



## **MATERIALS SELECTION**

Longwood Public Library provides resources which represent, as much as possible, all points of view on current and historical topics. Items selected for the library collection should reflect the diverse population of the Longwood community. Selection of library materials is based on knowledge of the Longwood community, the existing collection and its use, and the library's budget. The library makes available, in a wide variety of formats, resources that inform, educate, entertain and enrich.

The responsibility for the selection of resources rests with the Library Director who may delegate this responsibility to librarians who are qualified through education, training and experience.

### **Selection of Library Materials**

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

At all times the library seeks to obtain materials of high quality within a fixed budget. Price may be a deciding factor in the acquisition process.

It is the responsibility of the library to furnish supplementary materials for both formal and informal education and for self-development of the individual. In view of the fact that it is not the public library's responsibility to provide textbooks required for school or college courses, textbooks will not be purchased for the general collection, unless they are the best or only materials available in the particular subject area.

The library accepts gifts without commitment as to final disposition. In determining whether a gift item should be added to the collection, the same standards are applied as are used in the selection of an item for purchase.

The library wishes to recognize the literary efforts of local authors by including their works in the collection when possible. The library will review donated copies according to the library's selection criteria. Items added are subject to the same weeding guidelines as other library materials. It is preferable to purchase items from an intermediary vendor, not directly from the author.

### **Selection Criteria**

Collection development decisions are made on the basis of professional librarians' judgment, expertise, and knowledge of what is already in the collection and by evaluating reviews in established library review journals. All library selection and acquisition choices are made in terms of the following criteria:

- Demonstrated or perceived community interest; need or demand by library users or potential users
- Attention of critics, reviewers, media, and the public
- Suitability of format for library use and content
- Relation to the library's existing collection and other material available on subject
- Authority, reputation, or qualifications of the author, artist, publisher, or producer
- Currency of information
- Consideration of the full life cycle of the resource
- Available space
- Value of resource in relation to its cost
- Availability of resource in other libraries
- Readability/appropriateness for audience
- Ability to procure from a reputable seller

The library typically does not purchase used items for the library collection.

The library seeks to offer access to as many copies of desirable titles as possible to meet demand, utilizing a ratio between number of patron holds and number of copies.

### **Collection Maintenance**

The library's collection is maintained through a continuous review process. Library materials that no longer fit the library's selection guidelines may be withdrawn from the collection. This may include damaged materials, materials containing outdated information, or materials that are no longer used. Decisions will be based on accepted professional practice and the professional judgment of the Library Director or designated staff.

The library's goal is to maintain a useful collection of interest to the Longwood community. The purpose of de-selection includes:

- Improving the accuracy, reliability and currency of the collection
- Improving the attractiveness and appeal of the collection
- Reducing search time and making a pleasant browsing experience for patrons
- Making room for new items and utilizing available space in the best and most economical way
- Increasing circulation

Criteria for discarding and/or replacing materials include:

- Accessibility from another library
- Availability of updated, newer, or revised materials
- Circulation or usage
- Condition of the item
- Cost

- Historical value
- Item's place in a series
- Potential for future use
- Relationship to the collection as a whole
- Scarcity of material

Items withdrawn from the collection will be handled in the following manner: donated to the Friends of the Library for inclusion in their used book sales; placed in Little Free Libraries; donated to other libraries or nonprofit organizations; sent to Better World Books, a company which resells and donates the proceeds to the Friends of the Library; or recycled.

### **Censorship**

Censorship of library materials is and shall be opposed by the Library Board of Trustees. The Board believes all individuals have the right to choose which library resources they will use, but no one has the right to restrict this freedom for others.

No library item shall be excluded on the basis of gender, race, nationality, political, social or religious views of the author/producer. Library materials of sound factual authority shall not be excluded or removed from the library because of partisan or doctrinal disapproval.

The basis for selection shall be a positive one, and material will be selected for the value added to the library collection as a whole. No materials shall be judged for exclusion by taking single sections out of context and basing condemnation of that item on such lifted sections.

The Library Board emphasizes that the presence of any item in the library collection does not indicate an endorsement of its contents by the library, the Board or the staff.

No library resource shall be automatically removed from the library because of an objection to it. Patrons who wish to make a complaint about a specific item in the library collection may do so by filling out the form "Patron Request for Review of Library Material." The Library Director, in conjunction with other designated library staff, will review the request and the material in question, and will respond to the complainant. If the complainant wishes to appeal the staff decision, such appeal may be made in writing to the Library Board of Trustees.

### **Children's Materials**

Recognizing that in the formative years of childhood, reading experiences and other visual and auditory experiences are strong influences, materials for the Children's Department should be selected with particular care to:

- Provide informational resources with unbiased points of view;
- Recognize various levels of comprehension;
- Offer an opportunity to learn about other cultures and times in order to help a child develop insights and understanding;
- Consider the recreational interest of the child; and
- Promote a positive view of reading and the library.

Parents or guardians are encouraged to assist their own minor children with the selection of library items.

### **Teen Materials**

The guidelines followed in the selection of materials for this age group (ages 12-18 or grades 7-12) shall adhere to the overall selection policy of the library, but considering the specific interests, growth and reading abilities of teens.

### **Access**

Access to materials shall not be limited for any reason of censorship. Access to certain materials may be limited at the discretion of the Library Director or Assistant Director for reasons of security.

### **Interlibrary Loan**

No library can have every title requested by a patron. When available, materials not owned by the library may be requested from other libraries.

### **Statement of Principles**

Longwood Public Library ascribes to the Library Bill of Rights, the Freedom to Read, the Freedom to View, and the Diversity Statement, statements of basic principles endorsed by the American Library Association.

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