

MATERIALS SELECTION POLICY

SOUTH COUNTRY LIBRARY

PURPOSE AND OBJECTIVES

The purpose of the South Country Library Materials Selection Policy is to inform the public about the principles upon which selection is made and to guide those of the library staff responsible for choosing materials.

The major objectives of materials selection for this library are: to further the advancement of knowledge and the education of the people in the area served by the library, and to provide materials of a recreational nature. Collected materials shall include those both of contemporary significance and value as well as some materials of an ephemeral nature. This library's resources should reflect the whole community and the many viewpoints within it.

Basic to the policy is the Library Bill of Rights as adopted by the American Library Association, part of which states:

"Books and other library resources should be provided for the interest, information and enlightenment of all the 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. 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."

DEFINITIONS

The words "book", "library materials", or other synonyms as they may appear in this policy, have the widest possible meaning; hence, it is implicit in this policy that every form of permanent record is to be included, whether printed or in any other form.

"Selection" refers to the decision that must be made either to add a given item to the collection or to retain one already in the collection. It does not refer to reader guidance.

RESPONSIBILITY

While it is considered desirable that members of the library staff participate in the selection of materials, final responsibility for selections rests in the Director, who operates within the framework of policies determined by the Board of Trustees.

MATERIALS SELECTION AIDS

Since it is impossible to have every item previewed by a staff member before it is acquired for the collection, use is made of such selection aids as basic general lists,

current reviewing journals, special bibliographies and book reviews. No one publication is relied upon exclusively.

GUIDELINES FOR SELECTION

The library is aware of the purposes and resources of other libraries in the South Country School District and will not duplicate functions and materials needlessly. Textbooks or other curriculum-related materials except as such materials also serve the general public will not be acquired.

The library acknowledges a particular interest in local history.

In selecting materials for the library collection, consideration will be given to: price, format, complexity of content, style, authoritativeness, social significance, relation of material to the existing collection, presence of permanent or timely value, accuracy of facts, clear presentation, needs and demands of the library public, and presentation of all sides of a controversial issue.

Technical criteria will be applied to the selection of non-book materials in addition to those criteria listed above.

CONTROVERSIAL MATERIAL

It is the right and duty of the library to keep on its shelves a representative selection of materials on all subjects of interest to its patrons and not prohibited by law, including items on all sides of nontrivial questions. 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 the collections and to serving the interests of the patrons. Library materials will not be marked or identified to show approval or disapproval of the contents, and no catalogued item will be sequestered, except for the express purpose of protecting it from injury or theft. Responsibility for the selection of materials by children rests with their parents or legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children.

GIFTS

The library accepts gifts of books and other materials, but reserves the right to evaluate and dispose of them in accordance with the criteria applied to purchased materials. No conditions may be imposed relating to any item after its acceptance by the library.

DEACQUISITIONING

Materials in the library's collection should be systematically checked. Materials no longer serving a need of the library's public should be removed from the collection. The discarding of materials requires the same degree of attention as initial selection.

CHALLENGED MATERIALS

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that items be withdrawn from the library collection must complete a Request for Review form which is available from the Director. The inquiry will be placed on the agenda of the next regular meeting of the South Country Library Board of Trustees.

REVISION OF POLICY

This policy will be revised as times and circumstances require.

Adopted by the Board of Trustees

September 21, 2000

Revised & Approved: November 17, 2005

Request for Review – South Country Library

Author _____ Book _____ Periodical _____

Title _____ Audiovisual _____

Publisher _____ Content of library program _____

Review initiated by _____

Address _____

City, State, Zip _____ Phone _____

Complainant represents:

Self _____

Organization (Name) _____

1. Where did you acquire the item in question? (Please specify department or special collection)

2. Did you read the entire work? Yes _____ No _____
If no, what parts?

3. What do you believe to be the general theme, intent or subject coverage of this item?

4. To what in the item do you object? (Please be specific: cite pages) _____

5. Who was affected, and in what harmful way, by the use of this item?

6. Are you legally responsible for the person affected? Yes _____ No _____

7. For what age group would you recommend this item? _____
8. Are you aware of published reviews/evaluations of this item? (Please cite references or append review)
9. What would you like the library to do about this item? _____
10. In its place, what item of equal value and intent would you recommend putting in the collection?

Signature of complainant _____

Date _____