

## **MATERIALS SELECTION POLICY**

The Director of the library, not the Board shall be responsible for selection of books and other materials. Library materials (print and non-print) shall be chosen on the basis of their value in terms of interest, information and enlightenment of all people of our community. No library material shall be excluded because of the origin, background, or views of those contributing to their creation. Library materials should be of sound factual authority and may represent all points of view concerning the problems and issues of our times.

Materials for individuals of varying ages, educational levels and interest should be acquired. The Director may accept or reject the gift of library materials. Gifts shall be accepted only with the stipulation that the library will use them as it sees fit.

The authority and responsibility for the selection of library materials are delegated by the Library Board to the library director and, under his or her direction, to staff members who are qualified for this activity.

No employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance the written policy. Suggestions from patrons are welcome and will be considered using the same criteria as all other selections.

Library materials will be selected in a variety of formats including, but not limited to, print, video, sound recording, and electronic media. Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; while others are selected to satisfy the informational, recreational, or educational interests of the community.

Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, indexes, book lists by recognized authorities, including best seller lists, and the advice of competent people in specific subject areas also may be used.

The library keeps the collection vital and useful by retaining or replacing essential materials, and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, or no longer in demand. Materials which are removed from the library collection may or may not be made available for public purchase.

The Butterfield Library endeavors to build a collection representing varying points of view. The choice of library materials by users is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others. The library supports intellectual freedom and has adopted the following statements as policy: ALA Freedom to Read Statement, ALA Library Bill of Rights, and the "Freedom to View" statement of the American Film and Video Association.

### **Reconsideration of Materials**

Requests for reconsideration may be made only by registered patrons, and shall be made in writing and given to the library director for a written response. Appeals from the Library Director's decision may be directed only to the Board for their final decision. Should any registered patron of the Butterfield Library raise a question about any materials provided by the Library being in any way objectionable, the complainant must file a written complaint with the Library Director. The complainant must be properly identified before the request is considered.

The Director shall:

- a. Read and examine the challenged material
- b. Consider the specific objections to the material voiced by the complainant
- c. Weigh the values and faults of the material as a whole
- d. Where appropriate, solicit advice or opinion from other library Directors, the MidHudson Library System, the American Library Association Office for Intellectual Freedom and the New York State Intellectual Freedom Committee

ADOPTED: February 2004