

MATERIALS SELECTION, DE-ACQUISITION & REQUEST FOR REVIEW POLICY

Approved by Board on 3-17-22

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. "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. "Materials" refers to any form of permanent record, whether printed or in any other form.

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, while taking into consideration their varied interests, abilities, viewpoints, experiences and learning styles
- To increase knowledge of and participation in the affairs of the community, the country, and the world
- To provide materials of a recreational nature.
- Collected materials shall include those of contemporary significance and value, of historical/archival significance and value, as well as materials of an ephemeral nature.

This library's resources should reflect the diversity of the South Country community and the many experiences and viewpoints within it. A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences. The library has a professional and ethical responsibility to be proactively inclusive in collection development. All members of the community should be able to see themselves reflected in the Library's resources.

A well-balanced collection does not require a one-to-one equivalence for each viewpoint but should strive for equity in content and the availability of timely, accurate materials.

INTELLECTUAL FREEDOM

The library supports intellectual freedom by providing for free access to varying expressions of ideas through which a question, cause, or movement may be explored. The Library will be fair and just in defending the library user's right to read, view, or listen to content protected by the First Amendment, regardless of the creator's viewpoint or personal history. Librarians must not permit their personal biases, opinions, or preferences to unduly influence collection development decisions.

The Library abides by the Library Bill of Rights as adopted by the American Library Association.

RESPONSIBILITY

The authority and responsibility for the selection of Library materials is delegated by the Board to the Library Director, and under his or her direction, to the professional staff who are qualified for

this activity by reason of education, training, and experience. Suggestions from other staff members and from library users are encouraged and seriously considered in the selection process.

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 or source 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.

In selecting materials for the library collection, consideration will be given to: price, format, professional reviews, publishing background, complexity of content, style, authoritativeness, social significance, relation of material to the existing collection, interlibrary loan availability, presence of permanent or timely value, accuracy of facts, clear presentation, needs and demands of the library public, presentation of all sides of a controversial issue, and relative importance or quality in comparison to other materials on the topic.

Patron requests for the purchase of materials are subject to the same selection criteria listed above.

The library acknowledges a particular collection interest in local history.

In accordance with the Library Board's *Environmental/Sustainability* policy, the library acknowledges a particular collection interest in the conservation of energy and the protection of our natural resources and habitat.

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 purchase 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. The discarding of materials requires the same degree of attention as initial selection. Materials no longer meeting the criteria used to initially select them, or no longer serving a need of the library's public should be removed from the collection. When de-acquisitioning materials from the library's collection, special consideration will be given to: last circulation date, total number of checkouts, copyright date, physical condition, duplication, relevance of content, current demand, and interlibrary loan availability.

De-acquisitioned materials will be appropriately donated, repurposed or recycled whenever possible. Materials unable to be donated, repurposed or recycled will be discarded.

CONTROVERSIAL MATERIALS

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.

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, relocated or restricted in any manner, must complete a *Request for Review* form which is available at the Library and on the Library's website. 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.

Request for Review of Library Resource

While an individual may reject a library resource for themselves or their minor children, they may not exercise censorship restricting access to resources by others. Although Library resources are carefully selected, there can arise differences of opinion regarding suitability. A community member may formally request reconsideration of the appropriateness of a particular resource by completing this *Request for Review* form. The inquiry will be placed on the agenda of the next regular meeting of the Library's Board of Trustees, provided it is received at least one week in advance of the meeting. Forms not received in time will be placed on the following month's agenda. Afterward the Library Director will send a letter and/or email with the Board's response and decision to the address(es) listed on this form.

A request for reconsideration must be filed by an individual (on behalf of themselves or a minor child) who currently resides in the South Country School district.

Return this fully completed form to: Kristina Sembler, Library Director, South Country Library at 22 Station Rd. Bellport, NY 11713

Review initiated by (legal name) _____

Address _____

Phone _____

Email _____

Library barcode # _____

Complainant represents (check one):

Self _____

Organization _____ Organization name: _____

Material to be Considered for Review

Check one: Book ___ Audiovisual ___ Display ___ Program/Event ___

Other (please describe) _____

Title _____

Author/Artist/Presenter _____

1. **How was the resource brought to your attention?**

2. **Did you read/view 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 resource?**

4. **To what do you object? (please be specific, cite specific sections)**

5. **Who was affected, and in what harmful way, through access to this resource?**

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

6. **For what age group would you recommend this resource?**

7. **Are you aware of any published review or evaluations of this resource?** (please cite references or attach review)

8. What would you like the Library to do about this resource?

9. In its place, what other resource of equal value and intent would you recommend for the Library?

Signature of complainant _____

Date _____