



Materials Selection Policy

Updated 01/15/2013

1. The purpose of the materials selection policy is to provide the Library Director with guidelines from the Board and to inform the public about the principles upon which selections for book and non-book materials are made.
2. “Selection” refers to the decision that must be made either to add materials to the collection or to retain material already in the collection
3. The goals of the selection policy are to (1) maintain a well-balanced and broad collection of materials for information, research, and reference that is relevant to community needs and that meets accepted standards of quality, (2) to support the democratic process by providing materials for the education and enlightenment of the community, and (3) to provide recreational resources.
4. The ultimate responsibility for materials selection rests with the Director of the Library who operates within the framework of policies determined by the Library Board. The general public and staff members may recommend materials for consideration.
5. Selection is based on the merits of a work in relation to the needs, interests, and demands of the Gary Byker Memorial Library residents (hereafter known as “patrons”).
6. The Library does not promulgate particular beliefs or views, nor is the selection of any given item equivalent to endorsement of the viewpoint of the author expressed therein.
7. Responsibility for the reading of children rests with their parents or legal guardians therefore, selection will not be inhibited by the possibility that books may inadvertently come into the possession of children.
8. Materials with emphasis on sex, or containing profane language will not be automatically rejected. Selection will be made on the basis of whether the book presents life in its true proportions, whether characters and situations are realistically presented, and whether the book has literary value
9. Based on the services it is expected to perform, it is the responsibility of the library to provide circulating, reference, and research material for the general public. Special collections in depth will be maintained when indicated by the community.
10. The following principles will guide selection:
 - (1) Contemporary significance or permanent value.
 - (2) Accuracy
 - (3) Authority of the author

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- (4) Relation of the work to existing collection
 - (5) Price, format and ease of use
 - (6) Scarcity of information in subject area
 - (7) Availability of materials elsewhere in the community or through interlibrary loan.
 - (8) Popular demand – the Library will make available materials for enlightening and recreation, even if not enduring in value, interest or accuracy, whenever resources permit
 - (9) Interest
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- 11. Providing textbooks and curriculum materials is generally held to be the responsibility of the schools. Textbooks will be purchased for the collection when they supply information in areas in which they may be the best, or the only source of information on the subject.
 - 12. Legal and medical works will be acquired only to the extent that they are useful to the layman.
 - 13. The library will openly provide books at all age levels which explain the processes of human physical development and reproduction in a factual, authoritative and up-to-date manner. Illustrations should be suited to age levels for which the book is intended.
 - 14. The Library has a responsibility to provide patrons with factual information about religions of the world. Materials whose sole purpose is persuasive or solicitous for a religious group will not be selected. The Library will attempt to have religious literature of an authentic, historical and/or educational content.
 - 15. In addition to the requirements of the general public served, materials will be selected to meet the needs of business, the professions, government, and community organizations when possible.
 - 16. Materials selection will include consideration of the needs of the visually impaired, adult beginning readers, and those for whom English is not the principal language.
 - 17. All requests from patrons for specific titles or subjects will be considered. Whenever there is enough demand or interest in a title or subject, an item with unfavorable reviews may be purchased, unless it is without literary merit or social value, or the subject in question is already covered by better materials.
 - 18. In the case of best sellers from the various best seller lists and other popular reading materials, demand will take precedence over all other selection criteria and titles will be purchased as demand dictates whether or not materials meet the Library's other selection criteria.

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19. Materials selected for the Gary Byker Memorial Library will assist children, young adults and adults to:
 - (1) find information to solve problems
 - (2) develop creative and spiritual capacities
 - (3) continue educational growth
 - (4) promote positive use of leisure time
 - (5) keep pace with progress in all fields of knowledge
 - (6) become productive, active members of society
 - (7) appreciate and enjoy works of art and literature
 - (8) foster personal growth and social well-being
20. The following selection aids will be consulted when considering the addition or withdrawal of materials from the Library's holdings:
 - Library Journal
 - Horn Book
 - New York Times Book Lists
 - Standard lists of classic or award titles
 - Vendor or online catalogs
21. The Library reserves the right to evaluate and dispose of any gift materials in accordance with the criteria outlined above.
22. The Library keeps its collection vital and useful by retaining or replacing essential material and removing on a systematic and continuous basis those works which are worn, outdated, or little historical significance, or no longer in demand.
23. Access to some materials may be controlled at the discretion of the Director because of their rarity, physical condition, or the likelihood of theft or mutilation.
24. Any request for reconsideration of Library materials shall be forwarded to the Library Director. Patrons who urge removal of materials from the Library collection shall be asked to complete a copy of the Patron Request for Reconsideration of Library Materials. The completed questionnaire will be studied by the Library Director and the Library Advisory Board and the patron will be advised of the action taken.

This policy shall be reviewed in January and revised as time and circumstances require.

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Patron Request for Reconsideration of Library Materials

Author_____

Title_____

Paperback_____Hardcover_____

Publisher_____Date of Publication_____

Request initiated by_____

Telephone_____Address_____

City_____Zipcode_____

Complainant represents (Specify)

_____Himself/Herself

_____(Name of organization)

1. Have you read (or carefully examined) the entire contents of the material? ____ Yes ____ No
If parts only, specify:

2. For what age group is this material intended? _____

3. What do you believe is the theme and/or major intent of this material?

4. Is the subject matter well presented and handled? _____

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5. Explain your point of view.

5. What are the author's professional and/or literary qualifications?

6. Are you aware of the judgment of this material by subject specialists or literary critics?

7. To what in the material do you object? (Please be specific; cite pages, film sequence, etc.)

8. What do you feel might be the result of reading or using this material?

9. In its place, what material of equal literary quality would you recommend for library purchase that would cover the same subject or content?

Date_____ Signature of Complainant_____

Library Barcode of Complainant: 21352_____