illustrations or production.
- Relevance to community needs.
- Relative importance in comparison with existing materials in the collection on the same topic.
- Availability and accessibility of the same material in the county.
- The price of the item.

The library recognizes that some materials are controversial and that any given item may offend some patrons. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of a balanced representative collection and one that serves the interests of the library's public.

Patrons' requests for purchase of library materials shall be considered in accordance with the selection policy.

Responsibility for the reading, listening and viewing of library materials by children rests with their parents/legal guardians. Selection of materials will not be inhibited by the possibility that materials may inadvertently come into the possession of children.

If the library accepts a gift of books and other materials for the collection, the library reserves the right to evaluate and to dispose of them in accordance with the selection policy. No condition may be imposed, relating to any gifted material after its acceptance by the library.

Replacement of materials deemed lost, missing or damaged, are not replaced automatically, the need for replacement is judged by these factors:

- Existence of adequate coverage of the topic, especially if more current material is available.
- Overall demand for the specific title.
- Availability of that item.

Weeding:

Library materials are regularly withdrawn from the library's collection. Materials are withdrawn based on the following guidelines:

- They are physically worn or damaged.
- They are out-of-date, no longer timely or accurate.
- There are duplicate copies of a title which have waned in popularity, eliminating those most physically worn or damaged.
- Circulation statistics.
- Space considerations.

Withdrawn materials, which are, in the estimation of the professional staff appropriate for future use, will be sold to the public or donated to appropriate nonprofit organizations. Monies collected will be used to purchase new library materials.

Reconsideration of Library Materials:

Procedures have been developed for the reconsideration of materials to assure that objections or complaints are handled in an attentive manner. Once an item has been accepted for purchase, based on the *Materials Selection Policy*, it will not be automatically removed upon request.

The choice of library materials by patrons is an individual matter. While a person may reject materials for himself, he may not exercise censorship to restrict access to materials by others. However, the following procedure has been developed to address complaints or objections in a timely consistent manner.

- The patron with the request for reconsideration should fill out a Request for Reevaluation of Library Material Form. (300-10B)
- The Request for Reevaluation will be referred to the Library Director and the professional staff responsible for that particular collection.
- They will reconsider the item in question using this Policy and reviews from recognized sources.
- The decision will be written on the form and if further information is needed or asked for the patron will then speak with the Library Director.
- If after speaking with the Library Director, the patron may appeal by writing to and/or attending a Library Board of Trustees Meeting.

Policy 300-10
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