

**Schreiner Memorial Library
Board of Trustees
Materials Selection Policy**

Philosophy

The Schreiner Memorial Library attempts to build a collection of materials in a variety of formats to serve the needs of the community for education, recreation, information and cultural enrichment. The Library acquires materials reflecting a diversity of points of view on topics of interest to the public.

Responsibility for Selection

Final responsibility for selection rests with the Library Director. He/she may delegate selection authority to other staff members.

Criteria for Selection

The goal of selection is to develop a broad collection that meets the needs of the community. One or more of the following principles is taken into consideration in deciding which materials to purchase for the library:

- Current and anticipated needs of the community
- Accuracy and currency of content
- Contemporary significance
- Historical value
- Price, format, and ease of use
- Favorable reviews in library and popular journals (although an unfavorable review shall not be the sole reason for rejecting an item for which demand is anticipated)
- The relation of the item to the existing collection
- Requests from library customers
- Contribution to diversity or balance
- Availability through other sources
- Inclusion in standard bibliographies or indexes
- Receipt or nomination for major awards or prizes
- Presentation of unique or controversial points of view
- The reputation of the author, artist or publisher

The library welcomes suggestions for purchase from library customers. The library recognizes an obligation to attempt to obtain requested items either through purchase or interlibrary loan.

Interlibrary Loan

Because of limited budget and space, the Library cannot provide all materials that may be requested. Therefore, interlibrary loan may be used to obtain materials for patrons in lieu of purchase.

Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they may or may not be added to the collection. The same selection criteria shall apply to gifts as to purchased materials.

Controversial Materials

The library recognizes that some materials may be controversial and that any given item may offend someone. The library does not promote any particular belief or point of view, but attempts to present a balanced marketplace of ideas so that an individual can examine issues freely and draw his or her own conclusion. Selection will not be made on the basis of anticipated approval or disapproval, but rather according to the criteria listed in this policy.

Responsibility for children's reading, viewing and listening rests with parents or guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

The Library Board endorses the Library Bill of Rights and the Freedom to Read Statement which are included as an appendix to this policy.

Challenged Materials

Patrons requesting that an item be removed from the library's collection must complete a "Statement of Concern About Library Resources" form which is available at the library. The patron's request will be reviewed by the Library Board of Trustees.

Administration of This Policy

The Library Director is responsible for the administration and interpretation of this policy.

Adoption

This policy has been adopted by action of the Library Board of Trustees on the ____ day of _____, 2004.

Tracy Fillback, Board President

