

Public Library Selection Policy

1. Purpose

The purpose of this policy is to guide the selection, evaluation, and management of materials in the Public Library's collection.

The library's mission is to **provide free and equitable access to information, ideas, and enrichment** for all members of the community.

This policy ensures that:

- Materials are selected using consistent, transparent criteria.
- The collection reflects the **diversity and interests** of the community.
- Intellectual freedom and open access to information are upheld.

2. Responsibility for Selection

- **Library Director:** Holds ultimate responsibility for collection development and policy implementation.
- **Professional Staff:** Librarians and subject selectors choose materials in accordance with this policy and the library's budget.
- **Community Input:** Patron recommendations are encouraged and reviewed using the same criteria as other selection decisions.
- **Board of Trustees:** Approves this policy and provides oversight but does not select individual materials.

3. Selection Objectives

The Public Library seeks to maintain a **balanced and current collection** that:

- Supports **lifelong learning, literacy, and personal growth**.
- Reflects **diverse viewpoints and cultural experiences**.
- Provides **educational, informational, and recreational** materials for all ages.
- Responds to **changing technology and community interests**.

4. Selection Criteria

Materials are selected based on professional judgment, community needs, and collection balance. Criteria include (but are not limited to):

- Relevance to community interests and needs
- Accuracy and quality of content
- Reputation or authority of the author, publisher, or producer
- Currency and timeliness of information
- Representation of diverse perspectives and cultures
- Local or regional significance
- Critical reviews and recommendations from professional sources
- Demand, popularity, or expected use
- Format, durability, and ease of access
- Cost, space availability, and budget constraints

No single criterion determines selection; decisions consider the **work as a whole** and its role within the total collection.

5. Scope of Collection

The library collects materials in a variety of formats, including:

- Print books and periodicals
- Audiobooks, DVDs, and music
- E-books and digital resources
- Databases and streaming media
- Local history materials and community publications

The collection is designed for **all ages and reading levels**, with materials for children, teens, and adults.

6. Gifts and Donations

The library welcomes donations of books and other materials that **enhance the collection**.

However:

- The library reserves the right to **accept, decline, or dispose** of donated items.
- Donations are evaluated using the same criteria as purchased materials.
- The library will not guarantee permanent retention or special placement.
- Materials not added to the collection may be sold, donated, or recycled.

7. Weeding and Collection Maintenance

To maintain a **useful, current, and attractive** collection, materials are regularly evaluated for withdrawal (weeding).

Items may be removed if they are:

- Outdated or contain inaccurate information
- Worn, damaged, or in poor physical condition
- Rarely used or no longer of community interest
- Superseded by newer editions or formats
- Duplicates no longer needed

Withdrawn materials are disposed of through book sales, recycling, or donation in accordance with library procedures.

8. Intellectual Freedom

The Public Library supports the **freedom to read, view, and explore** information from all points of view.

The library adheres to the principles of:

- The **American Library Association's Library Bill of Rights**
- The **Freedom to Read Statement**
- The **Freedom to View Statement**

Materials will **not be excluded or removed** because of the author's background, the subject matter, or the views expressed.

Reconsideration of Materials

Patrons who question the inclusion of a specific item may submit a written **Request for Reconsideration**.

The request will be reviewed by the Library Director and a professional review committee. A written response will be provided, and if necessary, the matter may be referred to the Library Board for final review.

9. Policy Review

This policy will be reviewed **every three years**, or as needed to reflect changes in community needs, technology, and library priorities.

Approved by: Library Board of Trustees

Date Adopted: [Insert Date]

Next Review Date: [Insert Date]