

Boyne District Library Materials Selection Policy

Purpose of Policy

This policy sets broad guidelines for the selection of library materials that correspond to the Library's mission and identified service responses. It may also be used to inform the public and staff about the principles upon which selections are made.

I. Definitions

- A. Selection refers to the decision to add, retain, or withdraw materials in the Library's collections.
- B. Library materials include all items in the Library's collections regardless of format.
- C. Access is the availability of materials in a variety of formats for users of all ages and abilities.

II. Goal of Materials Selection

The goal of selection is to provide collections that meet the informational, educational, cultural, and recreational needs of the customers in the Library's legal service area.

III. Responsibility for Selection

- A. Library materials are selected by the Library Director and members of the staff after consulting professional review media, circulation statistics, and requests.
- B. Final responsibility for the purchase of materials resides with the Library Director.
- C. The public may request or recommend materials for consideration. Requests will be evaluated in the light of the selection principles, objectives, and criteria set forth in this policy.

IV. Criteria for Selection

- A. The Library supports intellectual freedom and has adopted the following statements as policy: *ALA Freedom to Read Statement*, and the *ALA Library Bill of Rights*.
- B. Each type of material must be considered in terms of its own merit and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the informational, educational, cultural, or recreational interests of the community.
- C. All librarians have a professional responsibility to be inclusive, not exclusive, in developing collections. Efforts will be made to provide materials representing all viewpoints.
- D. Reviews in professionally recognized resources are a primary source for materials selection. Standard bibliographies, book lists by recognized authorities, and the advice of competent people in specific subject areas will also be used.
- E. The Library keeps its collections vital and useful by retaining or replacing essential materials, and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, or no longer in demand.

V. Reconsideration

A. The customer's choice of library materials for personal use is an individual matter. Responsibility for the use of materials by children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others.

B. Any customer in the Library's service area who objects to the presence or absence of a work may do so by completing the *Statement of Concern About Library Resources* form. The Library Director and Board of Trustees will review all challenges. An Ad Hoc committee made up of Board members and community members may be formed to review the material. The customer will be informed of the final decision regarding the material in question.