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 SELECTION
   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