

## **Materials Selection Policy**

The purpose of this policy is twofold: (1) to guide the librarians of the Cranford Public Library in the selection of materials; and (2) to inform the public about the principles on which selections are made.

A policy cannot replace the judgment of professional librarians, but establishing guidelines and indicating boundaries can assist them in choosing from the vast array of materials available.

**Definitions.** The words “materials,” “collection,” and “book” in the following policy are meant to include every form of permanent record, whether printed or manuscript, bound or unbound, photographed, or mechanically reproduced. These words also include audio records in any form, computer software, digital content, and pictures in the form of photographs, paintings, drawings, etchings, or other graphic representations.

The term “selection” refers only to the decision that must be made either to add a book to the collection or to retain one already in the collection. It does not refer to reader guidance.

**Objectives.** The primary objectives of book selection shall be to collect materials of contemporary significance and of permanent value. Library materials in the adult collection are selected for mature readers. Collections especially chosen for children and young people are also available.

**Responsibility.** The Director of the Library shall be responsible for the selection of library materials and the development of the collection.

**Guidelines.** The Director of the Library shall use his or her best judgement as a professional librarian in making selections, being guided by:

1. The community, its needs and interests
2. The Library, its existing collection, budget, and services.
3. The availability of materials in more comprehensive library collections in the area.
4. The intrinsic merit of the material.
5. The reasoned judgment of the professional staff.

Each book is to be judged according to merit, subject treated, reader interest, and the need for it in a well-balanced collection. While in general the selection will reflect known community needs and interests, it must not be forgotten that the Library exists to foster interest as well as sustain it.

No attempt will be made to supply textbooks or multiple copies of books used in the schools and colleges of the area. However, a book will not be excluded simply because it falls into this category.

**Requests.** Requests from the public that the Library purchase books or other materials will be considered within the framework of the Library’s general selection policies. Requests from local authors and self-published authors that their works be purchased and added to the library collection will also be considered within the framework of the Library’s general selection policies.

**Requests for Reconsideration.** A library patron who objects to the presence of a particular book in the library collection may request that the book be reconsidered. A patrons wishing to have a book reconsidered must do so by completing a form provided by the library. (Please see below for a copy of

the form.) The request will then be considered at the next regularly scheduled meeting of the Library Board of Trustees.

**Gifts.** The acceptance of gifts shall be based on the same criteria as those used for purchasing library materials. The Library cannot appraise gifts or place monetary values on them. (See the policy on Gifts.)

**Review and Revision.** The Materials Selection Policy will be continuously reviewed by the Director of the Library to ensure that it meets community needs. It will be reviewed periodically by the Board of Trustees. It may be revised only with the formal approval of the Board of Trustees.

**Patron's Request for Reconsideration of a Book**

Books in the Library collection are selected by professional librarians in accordance with approved standards and guided by the basic principle of the freedom to read as set forth by the American Library Association—please see the *Freedom to Read Statement* above—and endorsed by the Library Board of Trustees. Suggestions from Library users are always welcome.

*In addition to books, this form may be used to request reconsideration of any item in the library collection in any format.*

Author: \_\_\_\_\_

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

Publisher (if known): \_\_\_\_\_

Request initiated by: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

1. Did you read the entire book? If not, how much of it did you read? (If you need more room for this or any other answer, please continue on the back of this form.)
2. What do you believe is the theme of this book?
3. What are the book's positive features? What are its negative features?
4. To what in this book do you object? (Please be specific.)
5. What do you think will be the result of reading this book?
6. For what age group would you recommend this book?
7. Have you read the professional reviews of this book?
8. What would you like the library to do with this book?

This request will be considered by the Library Board of Trustees at its next regularly scheduled meeting. Library Board meetings are open to the public.

*Approved by the Cranford Public Library Board of Trustees on November 19, 2015.*