

# MATERIALS SELECTION POLICIES

## Objectives and General Selection Criteria

It is the purpose of the Library's collection to make available books and other materials which will enable it to meet general objectives. Materials selected are chosen for their importance to the total collection. Materials are selected with a concern for all ages, backgrounds, abilities, and levels of education. Selection will include both books of contemporary significance and books of permanent value to the collection. Within the constraints of space and budget, the Library will make every effort to provide a collection that is as well developed and balanced as possible, representing various points of view on controversial issues. Inclusion of an item in the collection does not indicate library endorsement of its contents. Each reader is privileged to select from materials the Library has purchased, and no one is obligated to read what he or she does not like.

## Books

1. **Hardbacks:** When there is a choice, hardback books are preferred to paperbacks.
2. **Paperbacks:** The Library recognizes the preference on the part of some readers for paperback books and considers this type of book to be a means of supplementing the collection at a lower cost as well as a way to stimulate reading.
3. **Textbooks:** Textbooks are not a part of the library collection unless they are recognized as the best source of information on a subject.

## Serials

1. **Periodicals:** Periodicals are purchased or accepted as gifts for one or more of the following reasons:
  - a. To provide current information not yet published in book form.
  - b. To supplement or enhance the total collection.
  - c. To provide an additional source of recreational reading.
2. **Newspapers:** Newspapers will be purchased for the following purposes:
  - a. To provide current news coverage at all levels from local to international.
  - b. To satisfy reference needs.
  - c. To provide a unique source of local history.

The *Ayer Public Spirit* will be preserved on microfilm.

## CDs and DVDs

Only compact discs will be purchased. The Library maintains adult and juvenile collections of musical CDs. Emphasis will be on classical, semi-classical, folk, popular, musical comedy, country/western and jazz classics. The Library also has a collection of books on CD for both children and adults. For more information, see complete **CD and DVD Policies** on [Library Policies](#) page.

## **Gifts Policy**

Gifts of books and other materials are welcomed by the Library, but with the understanding that they will not necessarily be added to the collection. The same standards of selection are applied to gifts as to materials purchased from library funds. Gifts which do not meet the Library's standard will be placed in the Friends of the Ayer Library book sale.

## **Weeding**

Weeding is the systematic evaluation of the library's collection in order to withdraw damaged or obsolete materials from the collection. Materials which fall into the following categories should be withdrawn:

1. Material which contains outdated or inaccurate information.
2. Superseded editions.
3. Worn, damaged, or badly marked items.
4. Duplicate copies of seldom used titles.

The Library fiction and children's catalogs will be used for checking titles if there is any question about removal or replacement. Publications of local history or those written by a local author will be retained indefinitely.

## **Intellectual Freedom and Procedures for Complaints**

In its selection of materials, the Library subscribes fully to the American Library Association's *Freedom to Read Statement*, the *Library Bill of Rights*, and the *Intellectual Freedom Statement*.

All requests for reconsideration of materials will be handled in the following manner:

- ✓ Any patron with a complaint will be asked to fill out a "Request for Reconsideration of Library Materials" form.
- ✓ Staff will submit the completed form to the Library Director.
- ✓ The Director will locate as many reviews of the title as possible.
- ✓ The Director will advise the Board of Trustees of the complaint and keep the Board fully informed on the matter.
- ✓ The Director will take all factors under advisement and come to a decision.
- ✓ This decision will be reviewed with the Board of Trustees.
- ✓ The Director will communicate the decision in writing to the person filing the complaint.

## **Responsibility for Selection**

The Board of Trustees is responsible for adopting a materials selection policy. The initial responsibility for the selection of materials is delegated by the Board of Trustees to the Library Director, who operates within the framework of the stated policies and objectives. The legal responsibility rests with the governing Board of Trustees.