

## MATERIAL SELECTION POLICY

### I. PURPOSE

The purpose of the Allen Park Public Library's Materials Selection Policy is to guide librarians and to inform the public about the principles upon which selections are made.

### II. DEFINITION OF MATERIALS SELECTION

*Selection* refers to the decision that must be made either to add material to collection or to retain material already in the collection.

### III. GOALS OF MATERIALS SELCTION

- A. To maintain a well-balanced and broad collection of materials for information, reference, and research.
- B. To support the democratic process by providing materials for the education and enlightenment of the community.
- C. To provide recreational resources.

### IV. RESPONSIBILITY

- A. The responsibility for materials selection lies with the Library Director.
- B. The Library Director will delegate to staff members authority to interpret and apply the policy in making day to day selections.
- C. The library welcomes, and will consider for possible addition to the permanent collection, all materials recommended by Allen Park residents.

### V. GENERAL PRINCIPLES

- A. Selection is based on the merits of a work in relation to the needs, interests, and demands of the community. Basic to this policy is the Library Bill of Rights, as adopted by the American Library Association, which is appended.
- B. Responsibility for the reading of children rests with their parents or legal guardians. Selection should not be inhibited by the possibility that books may inadvertently come into the possession of children.
- C. Library materials will not be marked or identified to show approval or disapproval of the contents, and no book or other item will be sequestered, except for the purpose of protecting it from injury or theft.
- D. It is the responsibility of the library to provide circulating and reference materials for the general public and the student based on the services it is expected to perform. Special "in depth" collections shall also be maintained when indicated by community interest.

## VI. SPECIFIC PRINCIPLES OF SELECTION

- A. Current usefulness or permanent value
- B. Accuracy
- C. Authority of author
- D. Relation to existing collection
- E. Scarcity of information in subject area
- F. Price, format, and ease of use
- G. Availability of material through inter-library loan
- H. Popular demand

## VII. TEXTBOOKS

Textbooks are not ordinarily purchased by the library.

## VIII. GIFTS

The library welcomes gifts of books and other materials with the understanding that it will evaluate them in accordance with the criteria applied to purchased materials.

## IX. MAINTENANCE OF THE COLLECTION

The collection shall be periodically examined for the purpose of eliminating obsolete or unneeded materials, and for binding or repair of materials, in order to maintain a balanced, attractive and useful collection.

## X. REVISION POLICY

This policy may be revised as time and circumstances require.

Policy adopted by the Allen Park Library Commission 10/7/98