



Avon-Washington Twp. Public Library
Materials Selection Policy

PURPOSE OF MATERIALS SELECTION

The purpose of the Public Library is to obtain, organize, and make conveniently available books, periodicals and other materials. The attainment of this purpose will depend largely on the wise and efficient expenditure of available funds for the best materials published both new and old. It shall be the policy of the Library to maintain a workable collection of standard works, including the best of all writers as well as the classics of world literature.

The Library shall also maintain an up-to-date collection of the best of the current writing, attempting to have material in all fields of knowledge of interest to the people of the community.

RESPONSIBILITY OF MATERIALS SELECTION

The materials selection policy is the responsibility of the Board of Trustees of the Library. The selection of material is the responsibility of the Librarian. All staff members and library users are encouraged to recommend titles for purchase. Such recommendations should be accompanied with a reference to a review, if there is one.

PROCEDURES IN MATERIALS SELECTION

Method

The following considerations are made during the selection process:

- Need with respect to existing collection
- Subject timeliness and/or prediction of lasting value
- Borrower interest
- Professional reviews
- Accuracy of factual information

Censorship and areas of controversy

Elimination of titles in the selection process is not to be confused with censorship, but is rather an attempt to obtain the best printed matter with established funds. In the democratic process it is vital to make all sides of issues available to the reading public even though they may be offensive to some and acceptable to others. The Board believes that censorship is an individual matter and anyone is free to reject for himself or his children materials which he does not approve of, but no one can restrict the freedom of others to read. No materials will be eliminated because of coarse language or frank treatment of certain situations if in the opinion of the Librarian or selection committee the author is justified in what he portrays.

Final authority for the determination of policy in selection and acquisition of material is vested in the Board of Trustees of the Library. Patrons who feel materials should be added or withdrawn should present his case in writing to the Librarian and Board. Objections and reasons should be listed.

Indicating a materials point of view or bias by use of labels or special shelving is considered an unwarranted assumption on the part of the Library.

Since the Library cannot limit its selection to materials suitable for children and adolescents, but must consider its adult audience, some materials may be deemed by parents as inappropriate material for their children. However, since parents' feelings differ and children of the same age differ greatly in levels of maturity, the Library while attempting to guide youth will

not act as a judge of what materials a child is mature enough to borrow. This responsibility must remain with the parents.

PRACTICE OF SELECTION IN SPECIFIC AREAS

Adult Fiction

The novel has assumed an important place, not only as a means of entertainment but as an education form, a medium for recording and molding public opinion, and for changing individual attitudes. Attention is paid to maintaining a basic collection of standard novels, the classics and semi-classics of the world. Adult mysteries, science fiction, westerns and light romances are acquired in relation to budget and demand.

Medical and law materials

Purchase is limited to very general or basic reference books designed for the layman which are not too specialized or considered beyond the province of public library service. General books on health and disease should be chosen with care. Books on sex instruction and sexual behavior should be selected with attention to the reputation and intent of the author and should be made freely available on the library shelves.

Religious materials

In the literature of religion, more perhaps than any other class, library selection must be broad, tolerant and in balance, maintaining an impartial recognition of all religions while specializing in none.

Borderline materials

Unorthodox or fad materials should be added in limited quantities. Some books of doubtful value may be purchased occasionally because of their timeliness or because of a great degree of interest in them. They are subject to discard, however, when they have served their purpose.

Research material

The Librarian and Board recognize that many demands come from students attending nearby colleges. A considered attempt is made to supply worthwhile materials of a general nature in all fields, which should meet many needs. However, because of limited funds and the availability of college collections in this area, the Library does not attempt to provide specialized material for scholarly research.

Textbooks

Textbooks are considered for purchase only when they are the best or only sources on a subject for reference and study. The Library may provide materials supplemental to or correlative with various courses of instruction but is in no way obligated to provide textbooks for regularly assigned formal classroom instruction. The Library does not assume the responsibility of providing multiple copies of required texts.

Gifts

Gifts of books or other materials are welcomed, but the Library reserves the right to make use of them as it sees fit. Materials purchased as memorials will be identified by a special materials plate.

MISCELLANEOUS

If a particular material should be an essential addition to the library collection, the cost of the material should not be the basic consideration.

Purchase of paper bound books depends upon the edition and availability of the titles in hard covers, as well as the potential demand and expected use.

Replacements should be determined by the permanent value and importance of the book with due regard to demand.

Purchase is limited in areas which are considered too specialized or beyond the province of the public library service.