

Albert Wisner Public Library Materials Selection Policy

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Part I. OBJECTIVES IN SELECTION

The Albert Wisner Public Library attempts to provide a comprehensive, well-balanced collection of general materials to meet the needs of the community. Library materials are provided in order to:

- facilitate informal education and encourage life-long learning
- meet information and recreational needs

The provision of materials means more than occasional availability. It means a supply sufficient to make the Library a dependable source for most of the people most of the time. In addition to books, the Library also selects and provides non-book sources of knowledge and opinion.

Part II. Factors of Selection

A. RESPONSIBILITY FOR SELECTION

The Director, operating within Board policies, is responsible for the selection of books and other library materials and for the weeding of worn and out-dated materials. Responsibility for selection and maintenance of collection areas is delegated by the Director to the professional staff of the Library. Annually, the Director and the professional staff review the Materials Budget of the Library and designate funds into selection areas for the growth, maintenance or replacement needs of the collection. The budget is allocated in a manner to meet, as far as possible, the needs of the community served.

B. CIRCULATION CRITERIA

Materials are purchased both for circulation and the non-circulating reference area. Materials may be placed in the non-circulating area because they are necessary to support the research needs of the community, or because of their high cost, currency or extreme high demand. The Library tries to provide the most current edition of a reference book in the Reference area, within the constraints of the materials budget. Older editions may be then moved into the circulating collection.

C. SELECTION CRITERIA

Materials are selected to improve the quality and representation of the collection. Selection decisions are based on:

1. Accuracy of information
2. Authoritativeness

3. Readability
4. Social significance
5. Availability of funds
6. Favorable reviews in critical library and other library review publications
7. Author's reputation and/or significance
8. Comprehensiveness of the coverage or treatment of the subject
9. Timeliness - reflecting new or emerging fields of knowledge
10. Anticipated relevance to or demand by the community
11. Relationship to other materials in the collection

Other methods of evaluation may either supplement or be substituted for favorable reviews, including an examination of the book itself.

Materials may be purchased because of their popularity and the great interest they have aroused, despite the fact that they might not meet the usual standards of literary quality. Whenever possible, multiple copies of popular works will be purchased. Abridged and condensed works are not purchased except when the abridgments are accepted literary works or in audiovisual format.

D. WITHDRAWAL OF MATERIALS

Removing items from the collection is an integral part of collection development. Materials are withdrawn from the collection in order to maintain its usefulness, currency, relevance and condition. Frequency of circulation, community interest, availability of newer editions or more valid materials are prime considerations in de-selecting, or "weeding."

Responsibility for collection maintenance and for the disposition of withdrawn materials rests with the Library Director and designated staff. Withdrawn items may be sold through the Friends and Bookends book shop for the benefit of the Library, offered to other RCLS libraries, to other non-profit organizations, recycled or discarded.

E. FORMATS PURCHASED

The Library maintains collections of books and non-print materials. Non-print materials include Books on CD, DVDs, Music CDs, MP-3 players. The Library also circulates Nook, Sony and Kindle e-book readers, and makes available e-books for downloading onto portable devices through the Overdrive Digital Library. These formats, and the equipment they require, are selected using the same criteria as for other library materials.

F. CONTROVERSIAL WORKS

Serious works presenting an honest aspect of some problems of life are not excluded because of frankness or coarse language. The Albert Wisner Public Library subscribes to the American Library Association Library Bill of Rights and follows the principles of the Freedom to Read and the Freedom to View Statements (see Appendix).

Books relating to countries, races, nationalities and religious groups are carefully selected. Those which reflect any seriously discriminating attitudes are not purchased. Books which are recognized as Classics and are of considerable literary merit are retained, even though they may contain a word or phrase that is unacceptable by today's standards.

The Library will provide works representing different points of view, thus allowing patrons to make up their own minds about serious and important questions. Books will not be excluded because of the race, nationality, political or religious views of the author. Such a policy is in the American tradition of freedom of speech and press. Censorship of books urged or practiced by volunteer arbiters of morals or political opinions will not be accepted.

Part III: Types of Materials

A. PRINT MATERIALS

1. Books

a. Nonfiction

The Library will provide the most useful materials in subjects of established or realistically anticipated demand. Initially, broader treatment of a subject area will be

preferred, but depending on the specific need or degree of demand, the Library may also purchase additional works of greater depth, comprehensiveness and specificity.

b. Fiction

The Albert Wisner Public Library recognizes the importance of Fiction as a source of personal enrichment and growth. Every effort will be made to obtain titles of popular works in multiple copies to meet patron demand. In the event that space and budget limit this, the InterLibrary Loan process will be used to obtain additional copies of titles.

2. Newspapers and Periodicals

Current periodicals are used for source material not found in books and are intended for both Reference use and recreational reading. Current issues of periodicals are kept as reference materials; when the newest issue of a periodical is received by the Library, the older edition becomes available for circulation. The Library keeps back issues of periodicals for two to three months.

The public access computers contain databases which list articles by subject and contain some articles in their full-text format.

