



## Policy 1.4. Materials Selection Policy

**Purpose:** The Haverstraw King's Daughters Public Library will select, organize, preserve and make freely and easily available to the people of the community a wide variety of print and non-print materials. In keeping with the Library's Mission Statement, this policy provides guidance to library staff and informs the public about the principles upon which materials, resources and services are selected.

**Definition:** The terms "materials" and "resources" have the widest possible meanings. They may include but are not limited to, books, video recordings, audio recordings, magazines, newspapers, maps, manuscripts, and digital materials, owned or accessed by the Library.

### Guidelines:

- a. The Haverstraw King's Daughters Public Library affirms as part of this policy the following documents: The Library Bill of Rights, Policy 1.1, The Freedom to Read Statement, Policy 1.2, The Freedom to View & Hear Statement, Policy 1.3.
- b. The Library recognizes that expanding areas of knowledge, changing social values, technological advances and cultural differences require flexibility, open-mindedness and responsiveness in the selection, evaluation and reevaluation of all resources.
- c. *Responsibility for Selection:* Authority and responsibility for the selection of library resources are delegated to the library director by the board of trustees. At the discretion of the director, qualified staff members are assigned selection responsibilities.
- d. *Selection Standards:* Professional journals as well as popular and local media sources are used in the selection process. The Library's acquisition of any resource does not constitute endorsement. Selection will not be made on the basis of anticipated approval or disapproval, but solely on the basis of this policy's guidelines. While a single standard cannot be applied, potential resources are judged by the following appropriate criteria:
  - i. Relevance to community needs, interests and demand
  - ii. Balance with the current collection
  - iii. Suitability to the intended audience of subject, style, format, interest and reading level
  - iv. Reputation of the author, composer, filmmaker, publisher or producer
  - v. Quality of writing, design, illustration or production.
- e. *Labeling of Materials:* Library resources will not be labeled, marked or identified to show approval or disapproval of their contents.
- f. *Withdrawal of Materials:* Resources are withdrawn from the collection in order to maintain its usefulness, currency, relevance and condition. Withdrawn resources may be sold, offered to other libraries or nonprofit organizations, recycled, discontinued or discarded. See Disposition of Library Materials & Property, Policy 1.10 [sic 1.6] for more information.
- g. Responsibility for monitoring a child's access to resources rests with the parent or legal guardian.
- h. *Reconsideration of Materials:* The Library recognizes that some resources may be considered controversial and that any given item may offend some patrons. Materials will not be removed solely as a result of pressure or demand. Patrons requesting that resources be removed from the collection must complete the Request for Reconsideration of Library Material Form (attached) and submit it to the library director. The matter will be given serious attention by the director, the appropriate department head and a response will be made within a reasonable time. The

request will be considered in light of this policy's guidelines, the principles of the Library Bill of Rights, the opinions of the various reviewing sources, and any other appropriate source. The library director will notify the patron of the results of the reconsideration. The director's decision may be appealed to the board of trustees.

- i. *Gifts & Memorials:* Donations of materials or of funds for the purchase of materials, are welcome. The Library, however, accepts gift materials with the explicit understanding that those which are useful to the Library's collection will be retained, and other materials may be disposed of in accordance with the Library's Disposition of Library Materials & Property Policy. Suggestions of specific titles or subjects are welcome when memorial donations are given, but the final decision, based on the collection rests with the Library. An appropriate book plate will be placed in each gift if requested by the donor.
- j. *Policy Review:* This is available to the public at the Library or on our website. It will be reviewed by the library director and the board of trustees every five years.

Adopted by the Board of Trustees, 1996

Amended by the Board of Trustees, February 9, 2016



### Form 1.4.a. Request for Reconsideration of Library Material

**Note:**

1. This form must be fully completed and submitted to the library director in order for an item to be reconsidered.
2. Please print legibly.
3. Materials will not be removed solely as a result of pressure or demand.
4. Upon receipt of this request, the library director will notify the appropriate department head of this request.
5. A review committee of librarians will be appointed and charged with considering the request, researching critical response to the material, and making a recommendation within one month's time of committee formation.
6. The library director will notify the patron in writing of the decision made.
7. The patron may appeal the decision by appearing before the Library Board of Trustees at the next meeting, whereupon the Board of Trustees will make the final decision regarding the status of the material.

Date of Request \_\_\_\_\_

Request Initiated by \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Complainant represents:

him/herself

organization (specify name) \_\_\_\_\_

Material Format:  Book  Video  Audio  other (specify) \_\_\_\_\_

Author/Artist/Director: \_\_\_\_\_

Title: \_\_\_\_\_

Publisher/Producer: \_\_\_\_\_

Publication Date: \_\_\_\_\_

1. Did you read/view/listen to the entire item? \_\_\_\_\_

2. To what do you object? (Cite pages, scenes, etc.) \_\_\_\_\_

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3. What do you believe is the theme or purpose of this material? \_\_\_\_\_

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4. What do you feel might be the result of reading/viewing/hearing this material?

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5. Are you aware of the judgment of this material by critics? \_\_\_\_\_

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6. Is your objection based upon personal experience to it or reports you have heard or read?

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7. What would you like the library to do about this item?

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8. What alternative book/video/audio recording of equal quality do you recommend that will convey a similar perspective?

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Submit completed form to:  
Library Director  
Haverstraw King's Daughters Public Library  
10 West Ramapo Road  
Garnerville, NY 10923