

# **Materials Selection Policy**

## **Objectives**

The West Tisbury Free Public Library places major emphasis on informational, recreational, and educational functions. It recognizes the importance of basic materials of permanent value and timely materials on current issues. Materials will be purchased in the format that best suits patron needs.

## **Guidelines**

The trustees of the West Tisbury Free Public Library support the Library Bill of Rights promulgated by the American Library Association as the basis for this policy and other lending policies of this library. Choice of materials will result from a variety of professional activities on the part of the library director. Reviews of new books from both professional journals and popular reviewing media form an important tool in the selection process. Recommendations from the staff and the public are also welcome and evaluated within the framework of the acquisition process.

## **Responsibility**

The library director has the final responsibility for the selection of all materials to be incorporated into the library's collection, regardless of the mode of acquisition. It is the director's responsibility to provide materials that are of both current interest and permanent value, that are up-to-date, that are responsive to the interests and needs of every segment of the community, and that do not discriminate against any political, religious, economic, or social view or group through deliberate exclusion of their views. The director shall try to provide for a diversity of materials without exercising either direct or implied censorship. The director shall be responsible for expending available funds in an equitable manner so that all divisions of the collection receive a just proportion of said funds.

## **Selection Criteria**

### **1. General**

All acquisitions, whether purchased or donated, are considered the standards listed below. However, an item need not meet all of the criteria in order to be acceptable. Materials are evaluated on the significance of the entire work rather than individual parts. When judging the quality of materials may be used. The following principles will guide selection:

- Contemporary significance or permanent value
- Community interest
- Accuracy of content
- Reputation and authority of the author, editor or illustrator
- Literary merit
- Relation to existing collection and other materials on the subject
- Price, availability, and demand
- Format and ease of use
- Scarcity of information in the subject area

- Availability of material in other area libraries
- Attention of critics, reviewers, media and public

## 2. **Gifts**

- Gifts of books and other items will be accepted on the condition that the director has the authority to make whatever disposition he or she deems advisable. Gifts will meet the same criteria as purchased material for becoming part of the permanent collection.

### **Collection Maintenance**

To maintain the effectiveness of the library's total collection, the library will attempt to remove systematically materials no longer useful. The library does not automatically replace all materials withdrawn because of loss, damage or wear. Need for replacement is weighed with regard to several factors: the number of duplicate copies, the existence of adequate coverage of a field, similar material in the collection, later or more authoritative materials, as well as current demand for the particular subject or title.

### **Reconsideration**

Patrons requesting that material in the collection be reconsidered may complete a "Material Selection Inquiry." The inquiry will be placed on the agenda of the next regular meeting of the West Tisbury Free Public Library Board of Trustees. Their decision will be based upon this selection policy after due consideration of the report of the library director and the patron's inquiry. The library recognizes that some materials may be controversial and that any given item may offend some patron. Selection or retention of materials will not be made on the basis of anticipated approval or disapproval of any group of patrons, but solely on the basis of the principles stated in this policy. Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered, except to protect it from theft. Responsibility for children's choice of materials rests with their parents or legal guardians.

Library materials that have been removed from the collection may be sold at the Friends annual book sale. The library will determine if an item that is beyond repair and is not saleable may be given to a requesting patron.

*Adopted by vote of the Library Board of Trustees, 3.27.2018*