

**BOOK AND MATERIAL SELECTION POLICY**  
**Adopted by the Board of Trustees July 2005**  
***Revised June 2011***

**Purpose of the Book and Material Selection Policy**

- To guide the library staff in the selection of books and other materials
- To inform the public the principles upon which selections are made

The Board of Trustees endorses the principles of the Freedom to Read statement and the Library Bill of Rights adopted by the American Library Association.

**Intellectual Freedom**

Development of the collection and the selection policy of books and materials are guided by the principles of intellectual freedom. The First Amendment of the U.S. Constitution affirms a citizen's right to hold beliefs and to express them. Freedom of expression and the right to publish diverse opinions was proclaimed in the Bill of Rights to be essential to the democratic form of government. The possibility that certain materials might be considered objectionable on moral, religious, political or other grounds does not restrict selection for our library.

Materials are not marked or identified to show approval or disapproval of contents. They are not marked or shelved to restrict their use by age. Valuable or unique items may be sequestered to protect them from injury or theft.

**Reconsideration of library materials**

Patrons may request the Board of Trustees to reconsider books or other material. Forms are available at the circulation desk, and should be returned to the Library Director. (See Addendum #1).

**Responsibility for Collection Development**

The Board of Trustees establishes the book and materials selection policy.

The Board delegates to the Director and designated library staff the selection of books and materials and the development of the collection in accordance with the policy.

**Goals of Book and Materials Selection**

- To maintain a well balanced and broad collection of books and materials for information, reference and research
- To provide information on community resources and services
- To provide books and materials for individual enrichment and growth including recreational reading, viewing and listening

- To provide books and materials that engage young children in the joy of reading and being read to
- To provide electronic resources that access databases and information both on-site and remote

In addition to books, materials include: films, magazines, CDs, tapes, videocassettes, DVDs, puzzles, computer software and games

## **Development of the Collection**

- Selection is guided by the fact that the community is comprised of readers of different tastes, interests, education and reading abilities. Materials should represent varied points of view, and whenever possible, different sides of controversial issues. The library provides materials old and new, classic and timely, orthodox and unorthodox in a variety of formats.
- The popular adult collection highlights genres and topics of local interest and where the “need to know exists.” This includes current, high-interest fiction, self-help and how-to material.
- An emphasis is placed on maintaining, through selection and weeding a collection of materials for which there is a frequent or continuing demand, and for which there is an evident community need.
- Textbooks are only purchased in subject areas where standard library materials are unable to fill a need.
- The library considers all types and formats of media
- Recognizing that it is impossible for our small library to meet all community needs, our collection is supplemented by other libraries in the CLAMS network, as well as state supported interlibrary loan, the Virtual Catalog, and other schools and libraries on the Island,

## **Criteria for Selection**

The following principles will help to guide selection and withdrawal of materials, using standard selection aids:

1. Contemporary significance or permanent value
2. Popular demand, requests from the public
3. Scarcity of information in subject area
4. Community needs and interests
5. Current interest and usefulness
6. Accuracy, readability and style
7. Authority of the source
8. Relation to existing collection

9. Price, format and ease of use
10. Condition of the material, quality of manufacture
11. Availability elsewhere in the CLAMS system, the interlibrary loan network, or other school and public libraries on the Island

### **Collection Development for Children and Young Adults**

The children's collection serves children through grade five; the young adult collection serves young people from sixth through twelfth grade. The children's collection is chosen for children of all ages and abilities focusing on picture books for preschoolers and on popular reading for school age children. Books are selected to encourage the child's joy in reading and being read to. Materials are also purchased in a variety of non-print formats, including films, magazines, CDs, DVDs, tapes, puzzles and games. The library cooperates with the public school libraries so that the services may compliment one another. Homework material may be assembled and placed on reserve for students in elementary through high school.

The young adult collection is specifically selected as a bridge to the adult collection. A browsing collection of novels and recreational materials, as well as non-print formats are selected for their special appeal to this age group.

Children and young adults are encouraged to make use of the entire library to the extent that their interests and capabilities allow.

Responsibility for children's reading and the use of other library materials rests with the parents or legal guardians.

### **Maintaining the Collection**

In order to maintain a collection that is current, reliable and in good condition, materials are withdrawn on a systematic and continuing basis. Materials are withdrawn when they are judged to be inaccurate, seldom used, in poor condition or no longer appropriate.

Outdated material with no remaining value is discarded. The "Criteria for Selection" is used in deciding whether to purchase replacements. Materials may be re-instated at a patron's request.

Library staff may dispose of gift and withdrawn materials in good condition as follows:

- Distribute appropriate materials in support of library-sponsored outreach and literacy programs
- Offer to schools
- Offer to member libraries in regional network
- Donate to Friends of the Library System book sales, or to other programs that encourage reading

## **Book and Material Gifts**

Gifts of books or other materials are accepted with the understanding that they may not be added to the collection. They will be evaluated according to the “Criteria for Selection.” If the library cannot use them, the library may dispose of them in any way it sees fit.

The library will not appraise gift books and materials for tax purposes. The Library will, upon request, provide a written receipt of the gifts indicating the number of items and a general description of the materials.

## **Confidentiality of Library Records**

Under MA General Law, Chapter 78, Paragraph 7, records, which reveal the identity and intellectual pursuits of a person using the library, are not public records. Use of records related to the circulation and use of library materials, which contain names, or other means of identifying library users, including borrower registration and circulation files are intended solely for the control of library materials. Such records are confidential in nature and will be disclosed upon request or consent of the user or released to appropriate authorities only pursuant to proper legal process, order or subpoena under the law.

The library will do its utmost to uphold the privacy and confidentiality of a patron’s right to free access to information, but it must comply with existing law, specifically the USA Patriot Act of 2001. Please refer to the specific [USA Patriot Act Policy](#), which details compliance when supplied with a subpoena or warrant.

At a patron’s request, a “Reading History,” may be kept in the CLAMS system.

## **Revision of the policy**

This statement of policy will be reviewed every five years or as times and circumstances require.