

1.6 POLICIES GOVERNING LIBRARY MATERIALS SELECTION

1.6.1 GENERAL SELECTION PRINCIPLES

The purpose of the William K. Sanford Town Library is to select, organize, preserve and make freely and easily available to the people of the community printed and non-printed materials, within the limitations of space and budget, which will aid them in education, information, research, recreation and culture.

The words "Library materials," as they occur in this policy, have the widest possible meaning. Every form of record is to be included whether analog or digital.

"Selection" refers to the decision that must be made either to add a given title to the collection or withdraw one already in the collection.

The Library recognizes that many books, periodicals and movies are controversial and that any given item may offend someone. Selections will not be made on the basis of any assumed approval or disapproval, but solely on the merit of the work as it relates to the Library's purpose and as it serves the needs and interests of the community as a whole.

Library materials will not be marked or identified to show approval or disapproval of the contents, and nothing will be sequestered except for the express purpose of protecting it from mutilation or theft.

Responsibility for the reading selections of minors rests with their parents or legal guardians. Selection of adult materials will not be limited by the possibility that they may come into the possession of minors.

Patrons not finding desired material in the Library's collection may request that it be borrowed on interLibrary loan following set requirements, or that it be purchased. All requested materials will be considered for purchase.

The "Library Bill of Rights" and the "Freedom to Read Statement," as adopted by the American Library Association are a part of this materials selection policy. (see Section 4.4 below).

1.6.2 RESPONSIBILITY FOR SELECTION

The final administrative responsibility for the selection of Library materials rests with the Library director. Librarians on the staff participate in the selection process.

1.6.3 SELECTION OF MATERIALS

The Library recognizes its responsibility to have available a representative selection of materials on subjects of interest to its users. The selection of Library materials is based on the needs and requests of patrons of all ages, races, and creeds, and of organizations with a wide range of interests.

1.6.4 Selection is non-partisan and impartial

The Library takes no sides on public issues and does not attempt to promote any beliefs or points of view, nor does it endorse the opinions expressed in the materials held. The Library

recognizes its responsibility to provide materials presenting various points of view, within the limitations of space, budget, and availability, to enable people to make their own decisions.

Materials will be judged on the basis of the content and style of the work as a whole, not by selected passages or scenes.

Factors influencing selection of an item include: factual accuracy, effective expression, style, demand, current usefulness, significance of subject, interest, permanent value, relevance to the existing collection, qualifications of the author in the subject, reputation of publisher, arrangement of material, format and physical qualities, price. In addition librarians utilize standard review sources for guidance in making selection decisions.

1.6.5 Textbooks and School Books

The Library generally does not purchase materials ordinarily supplied by schools. The exception is in areas where material is only available in textbook form. The Library cannot accept the responsibility of acquiring materials in sufficient quantity to serve an entire class.

1.6.6 Weeding

Weeding is the continuous evaluation of the Library collection by the professional Library staff. This process is an integral part of collection development and maintenance. Materials should not be removed because of social pressure.

1.6.7 Reconsideration of Library Materials

Library patrons who feel that a Library book or video is inappropriate for the Library collection may file a request for "Reconsideration of Materials". A request for the reconsideration of the materials must be made in writing. A form "Reconsideration of Library Material" can be requested at the Adult Information Desk. All requests will be evaluated, by the Library Director in consultation with at least two Colonie Librarians, based on selection principles from this document and the American Library Association. The Library Director will send by US Mail the decision as to the disposition of the request. The Decision of the Director may be appealed in writing to the Library Board of Trustees.

ADOPTED: _January 23, 2013_ : History and background for this policy are located in the Office of the Director of the Library.