

MATERIALS SELECTION AND COLLECTION DEVELOPMENT POLICY

**Adopted by the Somers Library Board of Trustees
July 14, 2010**

I. Objectives

The mission of the Somers Library is to provide all individuals in the community with carefully selected books and other materials to aid in the pursuit of education, information, research, culture, pleasure, and the creative use of leisure time in accordance with this and other policies of the Somers Library.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs. The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

II. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Somers Library Board of Trustees. This responsibility may be shared with other members of the library staff. However, because the director must answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

III. Criteria for Selection

The main points considered in the selection of materials are:

1. individual merit
2. popular appeal/demand
3. local interest and demand
4. suitability of material for the community
5. authority and accuracy
6. format, durability, and ease of use
7. existing library holdings and availability through interlibrary loan
8. budget and space

Librarians use a variety of tools to aid in awareness and selection of materials, including such sources as professional review journals, popular print and broadcast media, bookstores, electronic interest groups, online reviews, publishers' catalogs, purchase alerts, and patron and staff recommendations.

IV. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection. In return for utilizing interlibrary loan to satisfy the needs of our patrons, Somers Library agrees to lend its materials to other libraries through the same interlibrary loan network.

V. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information, the director can dispose of them as seen fit. The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. It is desirable for gifts for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested.

Somers Library does not appraise gift materials for tax purposes. The library will, upon request of the donor, provide a written receipt for gifts, indicating the number and general description of materials.

VI. Withdrawal of materials

The withdrawal of materials, also called weeding, is an ongoing process by which materials that are worn, damaged, outdated, duplicated, inaccurate, or no longer used may be removed from the collection. The professional staff of the library will be solely responsible for the weeding of materials.

Withdrawn materials are given to the Friends of the Somers Library for book sales. Proceeds from such sales are used for the benefit of the Library. Items that are not sold will be disposed at the discretion of the staff.

VII. Access

The Board of Trustees of the Somers Library recognizes that full, confidential, and unrestricted access to information is essential for patrons to exercise their rights as citizens. The Board believes that reading, listening, and viewing are individual, private matters. While anyone is free to select or reject materials for themselves or their own minor children, the freedom of others to read or inquire cannot be restricted. Parents and guardians, not the Library, have the responsibility to guide and direct the reading, listening, and viewing choices of their own minor children. Selection of adult collection materials should not be inhibited by the possibility that the items may be utilized by minors.

The library collection will be organized and maintained to facilitate access. No materials will be labeled, restricted, sequestered, or altered because of any controversy about the author, subject matter, or intended or potential audience.

VIII. Challenged Materials

The Somers Library supports the guidelines established by the American Library Association. See Appendix A

- The Library Bill of Rights – Adopted June 18, 1948, amended February 2, 1961, June 27, 1967, and June 23, 1980, inclusion of “age” reaffirmed January 23, 1996, by the ALA Council
- The Freedom to Read Statement – Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

- Freedom to View - Adopted by the AFVA Board of directors in February 1979, updated and approved by the AFVA Board of Directors in 1989.

The Somers Library Board of Trustees considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution. Nevertheless, the Somers Library recognizes the right of individuals to question materials in the library collection.

A formal process has been developed to assure that complaints and requests for reconsideration are handled in an attentive and consistent manner. The Somers Library will carefully reevaluate an item when a Request for Reconsideration form is submitted. See Appendix B.

APPENDIX A

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other Library resources should be provided for the interest, information, and enlightenment of all people of the community the Library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a Library should not be denied or abridged because of origin, age, background or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948
Amended February 2, 1961, June 28, 1967, and January 23, 1980
inclusion of "age" reaffirmed January 24, 1996 by the ALA Council

THE FREEDOM TO READ

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to

establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

FREEDOM TO VIEW

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. Endorsed January 10, 1990, by the ALA Council

APPENDIX B

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Requested by: _____ Date: _____

Address: _____

Telephone: _____

Somers Library Card Number: _____

Representing: Self _____ or an Organization _____

Name and address of Organization: _____

Type of item you are challenging (fill out a separate form for each item challenged):

Book ___ Audio ___ Video ___ Magazine ___ Newspaper ___ Computer prog. ___ Other ___

Title of item: _____

Author: _____

Date of publication: _____

How was the item brought to your attention: _____

Is your objection to this item based upon your own exposure and reaction to it, upon complaints about it made directly to you by others, or upon reports you have heard about?

Have you read, viewed, or listened to this item in its entirety? If not, what portions of it have you read, viewed, or listened to? (List portions by page number, time into tape, or other identification).

To what specific aspects of the item do you object? Cite specific pages, passages, or scenes. Can you suggest any materials to provide additional information or other viewpoints on this topic? (Use back of page and additional pages if necessary)

Signature: _____ Date: _____