

Public Library Selection Policy — Summary

Purpose

The Public Library provides free and equitable access to information, ideas, and entertainment for all members of the community.

This policy guides how materials are **selected, evaluated, and maintained** to ensure a balanced, community informed, and responsive collection.

Responsibility

- **Library Director:** Oversees the collection and policy implementation.
- **Library Staff:** Select materials using professional judgment and community input.
- **Patrons:** Encouraged to suggest titles or formats for consideration.
- **Library Board:** Approves and reviews the policy but does not select materials.

Selection Goals

The collection aims to:

- Support **lifelong learning, literacy, and enjoyment**.
- Reflect **diverse voices, cultures, and perspectives**.
- Meet **educational, informational, and recreational** needs.
- Stay **current, relevant, and inclusive**.

Selection Criteria

Materials are chosen based on:

- Accuracy, quality, and authority
- Community demand and interest
- Relevance and diversity of viewpoints
- Cost, format, and durability
- Professional reviews and recommendations

No item is selected or excluded solely because of its viewpoint or author.

Collection Scope

The library collects materials in many formats:

Books • E-books • Audiobooks • Magazines • DVDs • Streaming media • Databases •
Local history

Gifts & Donations

Donations are welcome and evaluated using the same standards as purchased materials.
Items not added may be sold, donated, or recycled at the library's discretion.

Weeding & Maintenance

Materials are regularly reviewed and withdrawn if they are outdated, damaged, rarely used, or duplicated.

Withdrawn items are responsibly reused, donated, or recycled.

Intellectual Freedom

The library upholds the **ALA Library Bill of Rights** and **Freedom to Read Statement**.

Materials are not removed or restricted due to content or viewpoint.

Patrons may submit a **Request for Reconsideration** if they wish an item to be reviewed.

Policy Review

This policy is reviewed **every three years** or as needed to reflect changes in community needs and library goals.

Approved by: Library Board of Trustees

Date Adopted: [Insert Date]

Next Review: [Insert Date]