

## Policy # 10 MATERIAL SELECTION POLICY

This material selection policy is designed to act as a general guide to material selection. It states goals and indicates boundaries which will assist in choosing from vast array of materials available.

The final responsibility for selection rests with the Library Director who operates within the framework of established policies and objectives.

Suggestions from users are encouraged and seriously considered. Specialists outside the Library may also be consulted on various subjects.

### A. INTELLECTUAL FREEDOM

In its selection of materials the Library subscribes to the American Library Association's FREEDOM TO READ STATEMENT, THE LIBRARY BILL OF RIGHTS, THE INTELLECTUAL FREEDOM STATEMENT and THE STATEMENT OF LABELING.

### B. OBJECTIVE AND GENERAL SELECTION CRITERIA

The DeRuyter Free Library seeks to select and make freely available those materials which will satisfy the informational, recreational, social and educational needs of the community.

Whenever possible, at least two favorable reviews from reputable sources will be required before ordering a title. In addition, the following factors will be taken into account when selection materials:

1. Expressed or anticipated interest in the subject within the community.
2. The value of the title to the collection.
3. The scope and depth of existing subject collection.
4. The authority and literary standing of the author.
5. The technical excellence and durability of the format.
6. Availability of the title or information within the System.

### C. SELECTION by FORMAT of MATERIAL

1. Periodicals – Accessibility of contents through indexes, cost of the subscription in relation to possible use and availability of the title in nearby libraries are important considerations.

2. Videos – Videos are purchased according to the general criteria for selection, with the special consideration given to technical quality and cost.
3. Recorded Sound – The children's collection is selected by consideration of the performer and the quality of the recording as well as possible use in programming.
4. Cassettes – The musical recordings are selected by consideration of the performer and the quality of the recording. Books on cassette must meet the book selection standards. The cost is an important factor in buying abridged books on cassettes and must be strongly considered.

#### D. POLICIES by SUBJECT of MATERIALS

1. Adult Fiction – Special criteria which must be considered in selection are:
  - a. Quality of writing.
  - b. Extent of public interest in a given title, author or genre.
  - c. Originality of the work.
  - d. Authenticity of the historical, religion or social setting.
2. Children's Fiction – The standards stated in the policy for selection of adult fiction apply to the selection of children's fiction. In addition, other criteria apply:
  - a. Life should be portrayed in a believable manner.
  - b. Positive attitudes should be emphasized.
  - c. Over-emphasis on violence and racial, sexual or religious prejudice is to be avoided.
  - d. Books which fill an emotional need or which serve as a stepping stone may be selected.
  - e. Illustrations should be clear, imaginative and artistic.
3. Adult Non-Fiction – Information should be accurate and clearly stated. Currency of the information will be stressed where pertinent. Materials of a historical value will also be selected. The collection should include materials which reflect the fullest spectrum possible on controversial issues. Selection of an item does not indicate the Library's endorsement of the author's point of view. Materials which appeal to sensationalism or intent to entice hatred and intolerance may be excluded.
4. Children's Non-Fiction – Illustrations, if any, should be clear and understandable and should compliment the text.
5. Reference – In selecting reference tools the following points must be considered:
  - a. The information should be clearly presented and arranged.
  - b. The book should have an adequate index.

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- c. Illustrations, charts and graphs should be easily understood and accurate.
  - d. The reference resources of area libraries should be considered when the title is expensive or specialized.
6. Medicine and Related Fields – In the selection of books dealing with the subjects of folk medicine, health care, and nutrition, special attention will be given to the author's credentials and the accuracy of information presented. Reputable reviewers are an important factor. Books purchased should be levels suitable for layman.
7. Gifts – The Library accepts gifts of materials with the understanding that only those materials which meet the selection standards applied to the purchase of all other library materials will be added to the collection. The donor must understand all others will be placed in booksale or discarded.
8. Weeding – Weeding is the systematic evaluation of the Library's collection with an eye to the withdrawal of damaged or obsolete materials from the collection. This is an integral part of the collection development and maintenance.

In general, materials that fall into the following categories should be withdrawn:

- a. Outdated or inaccurate information.
  - b. Superseded editions.
  - c. Worn or badly marked items.
  - d. Duplicate copies of seldom used titles.
  - e. Non-Circulating materials.
9. Replacement – Titles for which the last copy has been withdrawn are considered for replacement. The same criteria that apply in the original selection apply to replacement plus the following:
- a. The continued value of the title.
  - b. The demand for the title.
  - c. The extent of coverage in existing collection.
  - d. The availability of newer and better material in the field.
  - e. Some books may need to be rebound.
10. Duplication – Multiple copies may be obtained when there is an expressed need to fulfill our mission statement. When possible, paperback copies will be purchased to satisfy demand for a particular title.

#### E. Library Mission

- 1. Primary Library Roles
  - a. Popular materials Library

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- b. Children / Young Adult door to learning.
2. Secondary Library Roles
- a. Community activity center.

The DeRuyter Free Library offers convenient access to a wide range of materials and services, to help meet the needs of all community residents. The Library emphasizes current, popular materials and the encouragement of children's and young adults' interest and appreciation of reading and learning. The Library also offers community activities, meetings and workshops.