

CASE MEMORIAL LIBRARY

MATERIALS SELECTION POLICY

GENERAL COLLECTION STATEMENT

Materials selected for the collection are intended to meet the informational, educational and recreational needs of the citizens of the Orange community. The scope of the collection is intended to offer a choice of format, language, treatment and level of difficulty to meet the varied needs of most individuals. The collection is intended to provide supplemental materials for individuals pursuing education programs, a start for those seeking more advanced information, and support for daily living skills. The collection is not archival or intended for research purposes. It is reviewed and revised on an on-going basis to meet contemporary needs.

RESPONSIBILITY FOR SELECTION

The Library Commission delegates the responsibility for selection of library materials to the Library Director and, under his/her direction, to other staff members that he/she determines to be qualified for this activity as a result of their education and training.

PURPOSE OF THE SELECTION POLICY

The purpose of this policy is to guide librarians and inform the public about the principles upon which selection and withdrawal decisions are made. A policy cannot replace the judgment of librarians, but stating goals and indicating boundaries will assist them in choosing from the array of available materials. The Library Commission follows the American Library Association's Bill of Rights, Freedom to Read Statement and the Freedom to View Statement. The principles contained in these documents are fundamental to the librarian's determination of choices of materials for inclusion in the Case Memorial Library's ("the Library") collection.

GOALS OF THE SELECTION POLICY

As an essential Town asset, the Case Memorial Library is committed to being: a welcoming destination; a convenient gateway to the best sources of information, cultural enrichment, and possibility; and responsive to the varied needs of our town's diverse population. The objective is to create collections that:

- Enable individuals to satisfy their informational needs and to discover the possibilities of their imaginations
- Provide timely access to informative and creative works for a variety of levels of interest and ability, from a variety of perspectives, and in a variety of formats and languages
- Promote partnerships and networks to access resources and expertise beyond its own materials and staff
- Present opportunities and research new products
- Pursue excellence in all aspects of library service

GUIDELINES FOR SELECTION

The inclusion of an item in the Library's collection in no way implies endorsement of its author, contents or views. Furthermore, the exclusion of an item does not imply disapproval. The Library recognizes that tastes vary widely in a given community, and an item which is pleasing to one borrower may be

unacceptable to another; *however, no one person or group has the right to impose standards on other members of the public.* Decisions are not made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection that will serve the interests of the public. Materials will be provided which appeal to library users of all backgrounds, ages and interests, and will be equally available. Responsibility for children's use of library materials rests with their parents or legal guardians. Selection is not inhibited by the possibility that materials may be accessible to use by children.

The Library will assess and, insofar as possible, anticipate the needs and interests of the community and develop the collections accordingly.

The Library will represent diverse points of view on matters of contemporary significance.

The Library will supplement, rather than duplicate, collections of the universities, public schools and special libraries in the area. To that end, the Library does not attempt to acquire textbooks or other curriculum-related materials except as such materials also serve the general public.

The Library acknowledges the increasing diversity of its service population and seeks to select materials which satisfy the multicultural interests of the public.

The Library will provide, within budgetary limitations, adequate quantities of high-interest items to meet public demand in a timely manner.

The Library acknowledges a particular interest in historical, genealogical and governmental information regarding Orange and the region. It will add to its collection works produced by authors with local connections that meet the purpose and objectives of this policy and those items where information regarding Orange or its residents is included.

Library materials are not marked or identified to show approval or disapproval of the contents, and materials are not sequestered except for the purpose of protecting them from damage or theft.

GIFTS

Gifts or donations of money for the purchase of materials are welcomed. The Library, however, accepts gift materials with the explicit understanding that only those gifts which are useful to the Library collection will be retained. The Library reserves the right to evaluate and to dispose of gifts in accordance with the same criteria applied to purchase materials. Gift materials not added to the collection cannot be returned to the donor. Gift materials not added to the collection may be given to the Friends of the Library to sell.

The Library further reserves the right to integrate gifts into the general collection, as they cannot be given special housing.

The Library does not appraise gifts or provide evaluations of gifts for tax deductions or other purposes but will acknowledge receipt of gifts in writing if requested by the donor.

WEEDING

Weeding is the continuous evaluation of the Library collection and is an integral part of collection development and maintenance. Factors involved in the decision to withdraw an item may include physical condition, the number of copies in the collection, age, amount of use and availability of other formats.

REQUESTS TO PURCHASE MATERIALS

Members of the public may request that items be purchased for the collection.

Requests that items be purchased are entered on a form available at the Reference Desk. The appropriate Library staff will make the final decision to purchase or not to purchase the item. In the case of extremely expensive or questionable items, the Library Director will make the final decision.

REQUESTS FOR RECONSIDERATION OF MATERIALS

Complaints about items already in the collection will be referred to the appropriate staff member who will try to resolve the issue in person with the complaining party. If the matter cannot be resolved to the complainant's satisfaction, he or she will be invited to discuss it further with the Library Director. If it is still not satisfactorily resolved, he or she may obtain a "Petition for Reconsideration of Library Material" form (copy attached) from the Library Director. The complainant may complete the form and mail or deliver it to the Library Director who will present it at the next meeting of the Library Commission.

Members of the Library Commission will read, listen to or watch the material and, by majority vote of those present at the next Library Commission meeting, will decide whether or not the material is to remain in the collection. Their decision will be final.

Approved by the Case Memorial Library Commission February 17, 2022

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PETITION FOR RECONSIDERATION OF LIBRARY MATERIAL

1. Author/Producer/Performer: _____

2. Title: _____

3. Publisher: _____

4. Request initiated by: _____ Phone: _____

5. Address: _____ City: _____ Zip Code: _____

6. Patron represents: Self ___ Group ___ Name of Group _____

7. To what material do you object? (Please be specific: list pages, etc.) _____

8. What do you feel might be the result of this material? _____

9. Would you recommend this material for any particular age group? _____ What age? _____

10. Is there anything good about this material as a whole? _____

11. Are you familiar with all of the material? _____ What parts? _____

12. Are you aware of the judgment of this material by critics? _____

13. What would you like your library to do about this material? _____

Signature: _____ Date _____

Received by _____ Date _____

Director _____ Date _____

Decision _____

_____ Response date _____