The Albert Wisner Public Library maintains subscriptions to newspapers of local as well as national coverage. Local newspapers are kept for a period of several weeks and then are recycled. The Warwick Valley Dispatch and the Warwick Valley Advertiser are maintained in the Library on microfilm.

3. Local History Vertical File

The Local History Vertical File includes pamphlets, clippings, maps, brochures and other materials that are of local, historical interest. Placement in the Vertical File is dependent on format and arrangement is by subject.

B. NONPRINT MATERIALS

1. Music CDs

Both music and spoken recordings will be purchased; the emphasis will be on classic, current, vocal and instrumental recordings to suit a wide variety of tastes.

4. DVDs

Video recordings are added in DVD format. Every effort will be made to purchase recordings when they are made available to the general public. Blu-Ray DVDs are not purchased because of extremely low demand among patrons for this format. As with materials in other formats, Interlibrary Loans will be used to obtain additional titles of interest to our users.

DVDs are for home use only, and are protected by copyright. Any other use, including public performance, in whole or in part, is prohibited by law.

Part IV: Types of Collections

The collection of materials in the Library is divided into four collection areas: Children's, Young Adult, Adult and Reference. Patrons are guided to materials which are best suited to their needs; however, no patron is restricted to any particular collection because of age. Patrons are encouraged to view and use all collections as their needs and interests require. The use of materials by all patrons is an individual or family responsibility. It is the policy of the Library not to act in loco parentis, in keeping with the principles of equal access to information and materials for all patrons. Therefore, the Library will not restrict any patron, including children, from access to any type or class of material, nor from any information in the Library.

Part V: Student Use

Use of the Library by students of all ages is encouraged.

Teachers are encouraged to visit the Library to determine the scope of our collections so that assignments can be given with full knowledge of the resources available in the community. Teachers are also encouraged to visit the Library to choose titles which most closely fulfill the needs of the assignment.

In the event that a student should use the Library and fail to find the materials necessary for the completion of an assignment, the librarian will provide him with a

letter which verifies his effort and clarifies for the teacher the problem with providing materials.

The Albert Wisner Public Library supports the schools' use of Summer Reading Lists for students. Each Spring, the Library contacts schools in an effort to obtain the current Summer Reading Lists. The Library attempts to maintain a sufficient number of copies of the titles on the lists to meet the student demand. Students should request Summer Reading materials early enough so that the Library's reserve system can be used.

Part VI. InterLibrary Loan

The Albert Wisner Public Library belongs to a network of libraries including the Ramapo Catskill Library System, the MidHudson Library System and the SouthEastern New York Library System. These library systems form the network from which materials are requested through the Interlibrary Loan process. In addition to these public library systems, some area public schools and universities may also be used as a source of Interlibrary Loan materials.

The Interlibrary Loan process may take from two to eight weeks to complete, depending upon the location of and the availability of the requested materials. Materials which are not available in the local loan area may be searched for through the nationwide OCLC system. Rarely, a patron may be assessed a fee of up to \$20.00 if the lending library levies such a fee. Unfortunately, there is no way to find out in advance whether a fee will be incurred. Patrons are asked to consider and approve this before requesting an out-of-system loan.

InterLibrary Loans are not a substitute for developing an adequate collection. Rather, they provide the patron access to specialized or technical materials not readily available in a public library.

Part VII. Gifts

Gifts to the Library are appreciated. Money to purchase materials will be accepted only with the understanding that the Albert Wisner Public Library exercises the final responsibility for deciding which titles and formats will be purchased. However, the

librarian will consult with the donor to ensure that the selections, as far as possible, are mutually satisfactory.

Donations of materials to the Library are accepted with the understanding that they will be evaluated according to the Library's Materials Selection Policy. The librarian will make the decision to add the donated materials to the Library's collection, place them for sale in the Library's Friends and Bookends used book shop (the proceeds of which benefit the Library) or discard them. The Library does not appraise books for income tax purposes, but will give the donor a note acknowledging receipt of the materials.

A special gift plate may be placed in gift materials indicating the name of the donor or the name of the person in whose honor the item was given.

Part VIII. Individual's Right to Comment on Library Materials

The public library has the responsibility to meet the informational and recreational reading needs of all the members of the community. The Albert Wisner Public Library recognizes that the views and beliefs of its patrons are individual and worthy. If a patron finds it necessary to request reconsideration of the placement of materials in the Library's collection, s/he should request a "Request for Reconsideration of Library Materials" form (see Appendix) from any staff member of the Library. The form must be completed in its entirety and signed. No form will be accepted by the Library without a signature.

The Director will review the request and may designate a staff member to review the material and find other professional opinions in regard to it. The Director will then reply in writing to the complainant. If the patron deems the Director's decision unsatisfactory, the patron may then appeal to the Library Board of Trustees. The Trustees' decision on the matter is final.

Part IX. Copyright

It is the patron's responsibility to ensure that s/he uses all Library materials in accordance with current federal and state copyright laws.