

Southworth Library Materials Selection Policy

General Objective:

The objective of The Southworth Library Association is to provide book and materials selection to fulfill our roles as: A Learning Center for Adult Independent Learners, A Discovery and Learning Center for Preschool Children, An Educational Support Center for Students of All Ages, and A Popular Materials Center.

In selecting materials, the Library will adhere to the American Library Association's Library Bill of Rights.

Responsibility for Materials Selection:

The responsibility for the *collection* rests with the Library Board. The responsibility for *selection of materials* rests with the Director.

Criteria for Selection:

Selection of all materials shall be influenced by one or more of the following considerations:

1. Relevance to patron interests, needs and demand
2. Relation of material to existing collection.
3. Reviews in media and opinions of experts in the field.
4. Timeliness and popularity of the subject.
5. Budgetary considerations (library funds and grant sources).
6. Physical limitations of the building.
7. Quality of content.
8. Physical nature of the material (binding, format, etc.).
9. Availability of materials at other libraries in the Finger Lakes Library System and through interlibrary loan channels.
10. No library materials shall be excluded based on expressions of race, religion, nationality, or political or social views.

Maintenance of Collection:

A continuous, consistent weeding program is necessary to achieve a collection suitable to the clientele served. The process shall include removal of multiple copies no longer in demand, and any library material that is damaged or outdated. Evaluating and Weeding Collections in Small and Medium-sized Public Libraries—The CREW Method will be consulted. The Library will dispose of the discarded materials in various appropriate ways.

Procedures for Handling Objections:

Censorship is a purely individual matter. Responsibility for the reading/viewing/listening material of children and adolescents rests with their parent or legal guardian. The Library does not stand *in loco parentis*. This policy defends the principles of freedom to read, view or hear, and no material shall be removed from the collection save under the procedures for reconsideration of library materials adopted by this Board of Trustees.

In the event that the selection of any Library material is challenged, the following procedures shall be followed:

1. The complainant shall fill out the Request for Reconsideration of Library Resources in its entirety. The completed form shall be presented or sent to the Library Director.
2. The material shall then be reviewed objectively by the Director and the Board of Trustees to determine whether its selection met the criteria listed in this policy. If deemed necessary, the Board of Trustees will then meet with the concerned citizen to discuss the matter. If necessary, the Library Board of Trustees will make a final decision.
3. No material shall be removed from the collection until a final decision has been made.

Revision of Policy:

This policy will be reviewed regularly and shall be revised as required.

Revised 4/26/00